

Privacy Policy

We take care of your privacy

We attach particular importance to the protection of your personal data and how your personal data is processed. We make every effort to ensure that the personal data entrusted to us is secure and we process it in accordance with the relevant legal regulations, in particular in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the Protection of Individuals in Connection with the Processing of Personal Data and on the Free Movement of such data and repealing Directive 95/46/W (GDPR).

Providing personal data to us is voluntary, but without providing it, it is not possible to implement the operation in electronic form.

Who manages your personal data?

Your personal data is managed by companies that are part of the Komunikacja Plus Group, i.e.:

- Komunikacja Plus Group Limited Liability Company Limited Partnership with its registered office in Warsaw, ul. Pilicka 19, 02-629 Warsaw, Court Reg. No. KRS: 0000785876, Tax Reg. No. NIP: 5213865904, Statistical Reg. No. REGON: 383333390;
- Komunikacja Plus Limited Liability Company Limited Partnership with its registered office in Warsaw ul. Pilicka 19, 02-629 Warsaw, Court Reg. No. KRS: 0000519226, Tax Reg. No. NIP: 8943037073, Statistical Reg. No. REGON: 021775578;
- Komunikacja Plus Employer Branding Limited Liability Company Limited Partnership with its registered office in Wrocław, Pl. Salt 16, office 301, 50-062 Wrocław, Court Reg. No. KRS: 0000781967, Tax Reg. No. NIP: 8971865818, Statistical Reg. No. REGON: 383104754;
- Add Media Limited Liability Company Limited Partnership with its registered office in Wrocław, Pl. Solny 16, 50-062 Wrocław, Court Reg. No. KRS: 0000761476, Tax Reg. No. NIP: 8971861973, Statistical Reg. No. REGON: 381977610;
- Proomni Limited Liability Company Limited Partnership with its registered office in Wrocław, Pl. Solny nr 16, office 414, 50-062 Wrocław, Court Reg. No. KRS: 0000754621, Tax Reg. No. NIP: 8971860703, Statistical Reg. No. REGON: 381655154;
- Follow Vision Limited Liability Company with its registered office in Wrocław, Pl. Solny nr 16, office 412, 50-062 Wrocław, Court Reg. No. KRS: 0000606361, Tax Reg. No. NIP: 8971820997, Statistical Reg. No. REGON: 363916835;
- Insight Lab Limited Liability Company with its registered office in Wrocław, Pl. Solny 18-19, 50-063 Wrocław, Court Reg. No. KRS: 0000489366, Tax Reg. No. NIP: 8971794490, Statistical Reg. No. REGON: 022308726;
- Stradom House Limited Liability Company with its registered office in Warsaw, ul. Prosta 51, 00-838 Warsaw, Court Reg. No. KRS: 0000768962, Tax Reg. No. NIP: 5272880466, Statistical Reg. No. REGON: 382418605;
- Sponsoring Insight Limited Liability Company with its registered office in Wrocław, Pl. Solny 18-19, 50-063 Wrocław, Court Reg. No. KRS: 0000448399, Tax Reg. No. NIP: 8971787389, Statistical Reg. No. REGON: 022066944.

These entities collectively determine what and how they process your data. They do this on the basis of Art. 26 paragraph 1 of the GDPR.

In order to ensure that your personal data will always be processed transparently and in accordance with the valid legal regulations, we have established a Personal Data Protection Inspector in our Group. To contact, email him on: iod@komunikacjaplus.pl.

What personal data are we processing?

We will process the following personal data:

- a) details specifying your identity and contact details such as your name, email address, phone number (if you contact us via email, phone or subscribe to a webinar);
- b) data sent by you in the application form, including *résumés* and other documents, attached for recruitment purposes;
- c) data contained in "Cookies" (description in the Cookies Policy).

Principles of processing personal data on our Website

Where do we store your personal information?

Your personal data is stored within the European Economic Area (EEA). It may also be transmitted outside this area, whereas whenever we send data, we do so in accordance with applicable law. If we send data outside the EEA, we use standard contractual clauses and the Privacy Shield, which protect data.

Who has access to your personal information?

We do not transfer, sell or exchange your personal information with other entities for marketing purposes.

In some cases, we may provide your personal data to selected third parties but only for the purpose of implementing the services we have defined, such as IT service companies, including those maintaining our Service. We provide this data only to the extent regulated by the contracts signed with these entities, on entrusting the processing of personal data.

What are the legal grounds for processing personal data?

We process your personal data on the basis of your consent (Art. 6 section 1 letter a) GDPR). Consenting to process it is, of course, voluntary and you may revoke your consent at any time.

We may also process your personal data on the basis of the legitimate interest of the Administrator (art. 6 section 1 letter (f) GDPR).

For what purpose do we process your personal data?

