

PRIVACY POLICY
OF THE INTERNET SERVICE
www.kopras-shoring.com

§ 1

General Provisions

1. This Privacy Policy specifies the rules of processing and protecting personal data of Users who use the Internet Service accessible at the following online address: www.kopras-shoring.com. The document also specifies the rules of using Cookies.

2. This document is of informative character.

3. The Administrator of personal data of Users who use the Internet Service, as defined in the Personal Data Protection Act of 29 August 1997 (Journal of Laws No. 133, item 883, as amended), hereinafter referred to as U.O.D.O., is Kopras Sp. z o.o. with its registered office in Wronki (64-510), Szklarnia 7, entered into the National Court Register by the District Court of Poznań - Nowe Miasto and Wilda in Poznań, 8th Commercial Division of the National Court Register under the following KRS number: 0000121735, NIP (Tax Identification Number): 76310000125, REGON (Polish National Business Registry Number: 570151631, contact telephone number: 00

48 67 254 11 96, electronic mail: info@kopras-tiefbautechnik.de

4. The administrator declares that the User's personal data is processed in accordance with U.O.D.O. and the Electronic Services Act of 18 July 2002 (Journal of Laws No. 144, item 1204, as amended).

5. The personal data of Users who use services and tools accessible within the framework of the Internet Service is processed on the basis of a consent given by the User, after reading this document and in accordance with its provisions.

6. The Administrator ensures that personal data is processed in accordance with the law and it is not made available or sold to third parties in accordance with U.O.D.O.

7. The User has the right to request that the Administrator provides them with exhaustive information on how the User's personal data is used. We always strive to inform, in a straightforward manner, about data that we collect, how we use it, for what purpose it is used and

with whom we share it, how we protect such data when providing it to other entities; we also inform about institutions which should be contacted in case of any doubts.

8. The Administrator declares that in order to secure data against unauthorised access or protect it against unauthorised use, all collected data is protected with the application of reasonable technical and organisational measures, as well as safety procedures.

9. The Administrator of the Internet Service has exclusive access to data, in accordance with the rules specified in this document. The access to the User's personal data may be also given to other entities, e.g. entities which enable the Customer/User to make payments for services which collect, process and store personal data in accordance with their Rules and Regulations as well as privacy policies. Access to the Customer's/User's personal data is granted to the above-mentioned entities only to such necessary extent that will ensure the provision of their services so that the Customer/User can purchase and receive a service and pay for it.

10. The aim of the privacy policy is to specify actions taken by the Administrator in the scope of personal data that is collected via the Internet Service, as well as services and tools which are related to the Internet Service and used by Users for the performance of specific actions.

§ 2

Collecting, Acquiring, Scope and Purpose of Collecting Personal Data

1. The Administrator acquires information about Users by, among other ways, collecting server logs via a hosting operator.
2. The Administrator processes Users' personal data that is necessary for the proper execution of services accessible in the Internet Service, and is authorised to use data collected and stored within the framework of the Internet Service for the following purposes:
 - b) concluding and executing the Agreement for the Provision of Electronic Service,
 - c) direct marketing of the Administrator's own products or services,
 - d) ensuring full range of services for the User, including solving technical problems and providing appropriate functions,
 - e) adjusting the offer and the User's experience, including advertisements, in the properties of the Service,
 - f) monitoring the activity of all and specific Users,

- g) contacting Users, particularly for purposes connected with providing services, administering Users, permissible marketing and advertising activities,
- h) carrying out research and analyses in order to improve the operation of available services,
- i) assessing some of the User's personal factors.

3. The Administrator is authorised only to store the data that is collected and traced in the Internet Service, exclusively in the scope of fulfilling the purposes specified above.

4. The Administrator may store the following information within the framework of the Internet Service: personal data which is necessary for Contacting the Customer/User, sending messages or data connected with payments.

9. The Administrator reserves the right to block and filter messages that are sent via the internal messaging system. In particular, when messages constitute spam, include forbidden content or otherwise pose a risk to the safety of the Internet Service Users.

