



Privacy Policy of PROPLASTICA Sp. z o.o.

The Privacy Policy provides general information concerning using (processing) by PROPLASTICA Sp. z o.o. of personal data of individuals either visiting or using services rendered by PROPLASTICA Sp. z o.o. through websites run by PROPLASTICA Sp. z o.o.

We respect our Users' privacy; therefore, we publish this Privacy Policy so that each User knows to what extent their personal data are processed and can independently, consciously and freely decide whether to use our websites.

In the Privacy Policy, we have decided to generally describe how we collect the Users' personal data and to what extent, purposes we use the data for, parties we share them with and measures we apply to protect the data. Further, the Users will find herein information about rights available to them under applicable personal data protection laws.

The Policy has a general nature and presents only some of personal data processing related issues. The User might receive detailed information at the time of data collection as part of particular services or subscriptions.

Contact Data of PROPLASTICA Sp. z o.o.

PROPLASTICA Sp. z o.o. of Bytów, ul. Lęborska 26, postal code 77-100 Bytów, Poland, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court in Gdańsk, the 8th Commercial Division of the National Court Register, under entry No. KRS 0000157866, Tax Id. No. (NIP) 842-000-45-81, Industry Id. No. (REGON) 770538944, share capital of PLN 1,412,500.00 paid up in full

Personal Data Protection Laws

The Privacy Policy of PROPLASTICA Sp. z o.o. is based on:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 119, p.1) – otherwise referred to as the GDPR
- Polish Act of 16 July 2004 Telecommunications Law (i.e. Journal of Laws of 2017, item 1907, as amended)
- Polish Electronically Supplied Services Act of 18 July 2002 (i.e. Journal of Laws of 2017, item 1219, as amended).

Personal Data Processing Rules

- We collect personal data only to the minimal extent required to achieve purposes for which they are collected.
- The purposes of collecting the Users' personal data are clearly specified and based on legal regulations – we do not process any data in a manner not compliant with such purposes.
- We recognise the Users' right of access to their personal data and their rectification.
- Further, we recognise the Users' rights to have their data erased, withdraw their consent, restrict processing, the right to data portability, the right to object to processing and the right not to be subject to a decision based exclusively on automated data processing, including profiling.

- We limit storage of personal data, in conformity with applicable laws, only to a period necessary for the achievement of the purposes for which they are collected, unless circumstances occur that might prolong the data storage period.
- We protect the Users' personal data against loss, unauthorised access, accidental loss or change and other unlawful forms of processing.
- If any personal data are shared with other parties, they are shared in a secure manner, under a contract and in accordance with applicable laws.

The Users' Personal Data Processing Related Rights

The User has the right:

- at any time, to **withdraw consent** to the processing of their personal data if the consent serves as a legal basis for processing;
- **of access to data**: the User has the right to receive from PROPLASTICA Sp. z o.o. confirmation whether and how their personal data are processed by PROPLASTICA Sp. z o.o.;
- **to rectify** outdated or inaccurate personal data, and the right to have incomplete personal data completed;
- **to object to the processing of personal data** if we process the personal data in order to pursue our legitimate interests (e.g. analytical purposes); in such a case, in view of the User's objection, we will have to discontinue processing of their data, unless we demonstrate compelling legitimate grounds for the processing (e.g. for purposes of proof or in the case of exercise of legal claims). The Users shall enjoy the right to object also where personal data are processed for direct marketing purposes, including profiling (irrespective of the fact whether a legal basis for such processing involves consent or our legitimate interest); in each case, as a result of your objection or withdrawal of consent, we will discontinue processing your data for such purposes;
- **to have their personal data erased by PROPLASTICA Sp. z o.o. ('right to be forgotten')**, which as a rule consists in obtaining from the controller the erasure of their personal data without undue delay; however, pursuant to Art. 17 of the GDPR, there exist exceptions from this right (in particular, for the purposes of the establishment, exercise or defence of legal claims);
- **to restrict the processing of their personal data**, which in practical terms might consist in temporarily blocked access to the User's data or in transferring the data to another system;
- **to data portability**: the User has the right to receive a copy of the personal data which they have provided to us if the processing is based on their consent or under a contract, and in an automated manner;
- **lodge a complaint with a supervisory authority** – to the President of the Personal Data Protection Office.

The Users can send any personal data processing related requests, including those concerning available rights, by e-mail to the address: ado@fcpk.pl, or in writing to the address: PROPLASTICA Sp. z o.o., ul. Lęborska 26, 77-100 Bytów.

The Users' requests shall be addressed without undue delay, within one month from their receipt at the latest. The time limit may be prolonged, due to a complex nature of a given request or the number of requests, by subsequent two months, which we shall communicate to the User. Until a request is processed, you might possibly receive from us information that you have resigned from by withdrawing your consent.