If you provide us with your personal data, we will process it in order to:

- a) answer your questions or requests;
- b) forward to you our marketing offers, newsletter;
- c) forward recruitment offers to you, if you have provided us with your data in the application form;
- d) maintain the correct operation of our Service.

How long will we process your personal data for?

We will process the personal data provided by you:

- a) for the length of time necessary for the purpose for which the personal data was entrusted
- b) until you withdraw your consent.

What rights do you have in connection with our processing of your personal data?

a) Data Access Right:

You have the right to request information at any time about what personal data we hold. To obtain such information, please contact us — we will provide our response to your request *via* email.

b) Right to Transfer:

If we process your personal data in an automated manner on the basis of your consent, you have the right to obtain a copy of your data in a structured, commonly used and readable format. This copy may be sent to you directly or to another entity identified by you and refers only to the personal data that has been provided to us.

c) Right to Amend:

You have the right to request that your personal data be corrected at any time, if it is incorrect, as well as to supplement incomplete data.

d) Right to Delete:

You have the right to request that we remove your personal data processed by us. Please note, however, that this law is not absolute and as an Administrator we have the right *and may refuse* to delete that data for which we have a basis for processing, *e.g., in order to pursue a legal obligation or redress or defend against claims that may be directed against us.*

e) Right to Object to the processing of data on the basis of legitimate interest:

You have the right to object at any time to the processing of your personal data, to the extent that we process this data based on the legitimate interest of the Administrator. We will then cease processing your personal data unless we can find a lawful justification for that process that will invalidate your interest or rights. You will be informed of this, of course.

f) Right not to Consent to Direct Marketing:

You have the right not to agree to receive materials, as part of direct marketing.

g) Right to Limit:

You have the right to request a restriction on the processing of your personal data at any time under the following conditions:

- if you do not consent to the processing of the data on the basis of the legitimate interest of the Administrator, then we will restrict any processing of such data after verifying whether there is such a legitimate interest;
- if you report that the personal data being processed is incorrect, then we will restrict any processing of this data until it is verified;
- if the processing of data is unlawful, then you will be able not agree to delete your personal data and instead may request a restriction on the use of your personal data.

How to exercise your rights?

We are very serious about the protection of your privacy and accuracy in the processing of your personal data, so we have appointed a Data Protection Officer to help you pursue your rights; you can contact him/her by sending an e-mail message to: iod@komunikacjaplus.pl.

If you believe that we are processing your personal information in the wrong way, please contact us. You also have the right to complain to the supervisory authority, which is the President of the Office for Personal Data Protection.

Regarding other topics, you can contact us:

- by emailing us;

- calling us on:
 - +48 22 462 40 30 (Warsaw);
 - +48 71 390 79 83 (Wrocław);
- by writing to our headquarters' address:
 - ul. Piłicka 19, 02-629 Warsaw;
 - Stara Gielda, Plac Solny 16, office 414, 50-062 Wrocław.

Cookies Policy

Cookies are small IT data; sent by the Internet service we visit. These files are saved on the device on which you view our pages. The files used by our website are used for the purposes of examining the popularity statistics of our website. It helps us determine what elements we can improve on the site, in order to make it friendlier to you.

Types of cookies used

1. The cookies we use are safe for you.
In particular, it is not possible for viruses, other unwanted software or malware to enter your devices *via* this route. These files allow you to identify software (e.g., the browser) used by you and customise our service e.g., by selecting the right resolution. Cookies typically contain the domain name from which they originate, the time they are stored and the value assigned.
2. We use session cookies that are stored on your device and remain there until the session of your browser ends. The information stored is then permanently deleted from the device's memory. The session cookies mechanism does not allow any personal data or any confidential information from your devices to be downloaded.
3. Please note that you always have the option to limit or disable the access of cookies on your device that you use to browse our sites. If you use this option, it will still be possible to use the website, however some errors in the display may appear.

Objectives for which cookies are used

We use External Cookies to collect general and anonymous static data through analytics tools, *viz.*, Google Analytics (Cookies administrator: Google Inc. based in the US).

The option to specify conditions for storage or access by Cookies

1. Remember that you can always:
 - a) change the settings for Cookies files yourself and, at any time, specify the conditions for their storage and access by Cookies files to your devices; you can change the settings mentioned above by using the settings of your web browser or by using the configuration of the service; these settings may be changed in particular in such a way as to block the automatic handling of cookies in the settings of the web browser, or to inform you of any posting of Cookies on your device; the capabilities and means of handling cookies are available in the settings of the browser you use;
 - b) delete Cookies files at any time using the available features in the web browser you are using;
 - c) limit the use of Cookies files, however, this may affect some of the functionalities available on our sites.

Final provisions

In the future, we may need to update the Privacy Policy. Its latest version will always be available on our website.

All content materials and graphic elements included on this website are subject to copyright.

Copying them without our consent, is forbidden.