

PRIVACY POLICY FOR PAR.COM.PL ONLINE SHOP

1. GENERAL PROVISIONS

- 1.1. The hereby privacy policy for online shop has an informative character which means that it is not a source of duties for customers and clients of the online shop.
- 1.2. Personal data administrator collected by means of the online shop is partnership Par Bakuła General Partnership headquartered in Gdańsk (company address and a delivery address: ul. Bysewska 30, 80-298 Gdańsk); entered into the register of entrepreneurs kept by the District Court for the Capital City wit (KRS) National Court Register number 0000307003; registration court where partnership documents are kept: Gdańsk-North Regional Court in Gdańsk VII Commercial Division of the National Court Register.; payer's tax identification number (NIP) 9570996627; the National Official Register of Business Entities (REGON) 220614140; e-mail address: bok@par.com.pl, telephone contact number 587128200 - hereinafter referred to as "Administrator" and being at the same time the Service Provider of the online shop and the Seller.
- 1.3. Personal data of the customer and client is processed in accordance with the Personal Data Protection Act dated 18/07 / 2002 (Dz.U. 2002 Nr 144, poz. 1204 ze zm.).
- 1.4. The Administrator is meticulous when it comes to business protection of the parties whose data is collected and particularly assures that data collected is processed in accordance with law, it is collected for particular and in accordance with law purposes and is not further processed which would not be in accordance with these purposes; factually correct or adequate to the purposes in which it is processed and stored in such a way that enables parties identification no longer than it is necessary to achieve the purpose of procession.
- 1.5. All the words, expressions and acronyms appearing on the hereby website and starting with capital letter (ex. Seller, Online Shop, Online Service) are to be understood in accordance with the definition included in Online Shop Rules available on Online Shop pages.

2. THE PURPOSE AND THE RANGE OF COLLECTED DATA AND DATA RECIPIENTS

- 2.1. Each time the purpose, the range and the recipients of data processed by the Administrator stem from activities undertaken by a Customer or a Client of the Internet Shop. For example, if a client, while placing an order, chooses a personal collection instead of courier delivery, their personal data is processed in the view of conclusion and realisation of a Sale Agreement, but it is not shared with the courier providing services for the Administrator.
- 2.2. Possible purposes of collecting personal data from Customers and Clients by the Administrator are as follows:
 - ~~GG~~1. conclusion and realisation of a Sale Agreement as well as an agreement referring to Electronic Services rendering (e.g. Account).
 - ~~GG~~2. own products and Administrator services direct marketing.
- 2.3. Possible recipients of personal data of the Internet Shop Clients:
 - ~~GG~~~~EE~~ If a Client using the Online Shop chooses postal or courier delivery, the Administrator gives access to the personal data of the client to the courier or an agent providing delivery services on behalf of the Administrator.

- 2.4. The Administrator can process the following personal data of Customers and Clients of the Online Shop: name and surname, email address, telephone number, delivery address (street, house number, office number, postal code, city, country) address of residence or company location (if it is different than delivery address). In case of Customers or Clients who are not consumers, the Administrator can additionally process the name of the company and tax identification number (NIP) of the Customer or the Client.
- 2.5. Giving personal data, mentioned above may be indispensable to the conclusion and realisation of a Sale Agreement or an agreement referring to Electronic Services rendering in the Online Shop. Each time the range of data needed for the conclusion of an agreement is first disclosed on the website of the Online Shop and its Terms and Conditions.

