

Appendix No. 1 to the Terms and Conditions "General Terms of Sales and Order Execution"

PRIVACY POLICY

§ 1

GENERAL TERMS

1. This Privacy Policy informs about the ways in which the personal data of OLIMPIA Counterparties, who are natural persons, are protected and how OLIMPIA uses cookies on the website www.fh-olimpia.pl.
2. The Controller of personal data of OLIMPIA Counterparties (hereinafter referred to as the Controller) is Gabriela Mrochen, running business activity under the name of F.H. "Olimpia" Gabriela Mrochen with its registered seat in Ruda Śląska (41-700), at ul. Na Łąkach 4, registered in the Central Register and Information on Business Activity of the Republic of Poland with REGON number 277482145 and Tax ID (NIP) number: 6411075190, email: biuro@fh-olimpia.pl.
3. The content of the www.fh-olimpia.pl website is the Controller's property and are protected by law.
4. The Controller declares that the www.fh-olimpia.pl website is free from content that violates the rights of third parties or the applicable law, and in particular from content that contains information that causes or threatens privacy or security of any person, promotes illegal activities or behaviors that are offensive, threatening, obscene, defamatory or libelous, incites racism, ethnic, cultural or religious persecution, promotes or facilitates criminal activities, infringes third party rights, including intellectual property rights or constitutes another form of infringement of legally protected rights.
5. The Controller shall make every effort to ensure that the Counterparty personal data are properly secured.

§ 2

GENERAL INFORMATION

1. The type of personal data collected by the Controller is specified in §6 of this Privacy Policy.
2. In addition to the personal information referred to in paragraph 1, OLIMPIA collects and gathers automatically information such as IP address, request URL, device identifier, the amount of time spent on the www.fh-olimpia.pl website, the date and time of use, browser type, screen resolution, operating system type and version, and other similar information, which, however, do not have the nature of personal data.

§ 3

PURPOSE OF PERSONAL DATA COLLECTION

Personal data of the Counterparties, who are natural persons, are collected by OLIMPIA in order to execute the order i.e. to confirm the order, to receive the payment, to ship the order, to issue an invoice, to deal with complaints and are data necessary to execute the Contract by OLIMPIA.

§4

LEGAL BASIS FOR PROCESSING PERSONAL DATA

1. Personal data of Counterparties provided when placing an order by means of distance communication (i.e. data specified in §6, paragraph 1 of the Terms and Conditions), which are marked as necessary for the execution of the order, i.e. for confirmation of the order, booking of payment, shipment of the Order, issuing a VAT invoice, processing of complaints, are processed by OLIMPIA **on the basis of Art. 6(1)(b) GDPR** (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 (General Data Protection Regulation) of 27 April 2016, Official Journal of the EU. L No. 119, p. 1).
2. Personal data of Counterparties in the form of name, address, NIP number are processed by OLIMPIA on the basis of Article 6(1)(c) GDPR in order to fulfill accounting and tax obligations.
 3. Providing personal data is voluntary, however, if the personal data specified in the Terms and Conditions and necessary to conclude a Sales Contract are not provided, it cannot be concluded.

§5

RIGHTS OF THE COUNTERPARTY REGARDING PERSONAL DATA

1. Each OLIMPIA Counterparty whose personal data is processed is entitled at any time to:
 - a) access to personal data; (including, for example, to receive information on which personal data are processed);
 - b) request for rectification of personal data (e.g. if personal data is incorrect)
 - c) request restriction of processing of personal data,
 - d) request to delete personal data (if prerequisites from Article 17 of GDPR are met),
 - e) transfer personal data (if prerequisites of Article 18 GDPR are fulfilled)
 - f) make a complaint to the President of the Office for Personal Data Protection;
2. The rights specified in this Policy may be exercised by the Counterparty by sending an appropriate message (in electronic or paper form) to the address indicated in §1 sec. 2 of this Policy.

