PRIVACY POLICY

Last update: 25 May 2019

Introduction

1. ADAMS Sp. z o.o. with its registered office in Baranowo ("ADAMS") makes every endeavour to protect personal data against unauthorised access, collecting them by an unauthorised person, processing them in violation of the applicable laws and against any change, loss, damage or destruction and to respect the privacy of each person whose personal data are processed.

2. Personal data shall be processed by ADAMS in compliance with the applicable laws, in particular 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 (General Data Protection Regulation or GDPR, OJ L 119, 4.5.2016, pp. 1-88).

3. This Privacy Policy ("Policy") provides for rules for processing and protecting personal data adopted by ADAMS. This Policy shall specify as follows:
    a. kinds of personal data collected by ADAMS;
    b. method of using those data;
    c. rights of persons whose data are processed by ADAMS;
    d. categories of entities to whom personal data are made available;
    e. measures for the protection and security of personal data;
    f. method of contact to exercise the rights of persons whose data are processed by ADAMS;
    g. measures and methods applied by ADAMS to protect personal data;
    h. information on cookies.

I. Basic terms

4. personal data - any information on an identified or identifiable natural person, e.g. full name, telephone, address, ID card number. The identifiable person is a person who may be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his/her physical, physiological, mental, economic, cultural or social characteristics. Information is not deemed to enable a person to be identified, if this would involve excessive costs, time or effort;

5. data processing - any operation carried out on personal data, such as collection, recording, storage, processing, alteration, access and deletion, notably those performed in IT systems;

6. personal data protection breach - security breach resulting in accidental or illegal destruction, loss, modification, unauthorised disclosure or unauthorised access to personal data transmitted, stored or otherwise processed;

7. User – a natural person whose personal data are processed by ADAMS.

II. Data Controller

ADAMS Sp. z o.o. with its registered office in Baranowo ("ADAMS") at ul. Nowina 20, 62-081 Baranowo, Tax No: PL7811921223, tel.: +48616507777.

III. Rules for collecting personal data

8. ADAMS obtains personal data primarily directly from the Users. If business contact details have not been collected directly from the data subject (e.g. ADAMS receives a business card that contains such information or from the employer of such a person), they may have been provided by the represented entity or obtained from publicly available sources, such as public registers (e.g. National Court Register).

9. ADAMS obtains personal data, in particular with respect to:

- contact details (such as name, address of residence/address for service/registered office, e-mail and telephone);
- business contact details (such as title, division and name of the institution);
- data required to issue VAT invoices (Tax No, National Business Registry Number);
- the User's data required for the performance of the agreement made with ADAMS and the fulfilment of ADAMS legal obligations;
- provided content (such as photos, articles and comments).

IV. Method of processing personal data

10. ADAMS ensures control over the type and scope of personal data processed, the period and method of their processing and the persons authorised to process them.
11. ADAMS shall make every endeavour to protect information and personal data collected by it.
12. ADAMS shall provide adequate administrative, technical and physical protection of personal data against any accidental, unlawful or unauthorised damage, loss, alteration, access, disclosure or use.
13. ADAMS shall store your personal data only for as long as it is necessary to achieve the purpose for which the personal data were collected, unless otherwise required by the applicable laws.
14. ADAMS shall take actions to destroy or permanently prevent the identification of personal data if required by law or if the personal data are no longer needed for the purpose for which they were collected.
15. ADAMS states that:

- it processes personal data in accordance with the applicable laws;
- it collects personal data for specified and legitimate purposes and does not further process them in a way inconsistent with those purposes;
- it stores personal data in a form that enables identification of data subjects not longer than it is necessary to achieve the purpose of the processing;
- it processes personal data in a substantive, correct and adequate way with respect to the purposes for which they are processed.

