

## **Privacy policy**

Information on the method of collecting and processing personal data by TELPOD S.A.

### **Administrator**

The administrator of your data is the company TELPOD S.A. with its seat in Skawina (ul. Piłsudskiego 63A, 32-050 Skawina) entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for Kraków Śródmieście, 12th Commercial Division of the National Court Register under KRS number: 0000058084 (REGON: 351560840, NIP: 6792525921, Capital share company in the amount of 1,100,000.00, email: [telpod@telpod.pl](mailto:telpod@telpod.pl))

The administrator will entrust your personal data to third parties only and exclusively for the implementation of its own purposes specified in this privacy policy and only for the Administrator's needs. These data will not be used for the purposes of achieving the goals of third parties. The recipients of the data are companies that provide hosting and positioning services and conduct advertising campaigns for the Data Administrator.

### **Personal data**

Personal data is any information relating to an identified or identifiable natural person.

We collect personal data:

- automatically during your visit to the website, e.g. IP address, domain name, browser type, operating system type;
- when you contact us via the website and directly, including via e-mail and telephone.

### **Purpose of data processing**

The personal data that you entrust to us is processed:

1. to the extent necessary for the correct implementation of services provided electronically and for the fulfillment of your inquiries,
2. in order to carry out the recruitment process (data collected in the recruitment form),
3. in order to provide the newsletter service,
4. in order to adjust the content of the website and advertisements to your needs and interests,

5. making measurements that allow us to improve our services and make them meet your needs as much as possible,

6. for purposes resulting from the legitimate interests pursued by the administrator, including marketing and promotion of the administrator's own services.

### **How the collected data is used**

Providing personal data is voluntary, however, the lack of consent to the processing of personal data by us may prevent us from providing you with services in accordance with the purposes defined by us.

Your data will be processed until there is a basis for their processing, i.e. in the case of consent until the expiry of its processing, its withdrawal, limitation or other activities limiting this consent, and if the basis for data processing is the legitimate interest of the administrator, i.e. until the existence of this legitimate interest.

Personal data left in the recruitment form will be processed for a period of 6 months or until a possible objection by the data subject. For the purposes of future recruitments, after the indicated deadline, the form must be completed again. The data subject has the right to access their personal data, modify or delete them via the active recruitment form or to the address [telpod@telpod.pl](mailto:telpod@telpod.pl).

The subscription to the newsletter can be canceled at any time by clicking on the "Unsubscribe" link at the bottom of each newsletter sent or by sending an e-mail with resignation to [telpod@telpod.pl](mailto:telpod@telpod.pl) Personal data will be processed until a possible objection is raised by a person, to whom the data concern. The data subject has the right to access, modify or delete their personal data.

The personal data provided in the inquiry form will be processed until a possible objection is raised by the data subject or until the task is completed in connection with the inquiry sent. The data subject has the right to access their personal data by sending an e-mail to the address [telpod@telpod.pl](mailto:telpod@telpod.pl).

Personal data processed automatically, including profiling, will not cause any legal effects to you and will not affect your situation.

Your personal data is stored in a database in which technical and organizational measures have been applied to ensure the protection of the processed data, including website security using the SSL protocol. Only persons authorized by the data administrator have access to the database.

### **Cookies**

Cookies are small text files / IT data saved in files and stored on end devices (computer, tablet, smartphone, etc.).

On the website [www.telpod.pl](http://www.telpod.pl), we use cookies and similar technologies to collect data in order to:

- profiling of shared content and advertisements
- analyzing the traffic on our website
- creating statistics
- adapting the content of the Website pages to the User's preferences
- optimizing the use of our website

Storing cookies and accessing information contained therein requires the user's consent.

The level of protection against cookies can be set in your web browser - up to blocking cookies completely. This increases the level of security and data protection, but may also prevent some functions from being performed.

### **Your powers**

In accordance with the applicable provisions, you have the right to request the Administrator to access your personal data, rectify it, delete or limit the processing of personal data, object to such processing, transfer data, submit a complaint to the supervisory body, withdraw consent to the processing of personal data.

If you have given your consent to the processing of data, you can withdraw it at any time.

### **Changes to the privacy policy**

We reserve the right to change the above privacy policy by publishing a new privacy policy on our website.