# Privacy policy and cookies

### **GENERAL PROVISIONS**

- 1. The document is the privacy policy and "cookies" of the website maintained in the lcloud.pl domain and services provided by LCloud Sp. z o.o. (hereinafter referred to as Service and Services). LCloud Sp. z o.o. shall exercise all due diligence in order to respect the privacy of the Service Users. Using services or Website LCloud Sp. z o.o., you accept the method of collecting and using personal data for the purposes described in this document.
- 2. The administrator of personal data collected via the Website and Services services is LCloud Sp. z o.o. located in Warsaw at ul. Zlota 59, entered into the register of commercial companies kept by the District Court for St. Warsaw in Warsaw, XII Commercial Department of the National Court Register, under the number 0000656304 email address kontakt@lcloud.pl
- 3. Users' personal data are processed in accordance with the Personal Data Protection Act of August 29, 1997 (hereinafter referred to as the Personal Data Protection Act) and the Electronic Services Provision Act of July 18, 2002.
- 4. The personal data administrator shall exercise special and due care in order to protect the rights of Users whose data is processed and, in particular, ensure that the data is: processed in accordance with the law, collected for purposes indicated in this document and legally binding, not subjected to further processing incompatible with the above purposes, properly secured, stored in a form allowing identification of the persons they concern, no longer than it is necessary to achieve the purpose of processing

### PURPOSE AND SCOPE OF DATA COLLECTION

- 1. Each time the purpose and scope of data processed by the Administrator results from actions taken by the Customer during the use of services or services. Possible goals of collecting Customer's personal data by the Administrator:
- a. to personalize and adapt their services,
- b. improving customer service,
- c. processing orders, warranty claims and payments from our clients,
- d. to run promotions, contests and other functions,

- e. carry out market research on our clients to improve our marketing campaigns, content on our websites,
- f. telephone contact with customers to discuss the services you use,
- g. presentation of a commercial offer,
- h. sending the newsletter,
- i. performance of the contract and provision of services to the persons concerned
- j. direct marketing of the Administrator's own services.
- 2. The Administrator may process the following Customer's personal data:
- a. name and surname,
- b. telephone number,
- c. e-mail address,
- d. IP of the device from which the client connects,
- e. zip code,
- f. general location data (country, city, region),
- g. the type of operating system used by which the client connects,
- h. usage statistics (eg time of use)
- 3. The administrator of personal data stipulates that in accordance with the provisions of the Personal Data Protection Act, he may entrust the processing of personal data of Users he administers to other companies in order to properly perform the activities related to hosting, administration, maintenance and management of the Website and Services. as well as with pursuing claims and explaining the circumstances of unauthorized use of services provided electronically.

### **COOKIES AND OPERATING DATA**

1. Cookies - small text information sent by a web server and saved on the user's side (usually on a hard drive). The default parameters of cookies allow you to read information contained in them only to the server that created them. Cookies are used most often in the case of counters, probes, online stores, websites that require login, advertisements and to monitor the activity of visitors. Source: www.wikipedia.pl

- 2. The entity that places cookies on the end device of the Website user and who obtains access to them is the Website administrator.
- 3. Cookies are used to:
- a) adjusting the content of the Website pages to the user's preferences and optimizing the use of websites; in particular, these files allow to recognize the Website user's device and properly display the website, tailored to his individual needs;
- b) create statistics that help to understand how Website users use websites, which allows improving their structure and content;
- c) maintaining the Website user session (after logging in), thanks to which the user does not have to re-enter their login and password on every subpage of the Website.
- 4. By changing the settings of the software used for browsing the Website, it is possible to specify the storage conditions and the conditions for accessing cookie files used by this Website, in particular the possibility of completely disabling them.
- 5. All modern browsers allow you to enable or disable cookies (by default, it is usually enabled). If the user does not want to receive cookies, he can change the settings of his web browser. Information on change settings for cookies in individual browsers are available on the following pages:
- Chrome> http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647
- Firefox> http://support.mozilla.org/en/kb/W%C5%85%anie%20i%20wy% C5% 82% C4% 85% 20obs% C5% 82ug% 20tablets Internet Explorer> http://support.microsoft.com/kb/196955
- Opera> http://help.opera.com/Windows/12.10/en/cookies.html
- Safari> http://support.apple.com/kb/PH5O42 Instructions for mobile devices:
- Android> http://support.google.com/chrome/bin/answer.py?hl=en&answer= 95647
- •Blackberry>http://help.blackberry.com/en/blackberryq10/10.3.1/help/mwa133423882 3957.html iOS (Safari)> http://support.apple.com/kb/HT1677?viewlocale=en\_US
- Windows Phone> <a href="http://www.windowsphone.com/en-us/howto/wp7/web/changing-privacy-and-other-browser-settings">http://www.windowsphone.com/en-us/howto/wp7/web/changing-privacy-and-other-browser-settings</a>
- 6. However, please note that deleting or blocking "cookies" may be related to the fact that some sections of our websites will not function properly.
- 7. In order to change the settings related to the handling of cookies, the software used to browse the Website must be properly configured. Relevant information in this regard can be obtained by using technical support for such software or by contacting its supplier.

8. Lack of change of the software settings used for browsing the Website is in accordance with art. 173 par. 2 of the Telecommunications Act, consent to the use of cookies by this Website for the purposes set out above.

#### **BASIS OF DATA PROCESSING**

- 1. Providing personal data by the customer is voluntary. The administrator processes the data obtained pursuant to Article 23.1 of the Personal Data Protection Act in order to:
- · sending a commercial offer,
- sending a newsletter,
- performance of the contract and provision of services to the persons they concern.

## THE RIGHT TO CONTROL, ACCESS THEIR CONTENT AND MAKE IMPROVEMENT

- 1. The customer has the right to access their personal data and correct them.
- 2. Each person has the right to control the processing of data concerning him, contained in the Administrator's data file, in particular the right to: demand supplementing, updating, rectifying personal data, temporary or permanent suspension of their processing or their removal if incomplete, out of date, untrue or have been collected in violation of the Act or are no longer necessary to achieve the purpose for which they were collected.
- 3. If the Customer grants consent to the processing of data for the purpose of direct marketing of the Administrator's own services, the consent may be revoked at any time.
- 4. In the event that the Administrator intends to process or process the Customer's data for direct marketing of the Administrator's own services, the person whose data concerns is also entitled to:
- submitting a written, motivated request to cease processing of its data due to its specific situation or to
- object to the processing of its data.
- 5. In order to exercise the rights referred to above, you can contact the Administrator by sending a relevant message in writing or by e-mail to the Administrator's address indicated at the beginning of this privacy policy.
- 6. We store the collected data primarily to ensure the highest possible quality of service administration. In addition, they serve us to compile statistics on the way users use our Website and Services. The data collected may be disclosed to third parties in a way that prevents the identification of the user, as well as authorized by law, public authorities.

### **FINAL PROVISIONS**

- 1. The Website and Services may contain links to other websites. The administrator recommends that after going to other websites, read the privacy policy established there. This privacy policy applies only to the Website and Services.
- 2. The administrator uses technical and organizational measures to ensure that personal data being processed is protected against hazards and categories of data protected, in particular, protects data against unauthorized access, being taken by an unauthorized person, processing in violation of applicable laws and changes, loss, damage or destruction.
- 3. The Service Provider reserves the right to change the Privacy Policy and cookies.