

PRIVACY POLICY

CKF_13 WEBSITE PRIVACY POLICY

This document is addressed to all persons who visit the website www.ckf13.pl, contact the Personal Data Controller (e.g. by phone or e-mail), employees, collaborators, clients, business partners or representatives of Personal Data Controller's contractors (hereinafter: "Users").

Before using the website and services of the Personal Data Controller, the User should read this Privacy Policy and Cookies Policy. The purpose of the document is the fulfilment of the information obligation referred to in Art. 13 (1) and (2) and Art. 14 (1) and (2) of 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 (General Data Protection Regulation Data), hereinafter: "GDPR".

1) PERSONAL DATA CONTROLLER:

The controller of personal data is **Hotelowa Fabryczna sp. z o. o.** with the registered office in Kraków (KRS number: 0000910065), ul. Fabryczna 13, 31-553 Kraków (hereinafter: the "Controller"). The User can contact the Controller in the following way:

- 1) by post to the address: Plac na Groblach 13, 31-553 Kraków
- 2) by e-mail: biuro@ckf13.pl
- 3) by phone: 12 395 14 15

2) PURPOSES OF PERSONAL DATA PROCESSING AND LEGAL BASIS:

Personal data of the User of the website www.ckf13.pl (hereinafter: the "Website") will be processed for the following purposes and based on the following legal bases:

- 2.1. Replying to inquiries sent by Users and contacting Users on matters regarding which they contacted the Controller, e.g. by sending a message to the Controller's e-mail address. The legal basis for data processing is the Controller's legitimate interest (Article 6(1)(f) of GDPR), consisting in the need to respond to Users.
- 2.2. Contacting Users on current matters, including in particular the performance of contracts between the Controller and the User, the User's employer or the entity that the User represents, presenting offers, receiving bookings and orders, answering questions. The legal basis for data processing is the

Controller's legitimate interest (Article 6(1)(f) of GDPR), consisting in the need for ongoing contact with the Controller's business partners.

2.3. Implementation of contracts between the Controller and the User, the User's employer or the entity that the User represents, including accepting and executing orders, placing orders, concluding contracts, performing accounting activities, accounting services and debt collection. The legal basis is the necessity to perform a contract or take action before concluding a contract with the User (Article 6(1)(b) of GDPR), as well as the legitimate interest of the Controller (Article 6(1)(f) of GDPR), consisting in the requirement of proper performance of contracts with business partners.

2.4. Fulfilment of the Controller's legal obligations, including in particular those resulting from the provisions of tax law (legal basis - Article 6(1)(c) of GDPR).

2.5. Determining, securing and pursuing possible claims both on the part of the Controller and the User. The legal basis is the legitimate interest of the Controller (Article 6(1)(f) of GDPR), consisting in the possibility of determining, pursuing or defending claims.

3) DATA RECIPIENTS (CATEGORIES OF RECIPIENTS)

3.1. Users' personal data may be made available to third parties providing services to the Controller, such as accounting, marketing and IT services providers, including e-mail and contractor management systems.

3.2. Users' personal data is not transferred to third countries within the meaning of the provisions on the protection of personal data.

4) SOURCE OF PERSONAL DATA

Users' personal data that is not collected directly from them may be obtained from their employers, collaborators or entities that the User represents. The Controller may also process personal data obtained from sources available to the public.

5) PERIOD OF STORAGE OF PERSONAL DATA

5.1. Users' personal data will be stored for a period necessary to achieve the purposes set out above, if:

5.1.1. The User's personal data is processed in connection with the performance of a contract concluded with the User, their employer or the entity that the User represents, we will store it for the term of the

contract and to the extent it is necessary - for five years from the end of the calendar year, in which the deadline for payment of tax due in connection with the conclusion and performance of the contract expired or longer, if required by law;

5.1.2. The User contacted the Controller - their data will be processed for the period necessary for the purpose of contacting the User and for a period of two years from the end of contact.

5.2. If the User's personal data is no longer necessary for the purposes for which it was processed, the Controller will store it in order to establish, pursue or defend against possible claims, both on the part of the Controller and the User, only for the periods of limitation of claims stipulated by law.