§ 6

TYPE OF PROCESSED PERSONAL DATA

Personal data processed by the Controller as necessary for the conclusion of the Sales Contract include:

- Counterparty first and last name;
- Counterparty company name and the address of its registered seat
- shipping address
- Counterparty Tax ID (NIP) number
- Counterparty and its employees/cooperators telephone number or e-mail address
- Counterparty employee/co-worker full name
- Counterparty representative's first and last name (e.g. Management Board Member if the Counterparty is a commercial company)
- End user data (company name, address, telephone number of the co-workers/employees).

§ 7

ACCESS TO DATA BY THIRD PARTIES

1. Counterparties personal data may be made available to entities entitled to receive them under the applicable laws.
2. Counterparties personal data may be made available to third parties, such as in particular: entities providing accounting services, shipping companies delivering packages with Products ordered by the Counterparty, companies servicing computer equipment and companies destroying documents.
3. Authorized employees or associates of the Controller have direct access to personal data collected by the Controller.
4. Access to the Clients data is also provided to the IT entities maintaining the www.fh-olimpia.pl website.

§ 8

RETENTION PERIOD FOR PERSONAL DATA

Depending on the scope of personal data and the purposes of their processing, they may be stored for different periods of time:

- a) data related to the execution of Orders are deleted immediately after the execution of the Contract by OLIMPIA;
- b) data related to the implementation of the complaint process - for a period of 3 years from the end of the year in which the complaint was considered,
- c) data necessary for the fulfilment of accounting and tax obligations by OLIMPIA - for the period resulting from special regulations;

§9

COOKIES

1. "Cookies" means computer data stored on the end user's device for the purpose of using websites. In particular, these are text files containing the name of the website from which they come, the time of storage on the terminal equipment and a unique number. Cookies can be read by the ICT system of the Controller. On the one hand, these are temporary cookies that are automatically deleted when you close your browser and on the other hand, so-called permanent cookies, whose maximum validity is up to two years.
2. Cookies make it possible to analyze the use of the www.fh-olympia.pl website, not the use by a particular person, but how the website is used in general, what information is displayed and how often, which areas of the website are used particularly intensively, how long users stay on the website or on its subpages, where any invalid links are located, etc. Data collected in this connection is stored anonymously or saved without reference to a specific person.
3. The www.fh-olimpia.pl website does not automatically collect any information except that contained in cookies.
4. The entity placing cookies on the user's end device and accessing them is: Controller.
5. Cookies are intended for the use of www.fh-olimpia.pl website. The Controller uses these files to:
 1. create anonymous statistics, excluding the possibility of user identification,
 2. improve website functioning;
6. By default, the software used for web browsing allows placing cookies on the User's end device. These settings can be changed by the User in such a way as to block the automatic handling of cookies in the web browser settings or inform on their sending to the User's devices each time. This means that it is possible to configure the web browser by the User in such a way that cookies cannot be stored on the User's end device. However, in such a situation, using the website by the User may be difficult.
7. Website Users can change their cookie settings at any time. Cookies can be deleted by the User after they have been stored, by using the appropriate functions of the Internet browser, programs designed for this purpose or by using appropriate tools available within the operating system used by the User. Detailed information on the possibility and methods of using cookies is available in the software settings (internet browser).
Examples of editing options in popular browsers:
 - Mozilla Firefox: www.support.mozilla.org/pl/kb/ciasteczka
 - Internet Explorer: www.support.microsoft.com/kb/278835/pl
 - Google Chrome: www.support.google.com/chrome/bin/answer.py?hl=pl&answer=95647
 - Safari: www.safari.helpmax.net/pl/oszczedzanie-czasu/blokowanie-zawartosci/
 - Opera: <http://help.opera.com/Linux/9.60/pl/cookies.html>.
8. Using the website also means that the user of the website agrees to the use of cookies.

§ 10 CHANGES TO THE PRIVACY POLICY

The Data Controller reserves the right to make changes to the Privacy Policy.

