

## Primacon privacy policy

This document sets out the rules for the processing and protection of potential personal data current business partners (in particular customers and suppliers) of Primacon, hereinafter referred to as hereinafter referred to as the Data Administrator.

### I. Definitions

1. Cookies - means IT data, in particular small text files, saved and stored on devices through which the User uses the Website's websites.
2. Website - means a website belonging to the Administrator.
3. Device - means an electronic device through which the User gains access to the Website.
4. User - means an entity that uses the content and functionalities available on the Administrator's Websites or to whom, in accordance with the Regulations and legal provisions, services may be provided electronically or with which an Agreement for the provision of electronic services may be concluded.

### II. Data controller

Primacon company based in Koło (postal code: 62-600), at ul. Gabriela Narutowicza 21, telephone number 63 271 34 81, e-mail address: [primacon@primacon.pl](mailto:primacon@primacon.pl)

### III. Legal basis

In the process of processing personal data, the Administrator applies the principles set out in applicable law, in particular the Act of August 29, 1997 on the protection of personal data and the Regulations of the European Parliament and of the Council (EU) 2016/679 of April 27, 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 ("GDPR").

### IV. The purposes of data processing and the period of their storage

The Administrator processes personal data only for the purpose of acquiring customers/suppliers, carrying out the offer, order/agreement processes and after-sales service of the offered goods and services, and for the purpose of sending personalized commercial information, and in particular for the purpose of :

- creating an account on the Website
- personal contact, telephone or e-mail
- sending ordered information, advertising materials and offers
- execution of the order/agreement
- processing a service or complaint request
- after-sales service
- possible pursuit of claims
- adapting the Websites to the needs of Users
- creating reports and analyzes regarding the functionality of the Websites, including viewing

statistics

This data will be stored for the period necessary to perform contracts, including the provision of service services (warranty and post-warranty). After this time, the data is stored solely for the purposes of pursuing claims and sending personalized commercial information.

#### V. Scope and method of data storage

The Administrator collects personal data in the process of acquiring a customer/supplier, quoting, executing an order/agreement and after-sales service of the offered goods and services. The administrator obtains data including, among others: : name and surname of a natural person (including a person running a business), his or her address, NIP (Tax Identification Number), name and surname of the contact person in the company, his or her position, department, e-mail and telephone number, and in the case of using the Administrator's Websites, also the IP address of the device, used by the User. The data is stored by the Administrator in a format that allows for their transfer.

Providing personal data is voluntary, but necessary to use selected functionalities of the Websites and to send offers, fulfill orders, contracts, service and assembly services, etc.

The obtained personal data will not be transferred or transferred in any other way to third parties or companies, unless this data is necessary for the proper performance of the contract, consideration of complaints or repairs under warranty or guarantee, or sending the catalog by traditional mail. This applies in particular to transport, forwarding, courier, assembly and service companies.

The data administrator also declares that he entrusts the storage and/or processing of personal data referred to in the Privacy Policy, based on a written contract, to entities providing the Administrator with, among others: hosting services, automatic marketing and message optimization in the scope of the Administrator's Websites.

Notwithstanding the above, if the Website User expresses separate consent, his or her personal data is processed for the purpose of receiving commercial information, in particular sending the ordered newsletter to the indicated e-mail address.

#### VI. Data collected automatically

The Administrator informs that when using its Websites, data is also collected automatically. This data may be collected by cookies and by an automatic marketing system.

The Administrator informs that from the moment the user connects to the Website, information appears in the Website's system logs, among others: about the IP number and type of the user's end device from which the user connects to the Website. The Administrator informs that, in accordance with the law, it also processes data regarding, among others, the IP number and type of the user's end device, as well as the time of the user's connection to the Website and other operational data regarding the user's activity on the Website. The described data is processed for technical purposes in order to adapt the Website to the needs of users and to collect general statistical information on the functioning of the Website.

The administrator uses cookies to:

1. Website configuration
  - adapting the content of the Website's websites to the User's preferences and optimizing the use of the Website's websites;
  - recognizing the Website User's device and its location and appropriately displaying a

website tailored to his or her individual needs;

- remembering the settings selected by the User and personalizing the User's interface, e.g. in terms of the selected language or the region from which the User comes;
  - remembering the history of visited pages on the Website in order to recommend content.
2. Implementation of processes necessary for full functionality of websites
    - adapting the content of the Website's websites to the User's preferences and optimizing the use of the Website's websites. In particular, these files make it possible to recognize the basic parameters of the User's device and properly display the website, tailored to his individual needs;
  3. ensuring the security and reliability of the website
  4. presenting multimedia content on the Website pages that are downloaded from an external website [www.youtube.com](http://www.youtube.com) [cookie administrator: Google Inc based in the USA]
  5. collecting general and anonymous static data via Google Analytics analytical tools [cookie administrator: Google Inc based in the USA]
  6. using interactive functions to popularize the Website using social networking sites [Facebook.com](http://Facebook.com) [cookie administrator: Facebook Inc based in the USA or Facebook Ireland based in Ireland]
  7. profiling advertising content in accordance with the interests of Website Users

The User may independently and at any time change the settings regarding the provision of his/her location and Cookies, specifying the conditions for their storage and access via Cookies to the User's device. The User can change the settings referred to in the previous sentence using the web browser settings. 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 each time they are placed on the User's device. Detailed information about the possibilities and methods of handling Cookies is available in the software (web browser) settings.

The user may delete cookies at any time using the available functions in the web browser he or she uses. Restricting the use of cookies may affect some of the functionalities available on the Website.

VII. The right to access, rectify, delete or limit processing data or to object to processing, as well as the right to transfer data

Anyone whose personal data is collected may request from the Administrator:

- rectification of personal data
- deletion of personal data
- restrictions on the processing of personal data
- object to the processing of personal data

In addition, anyone whose personal data is collected may object to the processing of personal data, in particular regarding profiling of the Website User. To exercise the above rights, please contact the Administrator via e-mail: [primacon@primacon.pl](mailto:primacon@primacon.pl). The administrator fulfills the request of the person whose data is collected within a period of up to 30 days. This period may be extended to 90 days in justified cases. However, it should be borne in mind that deletion, restriction, transfer and objection to data processing will affect the services provided and may result in the impossibility of

their performance. In particular, it does not apply to obligations that have been legally concluded due to legal requirements related to, among others: with pursuing claims.

If the Data Administrator requests consent to sending commercial information electronically, the person who has given consent has the right to withdraw it. To do this, click on the link withdrawing consent included in the commercial information or send e-mail information about the withdrawal of consent to the following e-mail address: [primacon@primacon.pl](mailto:primacon@primacon.pl)

#### VIII. Data safety

The data administrator declares that it makes every effort to ensure that customers have a high level of security in the processing of their data. Any events affecting the security of data processing should be reported to the following e-mail address: [primacon@primacon.pl](mailto:primacon@primacon.pl)

The Data Administrator declares that it entrusts the storage and/or processing of personal data referred to in the Privacy Policy, based on a written contract, to entities providing the Administrator with, among others: hosting services, automatic marketing and message optimization in the scope of the Administrator's websites, and in the case of handling an order/contract, complaint or service request: transport, forwarding, courier, assembly, service companies, etc.

#### IX. Final Provisions

Everyone whose personal data is collected by the Administrator has the right to submit a complaint to the competent supervisory authority if he or she believes that the processing of personal data concerning him or her violates applicable provisions regulating the processing of personal data: the Personal Data Protection Act or the General Data Protection Regulation.

The data administrator reserves the right to change this Privacy Policy by publishing a new privacy policy on this website.