

**This privacy policy describes how we process information about you, including personal data and cookies, or "cookies".**

### **General information**

1. This policy applies to the Website, which operates under the url: **www.scaffizo.com**.
2. The service operator and personal data administrator is: **Scaffizo Terminals PL Ozimska Street 4/7, 45-057 Opole**
3. Operator's e-mail contact address: **info@scaffizo.com**
4. The Operator is the Administrator of your personal data with regard to the data you voluntarily provide on the Website.
5. The Service uses personal data for the following purposes:
  - a. Running a classified advertising system
  - b. Handling of enquiries via the form
  - c. Presentation of an offer or information
6. The Service performs functions to obtain information about users and their behaviour in the following ways:
  - a. Through the data voluntarily entered in the forms, which are entered into the Operator's systems.
  - b. By storing cookies (so-called "cookies") on the end device. "cookies").

### **Personal data**

1. The provisions of the General Data Protection Regulation of 27 April 2016, in conjunction with the provisions of the Electronic Services Act and the provisions of this Privacy Policy shall apply to the processing of personal data.
2. Use of the Services requires you to provide information, some of which may be your personal data or the personal data of third parties.
3. The service provider will process the following personal data:
  1. For the Apply Now service for this position - identification data, contact data, data contained in the attached recruitment documents.
4. The information obtained from the User which constitutes his/her personal data is processed for the purpose of:
  1. To take the necessary steps prior to the conclusion of the Agreement, between the Service Provider and the User, and the further execution of this, on the basis of Article 6(1)(b) of the RODO (regarding identification and contact data);
  2. Participation by the User in a recruitment process for a specific position referred to in an advertisement published on the Website, on the basis of Article 6(1)(a) RODO
  3. In order to verify the User's qualifications and skills against the needs of the Service Provider's contractors, which may involve sharing of the personal data of the User provided in

recruitment documents for the benefit of these entities, on the basis of Article 6(1)(a) of the RODO;

4. Conducting future recruitments, on the basis of Article 6(1)(a) of the DPA;
5. To transfer the User's data to third parties cooperating with the Service Provider for the purposes related to the recruitments carried out by these entities, on the basis of Article 6(1)(a) RODO;
6. To fulfil the legal obligations of the Service Provider, on the basis of Article 6(1)(c) of the DPA;
7. Other than those indicated above arising from the legitimate interests pursued by the Service Provider or authorised third parties, in particular for the purposes of:
  1. - settlement of benefits arising from legal relationships,
  2. - to protect the rights of third parties,
  3. - ensuring security, including the detection of threats,
  4. - making statistical measurements,
  5. - the use of cookies to the extent indicated in § 4 of the Privacy Policy,
  6. - to adapt the content of web pages,
  7. - Provider's direct marketing of products and services,
  8. - complaint handling,
  9. - mutual contact,
  10. on the basis of Article 6(1)(f) RODO.
5. The provision of personal data by the User is always voluntary, although failure to provide the data indicated by the Service Provider as required will result in the impossibility of concluding the Contract and using the Services.
6. The user has the right to access the content of the data provided, the right to rectification, erasure, restriction of processing, the right to data portability data, the right to obtain a copy of the data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent before withdrawal. The withdrawal of consent or objection shall be made by sending the relevant information to the Service Provider's e-mail address or in any other express manner made by the User. Furthermore, the User has the right to lodge a complaint with the President of the Office for Personal Data Protection if he/she considers that the processing of personal data concerning him/her violates the provisions of RODO.
7. The Service Provider is the Personal Data Controller within the meaning of the RODO in relation to the personal data provided to it by the User. The Service Provider shall not process the User's personal data outside the European Economic Area. The User's personal data will not be subject to automated processing including profiling.
8. The data provided by the User may be passed on to the technical entities providing the IT infrastructure services or to other entities with which the Service Provider cooperates in this respect.
9. The Service Provider shall provide information on the personal data provided by the User to state authorities for the purposes of their investigations.
10. The Service Provider may entrust the processing of the User's personal data to other entities for the purposes of providing the Services and performing the Agreement, with the

compliance with the requirements under the RODO. The entities indicated will then be the recipients of the personal data within the meaning of the RODO.

11. The user is obliged to provide truthful data and to update the data immediately in the event of changes by exercising the right of rectification.
12. Personal data will be stored for the duration of the Services or legal relationships arising from the use of the Website's functionalities and after their termination, no longer than until the statute of limitations for claims arising therefrom, and for the duration of the legitimate purpose on the part of the Service Provider or until the consent given by the User is revoked or the consent granted for a limited period expires.
13. The Service Provider, as the Administrator of the Personal Data, cares about its security, in particular it applies physical and software safeguards to protect the data from access by unauthorised persons. These safeguards include, in particular:
  1. data transmission security system - User data using the Services are encrypted using at least a 32-bit SSL protocol key
  2. data access control system - only the User, the Service Provider and persons authorised by the Service Provider have access to the data.

### **Hosting**

1. The service is hosted (technically maintained) on the operator's servers: [www.agencjasoda.pl](http://www.agencjasoda.pl).
2. The hosting company keeps logs at server level to ensure technical reliability. The logs may include:
  - a. resources specified by a URL identifier (addresses of the requested resources - pages, files),
  - b. the timing of the enquiry,
  - c. time of sending the reply,
  - d. the name of the client station - identification via the HTTP protocol,
  - e. information about errors that occurred during the execution of the HTTP transaction,
  - f. the URL of a page previously visited by the user (referer link), in the event of a link to the Website,
  - g. information about the user's browser,
  - h. IP address information,
  - i. diagnostic information related to the process of self-ordering services via registrars on the website,
  - j. information related to the handling of e-mails addressed to and sent by the Operator.