16. Personal data shall be accessed by: ADAMS, its employees, co-workers and persons providing services to ADAMS authorised in writing. The aforesaid persons shall access personal data only for the purpose and scope specified by ADAMS.
17. ADAMS shall keep records of persons authorised to process personal data. The persons authorised to process data shall be obliged to keep their personal data strictly confidential and to protect them.
18. ADAMS and the persons authorised to process these data shall apply technical and organisational measures to ensure the protection of the personal data processed.
19. The data collected by ADAMS may be used, among others, for the following purposes:

- providing services or performing contracts, in particular sales/supply contracts, offered by ADAMS, administrating and informing about them by ADAMS; in case of processing personal data of a person on whose request actions have been taken to make the contract with ADAMS or to perform a contract with ADAMS under Article 6(1)(b); in case of collecting personal data for the purposes of performing a specific contract, ADAMS shall provide the data subject with details of the processing of his/her personal data upon making such a contract;
- performing ADAMS legal obligations arising under the provisions governing the provision of services or activities of ADAMS and the provisions governing accounting and taxation (under Article 6(1)(c) of the GDPR);
- keeping electronic and traditional correspondence; if any correspondence not related to services provided by ADAMS or to any contract concluded with ADAMS is sent to ADAMS by e-mail or mail, the personal data contained in such correspondence shall be processed solely for the purpose of communication and resolution of the case to which the correspondence relates, which constitutes a legitimate interest of ADAMS (under Article 6(1)(f) of the GDPR);

- making telephone calls; if ADAMS is contacted by telephone for matters not related to the services provided by ADAMS or another contract concluded with ADAMS, ADAMS may request personal data only if this is necessary to handle the matter to which the telephone call relates, which constitutes a legitimate interest of ADAMS (under Article 6(1)(f) of the GDPR);
- carry out monitoring: if a person enters the premises of ADAMS, ADAMS processes personal data in the form of a video monitoring image, which constitutes a legitimate interest of ADAMS as a security measure (under Article 6(1)(f) of the GDPR);
- collecting personal data in connection with ADAMS business activity: ADAMS may collect personal data in connection with its business activity for other purposes, e.g. establishing and maintaining business relations, which in any case constitutes a legitimate interest of ADAMS (under Article 6(1)(f) of the GDPR);
- assessing risk and improving ADAMS business activity (including the development of its services, communication management, analysis and improvement of its services), which constitutes a legitimate interest of ADAMS under Article 6(1)(f) of the GDPR;
- assessing the interest in or use of employment by ADAMS and contacting ADAMS with respect to the hiring or service opportunities of ADAMS, which constitutes a legitimate interest of ADAMS under Article 6(1)(f) of the GDPR;
- recruitment: fulfilling legal obligations concerning the recruitment process (under Article 6(1)(f) of the GDPR); recruiting and making a contract with a candidate upon his/her request (under Article 6(1)(f) of the GDPR). As part of the recruitment process, ADAMS expects that a candidate shall provide his/her personal data (curriculum vitae) only to the extent permitted by law. If the candidate also provides other data not required by ADAMS in the recruitment notice, the candidate shall be deemed to have given his/her consent to their processing (under Article 6(1)(a) of the GDPR), but such consent may be withdrawn at any time by the candidate, without affecting the lawfulness of the processing carried out before his/her withdrawal. If the submitted applications contain information inadequate for the purpose of recruitment, they shall not be used or included in the recruitment process;
- in accordance with the applicable laws or in connection with legal proceedings or in connection with a request from a public authority (e.g., the head of the tax office) to make available information held by ADAMS, which constitutes a legitimate interest of ADAMS under Article 6(1)(a) of the GDPR, and in case of a request from a public authority, to perform a legal obligation of ADAMS;
- ensuring compliance of the processing with the personal data protection provisions and ADAMS internal regulations in this field, which constitutes a legitimate interest of ADAMS under Article 6(1)(a) of the GDPR.

20. Personal data shall be provided voluntary, but the failure to provide them shall make it impossible to achieve the aforesaid purposes. Personal data shall be stored by ADAMS for the period necessary to achieve the aforesaid purposes, but not longer than it is required by the applicable laws.

V. Making available and entrusting the processing of personal data

21. ADAMS shall not make available, sell or otherwise disclose any personal information collected, except as described in this Policy or as required by law.
22. ADAMS may entrust the processing of personal data to service providers acting on its behalf, in particular electronic, accounting, legal, advisory, courier and postal services related to the services provided by ADAMS.
23. ADAMS requires these service providers to comply with the law, provide a high level of privacy protection and security of personal data processed by them on behalf of ADAMS.

24. Within the limits of the law, the User shall have the right to access his/her personal data, in particular as a form of control over the processing of his/her personal data by ADAMS, in particular to obtain information about the purpose, scope and manner of data processing.

