

# Privacy Policy

## I. General Provisions

1. The privacy policy specifies how personal data of Users necessary for the provision of electronic services through the website <https://www.psp-concept.com/> (hereinafter: the Service) are collected, processed, and stored.
2. The Service collects only the personal data necessary for the provision and development of services offered therein.
3. Personal data collected through the Service are processed in accordance with the 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, hereinafter GDPR) and the Act on the Protection of Personal Data of 10 May 2018.

## II. Data Controller

The controller of personal data collected through the Service is PSP Concept Sp. z o.o., address: ul. Gen. Zajączka 19/1 KRS: 0000829124, NIP: PL6342973878, REGON: 385592120, email address: office@psp-concept.com (hereinafter: the Administrator).

## III. Purpose of Collecting Personal Data

1. Personal data is used for:
  - o communication with the User
  - o analytical and statistical activities,
2. Providing data is voluntary but necessary for concluding an agreement or using other functionalities of the Service.

## IV. Types of Processed

Personal Data the Administrator may process User's personal data: name, surname, date of birth, address, email address, telephone number, Tax Identification Number (NIP).

V. Period of Processing Personal Data User's personal data will be processed for the period:

- when the processing is based on the performance of the agreement – until the expiration of claims after its performance,
- when the processing is based on consent – until its withdrawal, and after the withdrawal of consent until the expiration of claims.

In both cases, the limitation period is 6 years, and for claims for periodic benefits and claims related to business activity – 3 years (unless a specific provision states otherwise).

## **VI. Sharing of Personal Data**

1. User's personal data may be disclosed to entities affiliated with the Administrator, its subcontractors, entities cooperating with the Administrator, e.g., companies handling e-payments, courier/postal service companies, law firms.
2. User's personal data will not be transferred outside the European Economic Area (EEA).

## **VII. User Rights**

1. The Service User has the right to: access their personal data, rectify, delete, restrict processing, transfer, object to processing, withdraw consent at any time (which does not affect the lawfulness of processing based on consent before its withdrawal).
2. Notification of the User's exercise of the rights mentioned above should be sent to the address [office@psp-concept.com](mailto:office@psp-concept.com).
3. The Administrator fulfils or refuses to fulfil the request immediately – no later than within one month from its receipt.
4. The User has the right to lodge a complaint with the President of the Personal Data Protection Office if they believe that the processing violates their rights and freedoms (GDPR).

## **VIII. Cookies**

1. The Service collects information using cookies – session, persistent, and third-party cookies.
2. Collecting cookies supports the proper provision of services in the Service and serves statistical purposes.
3. The User can specify the scope of access to cookies on their device in the browser settings.

## **IX. Automated Decision Making and Profiling**

1. User data cannot be processed in an automated manner so that any decisions could be made against them.

## **X. Final Provisions**

1. The Administrator has the right to amend the Privacy Policy, without limiting the rights of Users.
2. Information about the changes made will appear in the form of a message available on the Service.
3. Matters not regulated in this Privacy Policy are governed by the provisions of the GDPR and Polish law.