10. Additionally, the Administrator is authorised to automatically acquire and register data sent to a server by internet browsers or the Users' devices, e.g.: IP address, software parameters, hardware parameters, visited websites, identification number of a mobile device, and other data pertaining to devices and the use of the system.

11. In order to identify the attractiveness of advertisements and services for the Users, improve the quality and effectiveness of services provided by the Internet Service or other listed entities or in order to participate in scientific research the Administrator may share anonymised data with other entities, including the partners of the Internet Service.

12. The Administrator informs the Users that the following entities have been contracted to process data:

a) Komputer Partner Robert Ciesielski, ul. Topolowa 17, 64-510 Wronki- to store personal data on the server where the Service is installed.

13. Technologies tracking the User's actions taken on the Internet Service website, applied by the Administrator. List of cookies we collect:

- a) Facebook Conversion Pixel & Facebook Website Custom Audiences enables is Koprás Sp. z o.o. to measure, optimize and build audiences for advertising campaigns served on Facebook,
- b) LinkedIn Conversion Tracking & LinkedIn Insight Tag these Cookies to learn how our users have interacted with Koprás Sp. z o.o. advertising served to them on LinkedIn,
- c) Bing Ads Universal Event Tracking to track website analytics,

- d) Albacross for the processing of the personal data is that it enables Albacross to improve a service rendered to us and our website (e.g. "Lead Generation" service), by adding data to their database about companies,
- e) Google Analytics & Google Adwords to track website analytics and collect information about how visitors use our site.

§ 3

Cookie Policy

1. The Administrator automatically collects information included in Cookie files, in order to gather data related to the use of a website by the Customer of the User. Cookies are small pieces of text sent by an Internet service to the User's browser, which are then sent back by the browser when a website is visited again. They are used mainly for maintaining a session, e.g. by generating and sending a temporary identifier after logging in. The Administrator uses "session" (temporary) Cookies, which are stored by the User's end device until they log out, a website is turned off or a browser is turned off, as well as "permanent" Cookies which are stored by the User's end device for a time specified in the parameters of Cookie files or until they are removed by the User.

2. Within the framework of the Internet Service, the Administrator uses the following types of Cookies:

- "necessary", which make it possible to use the services available in the Internet Service,
- used for ensuring safety,
- "advertising", which make it possible to provide advertising content adjusted to the User's interests,
- "efficiency-related", which are used for acquiring information about the way the Internet Service website is used by the Users,
- "functional", which make it possible to remember the functionalities of the Internet Service that are preferred by the User.

3. The service Administrator uses external Cookies in order to:

- a) Facebook Conversion Pixel & Facebook Website Custom Audiences these Cookies are placed by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA ("Facebook"). This Cookie is placed by Facebook. It enables is Koprás Sp. z o.o. to measure, optimize and build audiences for advertising campaigns served on Facebook,

- b) LinkedIn Conversion Tracking & LinkedIn Insight Tag these Cookies are placed by LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. It enables Kopras Sp. z o.o. to learn how our users have interacted with Kopras Sp. z o.o. advertising served to them on LinkedIn,
- c) Bing Ads Universal Event Tracking, this cookie is used by "Microsoft Bing" ,Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA, to track website analytics,
- d) Albacross Cookies are placed by Albacross Nordic AB Company reg. no 556942-7338 Kungsgatan 26, 111 35, Stockholm, Sweden for the processing of the personal data is that it enables Albacross to improve a service rendered to us and our website (e.g "Lead Generation" service), by adding data to their database about companies,
- e) Google Analytics these Cookies are placed by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. to track website analytics and collect information about how visitors use our site,
- f) Google Adwords these Cookies are placed by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Google Adwords places a conversion tracking cookie on your computer's hard drive (called a "conversion cookie") whenever you click on an ad delivered by Google.

4. Cookies adjust and optimise the Internet Server and its offer in accordance with the Users' needs through actions, such as creating statistics of the Internet Service views and ensuring the safety of the Internet Service as well as its Users. Cookies are also necessary to maintain the User's session after they leave a website.

