



## What is GDPR?

It is a commonly used abbreviation of General Data Protection Regulation.

## What is the purpose of GDPR?

The purpose of this regulation is to unify the principles of personal data processing in the territory of the European Union.

## When do the new regulations become effective?

GDPR is applicable as of 25 May 2018.

## What can be found in the attached document?

Information on how we protect and process your personal data.

## Is contact with CDA Polska required because of GDPR?

No, it is not required. It is sufficient to read the attached document.

## PRIVACY AND COOKIES POLICY

The confidence you have in CDA Polska sp. z o.o. sp.k. by cooperating with us and by entrusting us with your personal data is of the greatest value to us.

In order to respond to your expectations, we have introduced into CDA Polska Privacy Policy, which will allow us to protect provided to us personal data with due diligence.

The actions taken in this document are carried out in accordance with 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 (hereinafter referred to as "the GDPR"), the Act of 10 May 2018 on the protection of personal data and other applicable legal acts.

This Privacy Policy applies to anyone who uses any services within the domains of [www.cdapolska.pl](http://www.cdapolska.pl) and [www.sklep.cdapolska.pl](http://www.sklep.cdapolska.pl)

### Who is the Data Controller of your data?

The Data Controller is CDA Polska sp. z o.o. sp.k. with its registered office in Wrocław at Robotnicza 60 Street, represented by the Chief Executive Officer, Mr. Giuseppe Gangemi, hereinafter referred to as the Company.

At your disposal we have also appointed a person coordinating the protection of personal data in CDA Polska, Mrs. Kamila Gliniak, who can be contacted by e-mail [k.gliniak@cdapolska.pl](mailto:k.gliniak@cdapolska.pl) or by calling 71 797 80 28 ext. 32.

### What is the purpose and scope of personal data processing?

We process personal data in order to provide a free newsletter service, implement a loyalty program, answer questions in the contact form and issue a decision on the complaint on the complaint form.

We kindly ask you to provide only necessary personal data, which require identification of the User in order to provide the Service correctly, i.e. during sending a "newsletter", placing an order, filing

complaints, sending enquiries and loyalty program implementation. The Controller may process the data provided voluntarily in the contact form and the complaint form in order to provide you with an answer to a question pursuant to Article 6(1)(b) and (f) of the GDPR Act.

The newsletter service is free of charge for you, thanks to which we send you interesting and useful information related to the activities conducted by the Company, planned promotions or novelties and changes in the offer.

Any other personal data that is voluntarily provided to us for the purpose of processing shall require the express consent of the User.

How do we collect the personal data?

Respecting your rights, we will only process your personal data if we are knowingly entrusted with it by you.

### We use "cookies". What do you need to know about them?

"Cookies" allow us to better adjust to individual expectations and preferences of the User, and enable you to use the Service and services on our pages.

They are not used to identify you and we are unable to establish your identity on the basis of them. "Cookies" allow you to identify your computer and your web browser (you can find out whether your computer has already visited a website). The uploaded files are not harmful and do not affect the operation of computers, smartphones or other devices.

You can change your cookie settings at any time. These settings may be changed, in particular, in such a way as to block the automatic handling of the aforementioned files in the settings of the Internet browser or to inform about each time they are placed on the Service User's device.

# Amendments to the laws on **personal data protection** of your company



## **What are the rights of the User who has agreed to the processing of his/her data?**

The User of our Service always has the right to access the previously given content, as well as to supplement and update it and to suspend its processing.

Apart from the above mentioned, everyone who has entrusted us with their personal data also has the right to object and not more frequently than once every 6 months to exercise the right to information about the processing of data in terms of checking the existence of the data filing system, receiving information about the data controller and the purpose, scope and manner of their processing.

You also have the right to withdraw your consent to the processing of personal data, if it has been granted, and to exercise other rights listed in the GDPR: access to the contents of your personal data, their rectification, erasure, restriction of their processing, the transfer of data included in a structured, commonly used machine-readable format, and to object to the processing. In addition, you have the right to lodge a complaint with a supervisory authority (the President of the Office for Personal Data Protection) if, in your opinion, the processing of personal data violates applicable laws.

## **How is the personal data entrusted secured?**

We have prepared documentation and implemented procedures to ensure the security of personal data processed.

Access to your data is granted only to persons authorized by the Controller, at the same time they are trained persons obliged to keep the data secret and to protect it.

We ensure the protection of personal data entrusted to us, in particular against unauthorized access.

## **Privacy Policy Amendments**

CDA Polska reserves the right to introduce amendments to the Privacy Policy.

## Glossary of terms:

Data Controller-in this case, it is CDA Polska Sp. z o. o. Sp. k. with its registered office at Robotnicza 60 in Wrocław;

Personal data, which is information that identifies a natural person that can be identified, directly or indirectly;

The Service defines all services within the domain [www.cdapolska.pl](http://www.cdapolska.pl) and [www.sklep.cdapolska.pl](http://www.sklep.cdapolska.pl), a complaint document, documents related to the loyalty program, a contact form and a newsletter;

The Service User is a person who voluntarily uses the services available in the Service, i.e. subscribes to the newsletter, uses the contact option through the Contact Form and the Complaint and browses the Service website.

Data processing is all the operations on personal data, including data collection and data archiving.