

# Personal data and cookie processing policy

## 1. Personal Data Controller

The Controller of your personal data is Wojciech Kowalski, E-mail address: wk@wk-system.com

## 2. Purposes and legal basis of data processing

The legal basis for the processing of personal data is:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), as amended,
- the Personal Data Protection Act of 10 May 2018 (Journal of Laws of 2018, item 1000), as amended,
- and other applicable laws, depending on the purpose of data processing (e.g., the Civil Code, the Accounting Act).

Your personal data may be processed for the following purposes:

- **responding to inquiries sent via the contact form or E-mail** – pursuant to Article 6(1)(f) of the GDPR (legitimate interest of the controller),
- **concluding and performing a contract** – pursuant to Article 6(1)(b) of the GDPR,
- **fulfilling the legal obligations incumbent on the controller** – pursuant to Article 6(1)(c) of the GDPR,
- **direct marketing** of own products or services – pursuant to Article 6(1)(f) of the GDPR,
- **based on expressed consent** – if required – pursuant to Article 6(1)(a) of the GDPR (e.g., in the case of cookies or newsletters).

## 3. Data Recipients

Your data may be transferred to entities supporting our business, such as:

- IT service providers,
- accounting, legal, or marketing service providers,
- payment processors (if applicable),
- courier and postal companies (if applicable to the shipment of goods or documents).

All entities process data based on relevant agreements and in accordance with the GDPR.

## 4. Data Retention Period

Your data will be stored:

- for the time necessary to achieve the purpose for which it was collected,
- for the period required by law (e.g., the Accounting Act),

- until you withdraw your consent (if your data is processed based on consent),
- until you effectively object (if your data is processed based on legitimate interests).

## **5. Your Rights**

According to the GDPR, you have the following rights:

- the right to access your data,
- the right to rectify it,
- the right to erase your data ("the right to be forgotten"),
- the right to restrict processing,
- the right to data portability,
- the right to object,
- the right to withdraw consent at any time (if processing is based on consent),
- the right to lodge a complaint with the President of the Personal Data Protection Office (PUODO) if you believe that the processing of your data violates the law.

## **6. Voluntary provision of data**

Providing personal data is voluntary, but may be necessary to provide certain services (e.g., responding to an inquiry, concluding a contract, fulfilling an order).

## **7. Automated decision-making**

Your personal data will not be processed in an automated manner, including profiling.

## **8. Cookies**

The website uses cookies – small text files stored on the user's device (computer, phone, etc.).

Cookies are used to:

- ensure the proper operation of the website,
- analyze visitor statistics (e.g., Google Analytics),
- remember user settings (e.g., language, preferences),
- conduct marketing activities (if applicable, e.g., Google Ads, Facebook Pixel).

The user can manage cookies independently using their web browser settings – they can block or delete them.

## **9. Consent to Cookies**

During your first visit to the website, a message regarding cookies is displayed.

By using the website without changing your browser settings, you consent to their use, in accordance with applicable regulations (Article 173 of the Telecommunications Law and the GDPR).

## **10. Final Provisions**

The services within the website may be expanded over time. This means, for example, that the Administrator may make changes to this document in the future.

Use of the Website constitutes acceptance of the content contained in this document.