### **Your rights and additional information on how your data will be used**

1. In certain situations, the Administrator has the right to transfer your personal data to other recipients if this is necessary for the performance of a contract concluded with you or for the fulfilment of obligations incumbent on the Administrator. This applies to such groups of recipients:
  - a. hosting company on a delegated basis

- b. authorised employees and associates who use the data in order to fulfil the purpose of the website
2. Your personal data processed by the Administrator for no longer than is necessary for the performance of the related activities defined by separate regulations (e.g. on accounting). With regard to marketing data, data will not be processed for longer than 3 years.
3. You have the right to request from the Administrator:
  - a. access to personal data concerning you,
  - b. their rectification,
  - c. deletions,
  - d. limitation of processing,
  - e. and data portability.
4. You have the right to object, in respect of the processing indicated in paragraph 3.2, to the processing of personal data for the purposes of the legitimate interests pursued by the Controller, including profiling, with the right to object not being exercisable where there are valid legitimate grounds for the processing which override your interests, rights and freedoms, in particular the establishment, assertion or defence of claims.
5. The Administrator's actions may be complained about to the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.
6. The provision of personal data is voluntary, but necessary for the operation of the Service.
7. Automated decision-making, including profiling, may be undertaken in relation to you for the purpose of providing services under the contract concluded and for the purpose of direct marketing by the Administrator.
8. Personal data is not transferred from third countries within the meaning of data protection legislation. This means that we do not send them outside the European Union.

### **Information on the forms**

1. The service collects information voluntarily provided by the user, including personal data where provided.
2. The service can save information about the connection parameters (time stamp, IP address).
3. The website may, in some cases, store information to help link the data in the form to the e-mail address of the user completing the form. In this case, the user's e-mail address appears inside the url of the page containing the form.
4. The data provided in the form is processed for the purpose resulting from the function of the specific form, e.g. to process a service request or sales contact, registration of services, etc. Each time, the context and description of the form clearly informs you what it is used for.

### **Administrator logs**

1. User behaviour information on the website may be subject to logging. This data is used for the administration of the website.

### **Essential marketing techniques**

1. The operator uses statistical analysis of website traffic via Google Analytics (Google Inc., based in the USA). The operator does not transmit personal data to the operator of this service, only anonymised information. The service is based on the use of cookies on the user's terminal device. In terms of information about your preferences collected by the Google advertising network, you can view and edit the information resulting from cookies using the following tool: <https://www.google.com/ads/preferences/>.
2. The Operator uses remarketing techniques to match advertising messages to the user's behaviour on the website, which may give the illusion that the user's personal data is being used to track the user, but in practice no personal data is transferred from the Operator to the advertising operators. A technological prerequisite for such activities is that cookies are enabled.
3. The operator uses the Facebook pixel. This technology ensures that Facebook (Facebook Inc., USA) knows that a person registered with it is using the Website. The Operator does not transmit any additional personal data to Facebook. The service is based on the use of cookies on the user's terminal device.
4. The operator uses a solution that examines user behaviour by heat mapping and recording behaviour on the site. This information is anonymised before it is sent to the service operator so that it does not know which individual it relates to. In particular, typed passwords and other personal data are not recorded.
5. The Operator uses a solution that automates the operation of the Website in relation to users, e.g. it may send an e-mail to a user after visiting a specific subpage, provided that the user has agreed to receive commercial correspondence from the Operator.
6. The operator may use profiling within the meaning of the data protection legislation

### **Information on cookies**

1. The website uses cookies.
2. Cookies (so-called "cookies") are IT data, in particular text files, which are stored in the Service User's terminal equipment and are intended for use on the Website. Cookies usually contain the name of the website they come from, the time they are stored on the terminal equipment and a unique number.
3. The entity placing cookies on the Service User's terminal equipment and accessing them is the Service Operator.
4. Cookies are used for the following purposes:

- a. maintaining a session of the Website user (after logging in), thanks to which the user does not have to re-enter his/her login and password on each subpage of the Website;
  - b. to achieve the objectives set out above under 'Essential marketing techniques';
5. The Website uses two main types of cookies: "session" (session cookies) and "permanent" (persistent cookies). "Session" cookies are temporary files that are stored on the User's terminal equipment until they log off, leave the website or switch off the software (web browser). "Persistent" cookies are stored on the User's terminal equipment for the time specified in the parameters of the cookies or until they are deleted by the User.
  6. Web browsing software (web browser) usually allows cookies to be stored on the User's terminal device by default. Users of the Website may change their settings in this respect. The Internet browser makes it possible to delete cookies. It is also possible to automatically block cookies. For details, please refer to the help or documentation of your Internet browser.
  7. Restrictions on the use of cookies may affect some of the functionality available on the Website.
  8. Cookies placed in the Service User's terminal equipment may also be used by entities cooperating with the Service Operator, in particular companies: Google (Google Inc. based in the USA), Facebook (Facebook Inc. based in the USA), Twitter (Twitter Inc. based in the USA).

### **Managing cookies - how to give and withdraw consent in practice?**

1. If you do not wish to receive cookies, you can change your browser settings. We stipulate that disabling cookies that are essential for authentication processes, security, maintaining user preferences may make it difficult, and in extreme cases may make it impossible, to use the websites
2. To manage your cookie settings, select the web browser you are using from the list below and follow the instructions:
  - [Edge](#)
  - [Internet Explorer](#)
  - [Chrome](#)
  - [Safari](#)
  - [Firefox](#)
  - [Opera Mobile](#)

devices:

- [Android](#)
- [Safari \(iOS\)](#)
- [Windows Phone](#)