§ 12 INFORMATION CLAUSE

The Controller introduces information clauses with the following content:

Information clause for Counterparties:

"In accordance with Article 13 of the Regulation 2016/679 of the European Parliament and of the Council of the European Union 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 (hereinafter: "General Regulation" or "GDPR"), we inform you that:

1. The Controller of your personal data is Gabriela Mrochen, conducting business activity under the name F.H. "Olimpia" Gabriela Mrochen with its seat in Ruda Śląska (41-700), at ul. Na Łąkach 4, registered in the Central Register and Information on Business Activity of the Republic of Poland with REGON number 277482145 and Tax ID (NIP) number: 6411075190, contact e-mail address: email: biuro@fh-olimpia.pl.
2. Your personal data will be processed on the basis of:
 - a) Article 6(1)(b) of the GDPR, i.e. based on the necessity to perform the Sales Contract concluded with you,
 - b) Art. 6 (1)(c) GDPR i.e. fulfilling legal obligations imposed on the controller of personal data on the basis of Union or Polish law; (e.g. accounting and tax obligations)
3. Recipients of the data may be entities of the following categories:
 - entities authorized under applicable laws (in particular courts and state authorities);
 - entities providing services to OLIMPIA in the field of accounting and finance, legal, IT, document destruction, postal, courier, etc. :
4. Your personal data will be stored for the duration of the Contract and also thereafter, i.e. for the periods indicated in the Privacy Policy, attached as Appendix no. 1 to the Terms and Conditions: "General Terms of Sales and Order Execution."
5. You have the right to:
 - a) access your personal data;
 - b) request rectification or completion of your personal data,
 - c) object to the processing of personal data
 - d) transfer personal data
 - e) request restriction of processing of personal data,
6. You do not have the right to:
 - in connection with Article 17(3)(d) of the GDPR, erasure of personal data, where the processing of personal data covered by the request is necessary for the establishment, investigation or defense of claims,
7. You have the right to lodge a complaint to the supervisory authority if you consider that the processing of personal data concerning you violates the provisions of GDPR.
8. Providing data is voluntary, however it is necessary to conclude and possibly to implement a contract concluded with you,
9. Your personal data will not be processed in an automated manner, including profiling."

Information clause for persons representing the Counterparty

"Pursuant to Article 13 of the Regulation 2016/679 of the European Parliament and of the Council of the European Union 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 (hereinafter: "General Regulation" or "GDPR"), we inform you that:

1. The Controller of your personal data is Gabriela Mrochen, conducting business activity under the name F.H. "Olimpia" Gabriela Mrochen with its seat in Ruda Śląska (41-700), at ul. Na Łąkach 4, registered in the Central Register and Information on Business Activity of the Republic of Poland with REGON number 277482145 and Tax ID (NIP) number: 6411075190, contact e-mail address: email: biuro@fh-olimpia.pl.
2. Your personal data was provided by the Controller's Counterparty, whom you represent, and obtained by the Controller from public registers (KRS).
3. The scope of your personal data processed by the Controller includes the data necessary to conclude and perform a contract between the Controller and your company/entity you represent.
4. Your personal data will be processed in order to perform a business agreement binding between the Controller and the entity you represent - the legal basis of the processing is the legitimate interest of the Controller and the entity, Article 6(1)(f) GDPR. i.e. a legitimate legal interest consisting in ensuring reliable identification of the Counterparty and the entity representing it.
5. Your personal data will not be disclosed to other entities, with the exception of IT system and service providers, entities providing the Controller with services necessary for the performance of the contract concluded with the entity you represent, including legal services, and, where applicable, also to entities gaining access to the data on the basis of public information disclosure regulations and in other cases indicated in generally applicable regulations.
6. Your personal data will be stored for the duration of the agreement and also afterwards, i.e. for the periods indicated in the Privacy Policy, constituting Appendix no. 1 to the Terms and Conditions: "General Terms of Sales and Order Execution".
7. You have the right to access your data and the right to correct, delete or restrict their processing, the right to data portability, the right to object to processing.
8. You have the right to lodge a complaint to the supervisory authority if you consider that the processing of personal data concerning you violates the provisions of GDPR.
9. Your personal data will not be processed in an automated manner, including profiling."