# **Privacy policy**

The administrator of your personal data is TOP TECHNIK sp.z o.o., based in Poznan, St. Marcin 29/8, 61-806 Poznań, the registration files of which are kept by the District Court Poznan Nowe Miasto in Poznan, IX Division of the National Court Register under the number 0000888037, NIP: 7831832238

- 1. The administrator runs an online store at fonsterleverans.se, further referred to as the Website.
- Personal data under this Privacy Policy is all information about a natural person identified or identifiable by one or more specific factors, including device IP, location data, internet identifier and information collected via cookies and other similar technology.
- 3. Providing personal data in order to perform the contract for the provision of services specified in the Regulations of the Online Store is voluntary, but it is also a condition for the conclusion of the contract. The consequence of not providing personal data will be the inability to conclude a contract and provide services.
- 4. The acronym GDPR should be understood as Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC.
- 5. Under this Privacy Policy, a user is any natural person visiting the Website or otherwise using the services indicated in the Regulations of the Online Store.
- 6. Persons who register on the Website are asked to provide the data necessary to create and operate the account. In order to facilitate service, the User may provide additional data, thus consenting to their processing. Such data can be deleted at any time.
- 7. The administrator selects and applies appropriate technical and organizational measures with due diligence to ensure the protection of personal data being processed. Only persons duly authorized by the Administrator have full access to the databases.
- 8. The administrator protects personal data against disclosure to unauthorized persons, as well as against their processing in violation of applicable law.
- 9. Personal data will not be processed automatically.
- 10. Visitors can browse the Website without prior registration and without providing personal data.
- 11. Personal data will be processed for the purpose of:
- on the performance of the contract for the provision of services specified in the Regulations of the Online Store (pursuant to Article 6 (1) (b) of the GDPR);

- for fulfillment of the legal obligation incumbent on the Administrator (pursuant to Article 6 (1) (c) of the GDPR);
- for analytical and statistical purposes, consisting in conducting analyzes of Users' activity, as well as their preferences in order to improve the functionalities used and the services provided (pursuant to Article 6 (1) (b) of the GDPR);
- marketing of own products or services, including personalized ones (pursuant to Article 6 (1) (f) of the GDPR);
- pursuing or securing claims (pursuant to Article 6 (1) (f) of the GDPR);
- 12. The User's activity on the Website, including his personal data, may be recorded in the system logs. Information collected in the logs processed in connection with the provision of services. The administrator also processes them for technical purposes in particular, the data may be temporarily stored and processed to ensure the security and proper functioning of IT systems, e.g. in connection with backing up, testing changes in IT systems, detecting irregularities or protecting against abuse and attacks.
- 13. As a rule, the data is processed for the duration of the service or the performance of the order, until the consent is withdrawn or an effective objection to data processing is raised in cases where the legal basis for data processing is the Administrator's legitimate interest.
- 14. The period of data processing may be extended if the processing is necessary to establish and assert any claims or defend against them, and after that time only if and to the extent that it will be required by law. After the expiry of the processing period, the data is irreversibly deleted or anonymized.
- 15. In connection with the provision of services, personal data will be disclosed to external entities, including in particular suppliers responsible for the operation of IT systems, entities such as banks and payment operators, entities providing accounting, legal, auditing, consulting and courier services.
- 16. If the User's consent is obtained, his data may also be made available to other entities for their own purposes, including marketing purposes.
- 17. Personal data will not be transferred to a third country / international organization.

## **Cookies policy**

- 18. The website does not automatically collect any information, except for information contained in cookie files.
- 19. Cookie files (so-called "cookies") are IT data, in particular text files, which are stored on the Website User's end device and are intended