6) CONSEQUENCES OF FAILURE TO PROVIDE PERSONAL DATA

Apart from cases where providing personal data is a legal requirement, providing personal data is completely voluntary. However, failure to provide it will prevent the Controller from achieving the objectives set out above.

7) INFORMATION ABOUT AUTOMATED DECISION-MAKING

In relation to the User, actions consisting in automated decision-making, including profiling, can be taken in order to provide services under the concluded contract and for the Controller to conduct direct marketing.

8) SECURITY OF PERSONAL DATA

8.1. The places of logging in and entering personal data are protected in the transmission layer (SSL certificate). Thanks to this, personal data and login details entered on the website are encrypted on the user's computer and can only be read on the target server.

8.2. An important element of data protection is the regular update of all software used by the Operator to process personal data, which in particular means regular updates of programming components.

9) RIGHTS RELATED TO PERSONAL DATA PROCESSING

The User has the following rights related to the processing of personal data:

9.1. The right to access personal data, the right to request rectification, deletion or limitation of personal data processing, unless these rights are excluded or limited by law.

9.2. The right to object to the processing of personal data due to the User's special situation - in cases where the User's personal data is processed on the basis of a legitimate interest.

9.3. The right to transfer personal data, i.e. the right to receive personal data in a structured, commonly used, machine-readable IT format. The User may send such data to another data Controller or request that the Controller send the data to another Controller. The Controller will execute the above request, if such a transfer is technically possible.

9.4. The right to withdraw the consent to the processing of personal data at any time, however, the withdrawal of the consent does not affect the lawfulness of the processing that was carried out on its basis before the consent was withdrawn.

9.5. The right to lodge a complaint with the President of the Personal Data Protection Office.

9.6. Other rights resulting from generally applicable laws.

To exercise the above rights, please contact us by letter or e-mail.

COOKIES POLICY

10) WHAT ARE COOKIES?

Cookies are Internet data, in particular text files, which are stored on the User's end device (computer, mobile phone, tablet). First of all, they contain the name of the website of their origin, their unique number, storage time on the end device. Using cookies, the Controller is provided with statistical information about Users' traffic, Users' activity and the way the Website is used. They allow the content and services to be adjusted to the User's preferences.

11) WHAT ARE COOKIES FOR?

In connection with our use of cookies, we provide the most important information on their use.

The cookies mechanism is used on the Website for the following purposes:

- 1) maintaining the 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;
- 2) statistical analysis of website traffic through Google Analytics. The operator does not provide the operator of this service with personal data, only

anonymised information. The service is based on the use of cookies on the User's end device. In terms of information about the User's preferences collected by the Google advertising network, the User can view and edit information resulting from cookies using the following tool: <https://www.google.com/ads/preferences/>;

- 3) proper adjustment of the Website to Users' needs and optimization of the use of websites;
- 4) remembering the User's preferences and individual settings, recognising the User's device and properly displaying the website tailored to their needs (full version, mobile version of the website);
- 5) creating Website viewing statistics that help to understand how Users use websites, which allows improving their structure and content;

12) WHAT TYPES OF COOKIES DO WE HAVE?

The Website uses two basic types of cookies:

- 1) "session cookies" - temporary files that are stored on the User's end device until logging out, leaving the website or turning off the software (web browser),
- 2) "permanent" ("persistent cookies") - stored in the User's end device for the time specified in the cookie file parameters or until they are deleted by the User.

13) HOW TO BLOCK COOKIES?

In many cases, web browsers allow cookies to be stored on the User's end device by default. Website Users can change the settings for cookies at any time, e.g. in such a way as to block the automatic handling of cookies or inform about each time they are placed on the Website User's device. Detailed information about the possibilities and ways of handling cookies is available in the browser settings or on the following websites:

- 1) Internet Explorer
- 2) Mozilla Firefox browser
- 3) Chrome browser
- 4 Safari browser
- 5) Opera browser

The Controller informs, however, that limiting the use of cookies may affect some of the functionalities available on the Website.