

Privacy Policy

1. **LocStar sp. z o.o.** pays special attention to the privacy of people using its website www.locstar.pl (“**Website**”), people using company services, customers, and associates (“**Users**”). We make sure their data is processed securely, and that information provided is clear and transparent. We want to make sure every **User** knows exactly what data we collect and how to protect their privacy. Providing personal data is always voluntary, and yet necessary for using our services or working with us.

Personal data administrator

2. Personal data is handled by **LocStar sp. z o.o.**, located at ul. Bajana 8A, 71-330 Szczecin, entered in the Commercial Register of the Szczecin-Centrum District Court, 13th Commercial and Registration Division of the National Court Register under KRS number 0000146351; REGON: 810627373, Tax Identification Number (NIP): 8521146360, initial capital: PLN 505,000.
3. For matters involving personal data processing, and especially exercising rights related to the processing of said data, **Users** can contact us via email at info@locstar.pl, or by regular mail at the company address.

Purpose and basis for personal data processing

4. The personal data of **Users** is processed in accordance with the Personal Data Protection Act of 29 August 1997 (Journal of Laws 2002. No. 101, item 926, as amended), the Law on Rendering Electronic Services of 18 July 2002 (Journal of Laws 2002, No. 144, item 1204), and 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 (“the General Data Protection Regulation”):

Purpose for processing data	Legal basis
Entering into a product or service sales agreement	The data is required to enter into an agreement, issue a VAT invoice, perform legal duties, or contact the User
Training and presentations	The data is required to enroll Users in such events
Entering into and carrying out a collaboration or employment agreement	The data is required to enter into an agreement, perform legal duties, or contact the User
Employee onboarding and assessment of prospective associates	The data is required to contact the User, onboard, and assess prospective associates
Provide test and trial versions of software and other products and services	The data is required to contact the User in order to provide products or services
Sending a newsletter via email	The data is required to send a newsletter
Contact in response to correspondence, both regular and electronic (email, phone, chat, social media)	The data is required to reply to an inquiry or prepare a quote
Carrying out legal duties imposed by law	Carrying out legal duties arising from tax law and the Accounting Act

Automatically collected data

5. When a **User** visits the **Website**, data related to that visit is automatically collected, including their IP address, domain name, browser type and operating system type. This data is collected and saved on the company server for marketing and site improvement purposes. The collected data is not used to identify **Website** users and is not linked to any potentially known personal data. Information collected in this manner is used for site administration, periodic statistical analysis, determining the most visited pages, and the functionality of site pages. Information regarding a user IP address may be passed on to authorized government agencies when requested for their proceedings or to third parties on the basis of decisions issued by said authorities. Data will not be shared with parties not authorized by law. Automatically collected data cannot be changed or deleted.

Cookies

1. Cookies are pieces of text information saved locally for the **Website** in the user's browser cache that allow for identification of the computer (language, country) during the next visit. It makes navigating through the **Website** more convenient, pleasant and effective. In order to protect privacy, cookies do not contain any personal data. A website user can block cookies by changing their web browser settings. They should be aware that doing so might limit their ability to use the full functionality of the **Website**.

Personal data retention period

2. The personal data retention period depends on the processing purpose:
 - a. For the time necessary to carry out a product or service sales agreement and duties that arise from that agreement as regards technical support, free product and service updates, and until agreement-based claims expire after termination of the agreement.
 - b. For the term of a collaboration agreement and its fulfillment.
 - c. For providing technical support or delivering trial and test versions: until the termination of service or consent is withdrawn by the **Customer**.
 - d. For the newsletter: until consent is withdrawn by the **Customer**.
 - e. For legal duties: until those duties expire.

Personal data sharing

3. The **Administrator** hereby informs **Users** that it entrusts the processing of personal data for order fulfillment as well as product and service sales solely to the following parties directly involved in order fulfillment when it is necessary to provide the personal data of a user ordering a product or service:
 - a. ING Usługi dla Biznesu S.A., ul. Chorzowska 50, 40-121 Katowice - accounting and human resources services for agreements.

Rights regarding personal data processing

4. **Users** have the following rights regarding their personal data:
 - a. The right to review their personal data
 - b. The right to correct their data
 - c. The right to delete their data
 - d. The right to limit processing of their data
 - e. The right to transfer their data in accordance with personal data protection regulations

- f. The right to file a complaint with a personal data protection authority: the Chairman of the Personal Data Protection Office.

Personal data security

5. LocStar sp. z o.o. has always paid special attention to privacy protection. The **Administrator** ensures the confidentiality of any personal data submitted. Personal data is collected with due care and adequately protected from unauthorized access. To that end, the **Administrator** employs legally permitted means of physical protection, IT and telecommunication equipment, and measures within utilized programs and databases.

Szczecin, May 7, 2018