25. Within the limits of the law, the User shall also have the right to change, supplement, correct and update his/her personal data processed by ADAMS.

26. Within the limits of the law, the User shall also have the right to delete his/her personal data processed by ADAMS.

27. If the processing of personal data is based on the User's consent, the User shall have the right to withdraw his/her consent to the processing of his/her personal data by notifying ADAMS in any way. In such cases, ADAMS shall comply with the User's decision in relation to future activities, which means that the withdrawal of consent shall not affect the lawfulness of the processing carried out before the withdrawal of consent.

28. The User shall have the right - in cases provided for by law - to request ADAMS to limit the processing of his/her personal data.

29. For reasons related to the User's special situation and within the limits of the law, the User shall have the right to object to the processing of his/her personal data by ADAMS based on the legitimate interest of ADAMS.

30. Within the limits of the law, the User shall have the right to receive, in a structured, machine-readable and commonly used format, the personal data relating to him/her that he/she has provided to ADAMS and the right to send such personal data to another controller without hindrance from ADAMS. However, ADAMS shall only do so, if such transfer is technically possible. The right to transfer personal data shall only apply to those data which ADAMS processes on the basis of the contract concluded with the User or on the basis of the User's consent.

31. The aforesaid rights may be exercised by sending an e-mail to the address: incydenty@adamsbox.com.pl.

32. If the User considers that the processing of personal data by ADAMS violates the law, he/she may lodge a complaint with the supervisory authority, in case of the Republic of Poland - the President of the Office for Personal Data Protection.

VII. Cookies and analysis software

33. Using the website https://www.adamsbox.com.pl may involve the need to provide your data, such as information from cookies.

34. ADAMS, its service providers and business partners collect certain information by automatic means, such as cookies, when you visit the website https://adamsbox.com.pl This information may include: IP address, browser type, operating system, URLs visited and information about the activities of the website.

35. Cookies contain little information and are downloaded to your computer or other device by a server that supports the website https://adamsbox.com.pl. The User's web browser sends it back to https://adamsbox.com.pl each time you use it, so that the server recognizes the User and remembers, for example, his/her preferences (visits or previous actions).

36. However, cookies may collect information about the User (e.g. language, country and previously viewed pages) every time he or she visits the website https://www.adamsbox.com.pl. More information about cookies is available on www.aboutcookies.org.

37. ADAMS uses cookies exclusively to measure the functionality of the website https://adamsbox.com.pl. ADAMS stores this information for up to five (5) years. This information may not relate to any natural persons.

38. By using the website https://adamsbox.com.pl the User shall agree to place the cookies in his/her computer or other devices. However, the User may always control the installed cookies. However, deleting or blocking cookies may affect the use of the website https://adamsbox.com.pl as some areas of the website may become inaccessible.

39. The control shall be carried out by means of the browser settings. Information on modifying your browser settings, blocking and filtering cookies is available at: https://www.aboutcookies.org/.

40. ADAMS may use third-party analysis software, such as Google Analytics, to monitor the website https://adamsbox.com.pl   Google Analytics can be disabled by using a browser extension that can be downloaded from the website: https://tools.google.com/dlpage/gaoptout.

41. For convenience and to provide additional information, the website https://adamsbox.com.pl may contain links to websites administered by entities independent of ADAMS, such as Facebook. They may have separate clauses or privacy policies. ADAMS encourages you to familiarize yourself with them. With respect to any of the sites to which links are available on the website https://adamsbox.com.pl and which are not owned or controlled by ADAMS, ADAMS assumes no responsibility or liability whatsoever for their content, the User's use of those sites or for the privacy policies applicable to them.

VIII. Amendments to and updates of the Policy

42. The Policy may be modified from time to time. The modifications are intended to take account of changes in ADAMS activities regarding the handling of personal data and to strengthen the system of personal data protection at ADAMS.

43. Any material amendments to the Policy shall be signalled by means of clearly visible messages placed on ADAMS website. The date of the latest update of the Policy is at the top of the site with the Policy.

IX. Contact

The User may contact ADAMS at any time to obtain information about whether and how ADAMS uses or intends to use his/her personal data, or if the User has any questions or comments about the Policy.