To the extent in which the Users address their requests to PROPLASTICA Sp. z o.o., they are asked to provide their name, surname and contact data (phone number or email address, and in the case of written requests – also address of residence) and further clarifications concerning a request being filed (to facilitate processing of the request). In order to process certain requests, we might require further confirmation of the User's identity.

Personal Data Security

PROPLASTICA Sp. z o.o. applies technical and organisational measures aimed at safeguarding personal data against unauthorised access or use as well as against accidental destruction, loss or integrity breach.

Our security procedures include in particular: access protection, system of back-up copies, monitoring, review and maintenance, and security incidents management.

To ensure security of the processing of personal data, we undertake, in terms of:

- confidentiality – to protect the data against accidental disclosure to any third parties,
- integrity – to protect the data against unauthorised modification,
- accessibility – to ensure access of authorised individuals to your data, if needed.

Each employee of PROPLASTICA Sp. z o.o. with access to personal data is appropriately authorised and bound to confidentiality.

Data Processing Purposes

PROPLASTICA Sp. o.o. processes your personal data exclusively for specified, explicit and lawful purposes. We will not process your data in a manner not compliant with these purposes.

The main purpose of data processing involves the performance of a contract. In the case of processing data for marketing purposes, you will be notified thereof and asked to give consent thereto.

The main grounds for processing of your personal data by PROPLASTICA Sp. z o.o. might involve:

- consent – to one or several specified purposes (for example, in case of sending commercial and marketing information, sending a newsletter, providing information of a marketing nature). The consent can be expressed as a result of the User's action (e.g. submitting data and sending out a form) or by necessity to mark a checkbox;
- performance of a commercial contract or activities aimed at the performance of a contract (e.g. in connection with the provision of services by electronic means);
- legitimate interests (e.g. for purposes of proof).

Data Collection Manner

PROPLASTICA Sp. z o.o. collects the Users' personal data when they fill in forms on our websites, contact our customer service office and through cookies.

PROPLASTICA Sp. z o.o. may collect various personal data whose submission is voluntary, yet frequently necessary to handle the User's order or request through online forms. In such a case, the submission by the User of their data is voluntary, yet necessary for the performance of such service (in each case – with your consent expressed by submitting data and sending out a form).

What Data May We Process?

As part of PROPLASTICA Sp. z o.o. business, we may process such personal data as: identification data (e.g. name, surname), contact data (e.g. phone number, e-mail address, delivery address), and in the case of business entities – also a business name, address and tax identification number. We may also process data concerning prior inquiries, orders, assignments or complaints.

Consent and Withdrawal of Consent

As part of services offered through a website, consisting in providing commercial and marketing information, the User might be asked to give consent to the processing of personal data for marketing purposes concerning products or services offered, including to electronic marketing, if your consent might represent a relevant legal basis for the processing of personal data. The consent may also be given through a direct action, e.g. through the voluntary provision of your data with request for contact or sending out an inquiry, to the extent specified in the consent.

In the case of subscribing for a newsletter, consent may be withdrawn through a link deactivating subscription, placed in each e-mail.

In other cases of consent obtained by PROPLASTICA Sp. z o.o., information specified in relevant information clauses shall be followed. Withdrawal of consent shall not entail any negative consequences; however, the withdrawal might result in an inability to make use of such services as, for example, receiving a newsletter, reply, offers or advertisements, invitations to events or open doors, for the provision of which applicable laws require your consent.

Withdrawal of consent shall not affect the lawfulness of the processing of personal data carried out based on consent prior to its withdrawal.

A request for withdrawal shall be processed without undue delay. Once the request has been processed, we will discontinue processing personal data for marketing purposes, including also for the purposes of receiving marketing and commercial information by electronic means and by phone. Until a request is processed, the User might potentially receive from us information they have resigned from by withdrawing their consent, due to time needed to process the request in our systems.

If we store the Users' data in order to pursue other purposes (e.g. performance of a contract or service, demonstration of proof, exercise of legal claims), we may still process them for these purposes based on another legal basis.

Data Storage

PROPLASTICA Sp. z o.o. stores personal data for a period necessary to pursue purposes of which the User has been informed. A data storage period shall be determined in conformity with applicable laws. The User has the right to receive from us information as to the estimated data storage period.

Data Recipients & Sharing Data with Other Parties

With the User's consent, depending on the purpose of data processing and consent to the processing and sharing of data, personal data may be shared with parties specified in the consent.

Processing Data through Cookies and Other Online Technologies

In connection with the User using its websites, PROPLASTICA Sp. z o.o. collects data included in cookies.

Cookies are IT data, in particular text files, stored in terminal equipment of the Website's User (e.g. a computer, tablet, smartphone) and dedicated for the use of the Website.

Amendments to the Policy

PROPLASTICA Sp. z o.o. reserves the right to amend this Policy, which might result from a need to adjust it to changes in legal regulations or applicable privacy standards or from expanding the Company's product and service range. In connection with the above, PROPLASTICA Sp. z o.o. shall inform the Users of any amendments through a relevant message on its websites.