- for the use of the Website's pages. Cookies usually contain the name of the website they come from, the time they are stored on the end device and a unique number.
- 20. The entity that places cookies on the Website User's end device and obtains access to them is the operator of the Website TOP TECHNIK sp. Z o.o. with headquarters in Poznań at St. Marcin 29/8, 61-806 Poznań.
- 21. Cookies are used for the following purposes:
- to adjust the content of the Website pages to the User's preferences and to optimize the use of websites; in particular, these files allow to recognize the device of the Website User and properly display the website, tailored to his individual needs;
- to create statistics that help to understand how Website Users use websites, which allows improving their structure and content;
- to maintain the Website User's session (after logging in), thanks to which the User does not have to re-enter the login and password on each subpage of the Website;
- 22. The Website uses two basic types of cookies:
- Session cookies and persistent cookies.
- Session cookies are temporary files that are stored on the User's end device until logging out, leaving the website or turning off the software (web browser).
- "Persistent" cookies are stored on the User's end device for the time specified in the cookie file parameters or until they are deleted by the User.
- 23. The following types of cookies are used on the Website:
- "necessary" cookies, enabling the use of services available on the Website,
   e.g. authentication cookies used for services that require authentication on the Website;
- cookies used to ensure security, e.g. used to detect fraud in the field of authentication on the Website;
- "performance" cookies, enabling the collection of information on the use of the website pages;
- "functional" cookies, enabling "remembering" the settings selected by the User and personalization of the User's interface, e.g. in terms of the selected language or region of the User's origin, font size, website appearance, etc.
- "advertising" cookies, enabling the delivery of advertising content to Users more tailored to their interests.
- 24. In many cases, the software used for browsing websites (web browser) allows cookies to be stored on the User's end device by default. Website users can change their cookie settings at any time. These settings can be changed in particular in such a way as to block the automatic handling of cookies in the web browser settings or to inform about their every entry in the Website User's device. Detailed information on the possibilities and methods of handling cookies is available in the software (web browser) settings.

- 25. The website operator informs that restrictions on the use of cookies may affect some of the functionalities available on the website.
- 26. Cookies placed on the Website User's end device may also be used by advertisers and partners cooperating with the Website operator. More information on cookies is available at https://pl.wikipedia.org/wiki/HTTP\_cookie or in the "Help" section in the browser's menu.

#### Removal and management of cookies

27. Most browsers allow users to control cookies in their preferences. Users should read the privacy policies of these browsers to learn about their cookie policy. Limiting the possibility of setting cookies may impair the overall functionality of using the website https://fonsterleverans.se/. In order to manage cookie settings as well as delete them, select the web browser you use from the list below and follow the instructions on each device from which the page in the fonsterleverans.se domain was accessed:

Internet Explorer Chrome Safari Firefox Edge Opera Mobile devices:
Android Safari

### User Rights

- 28. The User has the right to access his data, obtain a copy of it, the right to rectify it, delete it, limit processing, the right to transfer data, the right to object to data processing based on the legitimate interest of the Administrator or to processing for direct marketing, the right to withdraw consent at any time without affecting the lawfulness of processing (if the processing takes place on the basis of consent), which was made on the basis of consent before its withdrawal.
- 29. The right to rectify data is exercised in relation to the User who has an account on the Website also by enabling him to edit data in the "My profile" section, "Edit Profile" tab.
- 30. A User who has an account on the Website has the right to delete it.
- 31. In order to delete an account, please send a message entitled "Account cancellation" to the following address: fonsterleverans@gmail.com. The message must be sent from the e-mail address that is assigned to your account on fonsterleverans.se. Canceling your account is not tantamount to deleting your personal data.

- 32. If it is found that the processing of personal data violates the provisions of the GDPR or other provisions on the protection of personal data, the data subject may submit a complaint to the President of the Personal Data Protection Office.
- 33. An application regarding the exercise of the rights of data subjects may be submitted in writing or by e-mail to the Administrator's contact details indicated below or directly to the Data Protection Officer.
- 34. The application should, if possible, precisely indicate what the request concerns. In particular, what right does the person submitting the application want to use and what processing process the request concerns.
- 35. If the Administrator is unable to determine the content of the request or identify the person submitting the application on the basis of the submitted application, he will ask the applicant for additional information.
- 36. A reply to the applications will be given within one month of its receipt. If it is necessary to extend this period, the Administrator will inform the applicant about the reasons for such extension.
- 37. The reply will be given to the e-mail address from which the application was sent, and in the case of applications sent by letter, by regular mail to the address indicated by the applicant, unless the content of the letter indicates a desire to receive feedback to the e-mail address (if such address e-mail was given).

#### **Administrator's contact details**

38. Contact with the Administrator is possible via the e-mail address fonsterleverans@gmail.com, or correspondence address TOP TECHNIK sp. Z o.o., St. Marcin 29/8, 61-806 Poznan.

### Rules for changing the Privacy Policy

39. The policy is verified on an ongoing basis and updated if necessary.