3. COOKIES AND OPERATING DATA

- 3.1. Cookie Files (cookies) these are small bits of information, small text files that are sent by server and saved on the computer of the person visiting the website of the Online Shop (ex. on computer or laptop hardware or on a smartphone memory card - depending on which device is used by a person visiting our Online Shop.) Detailed information referring to Cookie Files as well as the history of their beginning can be found here: <http://pl.wikipedia.org/wiki/Ciasteczko>.
- 3.2. The Administrator can process data stored in cookie files while the Online Shop website is browsed in order to:
 - 3.2.1. identify Customers as logged into the Online Shop and to display that they are logged;
 - 3.2.2. remember Products added to the chart in the view of Sale Agreement conclusion;
 - 3.2.3. remember data from filled in Purchase Orders, surveys and log in data;
 - 3.2.4. adjust the Online Shop website content to individual preferences of a Customer (ex. referring to colours, font size, page layout) as well as optimising the use of the Online Shop website;
 - 3.2.5. conduct anonymous statistics presenting how the Online Shop website is used.
 - 3.2.6. study patterns of behaviour of the Online shop website users by analysing their activities (repeated entrances, key words and so on) aiming at creating their profile and delivering them a personalised promotion.
- 3.3. Typically, most internet browsers available on the market automatically accept cookies by default. Everyone has a possibility to define the terms of using cookies by means of setting their own internet browser. It, for example, means that it is possible to partially (ex. temporarily) restrict or entirely switch off cookie files saving – in the latter case however it may affect some functionalities of the Online Shop (ex. it may appear impossible to go from Purchase Order by Purchase Order Form due to the fact that Products are not remembered in the chart in the following steps of placing an Order).
- 3.4. Internet browser settings in terms of cookie files are vital in the scope of agreement to use Cookies by our Online Shop – in accordance with law such agreement can be made by internet browser setting. In case of lack of agreement it is necessary to change the setting for Cookies.

- 3.5. Detailed information referring to the change of setting when it comes to Cookies as well as their self removal from the most popular internet browsers is available on viewer application help and on the following websites (it is enough to click the link):

[in Chrome browser](#)

[in Firefox browser](#)

[in Internet Explorer browser](#)

[in Opera browser](#)

[in Safari browser](#)

- 3.6. The Administrator processes also anonymous operating data connected with the Online Shop usage (IP address, domain) to generate statistics helpful in Online Shop administration. Data in question has collective and anonymous character, that is, does not contain features enabling identification of a person visiting the Online Shop website. The data is not shared with third parties.

4. DATA PROCESSING BASE

- 4.1. Giving personal data by a Customer or a Client is voluntary, however if the necessary data enlisted on the Online Shop website and in Terms and Conditions of the Shop, needed for the conclusion and realisation of Sales Agreement or Electronic Services rendering is not given it makes such conclusion impossible.
- 4.2. Only realisation of the agreement gives grounds to process personal data of a Customer or a Client. In case of data processed aiming at direct marketing of an own product or services of the administrator the grounds to process such data are (1) prior consent of the Customer or a Client or (2) fulfillment of purposes realised by the Administrator which are in accordance with law (in accordance with art. 23 of Personal Data Protection Act a legally justified purpose is particularly thought to be direct marketing of own products or services of the Administrator).

5. THE RIGHT TO CONTROL, DATA CONTENT ACCESS AND THE RIGHT TO CORRECT ONE'S OWN DATA.

- 5.1. A Customer or a Client is entitled to have a full access to their personal data and to be able to correct it.
- 5.2. Each person is entitled to have a control over processed data of their own, stored in a data base of the Administrator and specifically to demand: supplementing, actualisation and alteration of personal data, temporary or definite suspension of its processing or its removal if it is incomplete, out of date, false or was collected with law violation or is redundant when it comes to the purpose realisation for which it was collected.
- 5.3. In case of granting a consent by a Customer or a Client to have their data processed for the direct marketing purpose of Administrator's own products or services, such consent can be withdrawn at any time.
- 5.4. If the Administrator aims at processing or processes data of their Customer or a Client for the purpose of direct marketing of their own products or services of the Administrator. the person in question is also entitled to (1) put forward a written, justified motion to stop processing their personal data due to their specific situation or (2) to put forward a statement of opposition to have their data processed.

- 5.5. In order to exercise the rights mentioned above, one can contact the Administrator via sending a proper written message by post or email at the address given at the beginning of this document.

6. FINAL PROVISIONS

- 6.1. Administrator uses technical and organizational sources aiming at securing personal data protection adequate to dangers and data categories being under protection and in particular protects data from being accessed by invalid entities, taken by an invalid entity and processed with breaching general laws as well from change, loss, damage and destruction.
- 6.2. Administrator gives access to the following technical means protecting against getting and modifying personal data sent via the Internet by invalid entities:
 - 6.2.1. Data base protection against invalid access.
 - 6.2.2. An account access only after giving a personal login and password