5. The User can, at any moment, change Cookie settings in their internet browser, including the option to completely block or delete the process of collecting Cookies.

6. Blocking the possibility to collect Cookies or introducing other changes to Cookie settings in a device may make it more difficult or impossible to use some functionalities of the Internet Service; the User is fully authorised to do so, however, he/she must be aware of the limited functionalities available in the Internet Service in such a case.

7. The User who does not want Cookies to be used for the above-mentioned purpose can manually delete them at any moment. The detailed instruction on how to do this can be found on the website of the manufacturer of a browser currently used by the User.

8. More information on Cookies can be found in a help menu of every internet browser. Examples of internet browsers which support the above-mentioned "Cookie" files include: Internet Explorer, Mozilla FireFox, Google Chrome, Opera.

9. The Administrator may make it possible for external entities to collect information with the use of the above-mentioned technologies directly on the Internet Service website. Such entities include advertisers or providers of analytical solutions. Data collected in this way is subject to the provisions of Privacy Policies created by these entities.

10. Some external entities operating within the framework of the Internet Service may make it possible for the Users to withdraw their consent to the collection and use of data for the purposes of advertisements based on the User's activity. More information in this scope can be found on the following website: www.youronlinechoices.com.

§ 4

Rights and Obligations

1. The Administrator has the right and also a statutory obligation to share selected or all information concerning the Users of the Internet Service with public authorities or third parties who request such information in accordance with applicable regulations of the Polish law.

2. The User has the right to access, at any time, his/ her personal data collected by the Administrator. The right including the possibility to verify, modify, supplement, delete, limit data processing, object to data processing, transfer data, request that the User's data is no longer processed, as well as the right to withdraw consent to process data for a specific purpose, if such consent was previously given by the User, and the right to lodge a complaint with a supervisory body. The rights in question apply without the need to provide a reason.

3. In order to exercise his/ her rights, the User may at any time send an appropriate declaration of intent to the address of the data Administrator's registered office or via electronic mail.

4. Removing personal data or stopping the processing thereof by the Administrator may have an effect of the complete lack of possibility to execute services provided via the Internet Service or the serious limitation thereof.

5. The Administrator declares that data processing is not contracted to non-affiliated entities and collected personal data of Users is not shared with such entities without the consent of the parties involved, unless the following circumstances occur:

- a) The Administrator may use the support of external entities in order to provide services that the Administrator makes available, however, such entities are not authorised to independently use personal data which is processed on behalf of the Internet Service, and all their actions are subject to the regulations included in the Privacy Policy of the Internet Service,
- b) The Administrator has the right to provide data to public authorities for the purposes of proceedings concerning possible violations of the law.
6. The User consents to the processing of personal data for the purposes of executing a service, by accepting declarations included in interactive forms available on the Service website, provided by the Administrator.
7. The User may also consent to additional purposes of processing their personal data by accepting voluntary declarations provided in forms available on the Internet Service website.
8. The User guarantees that data provided or published by him/ her in the Internet Service is accurate.
9. The consents to receiving commercial information which have been voluntarily granted by the User may be withdrawn at any time at the User's request submitted via electronic email. Within 48 hours from receiving a declaration concerning the withdrawal of consent, the Administrator removes the User's data from the contact database which is used to electronically send commercial information.
10. The Administrator undertakes to act in accordance with applicable legal regulations and generally accepted rules of social coexistence.

§ 5

Changes to the Privacy Policy

1. The offer of the Internet Service may be expanded in the future, which means that the Administrator will be obliged or authorised to introduce changes to the Privacy Policy.
2. The Service reserves the right to introduce changes to the Privacy Policy which may be influenced by, for example, the development of the Internet technology and modifications in the law on personal data protection.
3. The Service will inform the Users about any changes in a way that makes it easy to notice and understand. New versions of the Privacy Policy will be published on the Internet Service website together with an appropriate announcement.

4. Each change of the Privacy Policy will be effective from the day such a change was announced by publishing it on the Internet Service website. Possible changes will be appropriately highlighted for the period of one month from the day such changes were introduced to the Privacy Policy.