

# PRIVACY POLICY KEEMPLE SKLEP

This Privacy Policy sets out the rules for the collection, other operations of processing and use of personal data obtained from our Users. This Privacy Policy describes the processing conducted by Keemple Polska sp.z o.o. ("the Company", "data controller", "we" or "us") with its registered office in 02-972 Warszawa, Sarmacka 12G/30, NIP (tax ID): 5223034719, KRS (company registered number): 0000569151 which takes place when using our on-line store available at: [www.keemplesklep.pl](http://www.keemplesklep.pl)

## DEFINITIONS:

- **Data Controller** - Keemple Polska limited liability company with registered office in Warsaw, 12G/30 Sarmacka Street, 02-972 Warsaw, NIP: 5223034719, KRS: 0000569151.
- **Personal data** - information about a natural person identified or identifiable by one or more factors specific to physical, physiological, genetic, mental, economic, cultural or social identity,
- **Policy** - this Privacy Policy.
- **GDPR** - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.
- **Website / Online Shop** - the website operated by the Controller at: [www.keemplesklep.pl](http://www.keemplesklep.pl).
- **User** - any natural person visiting the Service or using one or more of the services or functionalities described in the Policy.

## PERSONAL DATA PROTECTION

We'd like to inform you that the data controller of your personal data is Keemple Polska sp. z o.o. based on Warsaw, Sarmacka 12G/30. The Company has appointed a Data Protection Officer, who can be contacted in the following manners: correspondence address: Sarmacka 12G/30 Warsaw(02-972), e-mail address: [iod@keemple.pl](mailto:iod@keemple.pl).

## USE OF THE SERVICE

Personal data of all persons using the Website (including IP addresses or other identifiers and information collected through cookies or other similar technologies) will be processed by the Controller for the following purposes

- a) for the provision of electronic services, in order to make available the content collected on the Website - the legal basis for the processing is the necessity of the processing for the performance of the contract.
- b) for analytical and statistical purposes - in this case, the legal basis of the processing is the legitimate interest of the Controller, which consists in carrying out analyses of the activities

of the users and their preferences in order to improve the functionalities applied and the services provided;

- c) for the purposes of possible establishment and investigation of claims or defence against claims - the legal basis of the processing is the legitimate interest of the Controller, which consists in the protection of its rights;

## **NEWSLETTER**

The Controller provides the newsletter service to persons who have provided their e-mail address for this purpose. The provision of data is required in order to provide the newsletter service, and failure to do so will result in the newsletter not being sent.

Personal data are processed:

- a) in order to provide the newsletter service - the legal basis for the processing is the necessity of the processing for the performance of the contract
- b) for the purpose of directing marketing content to the User as part of the newsletter - the legal basis for processing is the legitimate interest of the Controller in connection with the expressed consent receipt of the newsletter;
- c) for the purposes of possible establishment and investigation of claims or defence against claims - the legal basis of the processing is the legitimate interest of the Controller to protect your rights.

Your personal data may be entrusted to or shared with

- 1) our employees, associates and external bodies who provide certain services to us (e.g. IT support) - on the basis of appropriate processing authorizations or delegation agreements; service data;

The length of time we will process your data (data retention):

- 1) For data processed on the basis of your consent - until you withdraw your consent to the processing, without prejudice to the lawfulness of the processing carried out before the withdrawal;
- 2) For data processed on the basis of our legitimate interest - until the purpose of the processing has been fulfilled or until you object.

## **ONLINE SHOP**

The personal data you provide when placing an order through our online shop are processed for the following purposes

- a) the performance of the contract for the provision of services by electronic means, i.e. to enable the use of the website, registration and the creation of an account in the online shop - the legal basis for the processing is the necessity for the performance of the contract.
- b) Placing and modifying orders, adding goods to the shopping cart and concluding a contract for the purchase of goods found in the Online Shop - the legal basis for the processing of data is the necessity for the performance of the contract.

- c) the performance of services for the assembly of goods - the legal basis for the processing of data is the necessity for the performance of the contract.
- d) Fulfilment of orders by sending them to the address provided by the Customer - the legal basis for processing the data is the necessity for the performance of the contract.
- e) Issuing payment receipts and fulfilling legal obligations related to accounting and tax legislation - the legal basis for data processing is the necessity to fulfil legal obligations imposed on the Controller.
- f) Handling of reported complaints - the legal basis for the processing is the legitimate interest of the Controller in being able to properly handle the complaint -
- g) asserting or defending against claims - The legal basis for the processing is the controller's legitimate interest in defending its economic rights.

Your personal data may be entrusted to or shared with

- 1) to our employees, affiliates and external entities that perform certain services for us (e.g. IT support) - on the basis of appropriate authorisations or outsourcing agreements)
- 2) to external warehouses, postal and courier companies - on the basis of appropriate agreements
- 3) to authorities entitled to request access to your data, where we are required to provide access to your data under an order or decision of an authorised authority or under the provisions of generally applicable law.

How long we will process your data (data retention)

- (a) In the case of data processed on the basis of your consent, until you withdraw your consent to the processing, without prejudice to the lawfulness of the processing carried out prior to withdrawal;
- b) Data related to the processing of payments will be processed for a period of 5 years, calculated from the end of the year in which the payment was made;
- c) Data which has been processed for the purpose of the performance of the contract shall be processed until the completion of the contract.

## **DATA SUBJECT RIGHTS**

Under the conditions set out in the provisions of GDPR, each customer has the right to

- a) The right of access to his/her personal data (Article 15 GDPR), including the right to obtain a copy of the data (Article 15(3) GDPR).
- b) The right to rectify (supplement) or complete incomplete personal data (Article 16 GDPR).
- c) The right to request the deletion of personal data in the cases provided for by law (Article 17 GDPR).
- d) The right to request the restriction of the processing of your personal data (Article 18 GDPR).

- e) The right to receive your data in a structured, commonly used format and to have it communicated, if the processing is based on consent or a concluded contract and if the processing is carried out by automated means (Article 20 GDPR).
- f) The right to object to the processing of personal data, where the processing is carried out for the legitimate interest of the controller, on grounds relating to his or her particular situation, including profiling (Article 21 GDPR).
- g) In cases where the processing is based on consent given, the Customer has the right to withdraw the consent given at any time, without affecting the lawfulness of the processing prior to its withdrawal. Consent may be withdrawn by contacting [iod@keemple.pl](mailto:iod@keemple.pl).
- h) has also the right to lodge a complaint with a supervisory authority Office for Personal Data Protection, seated at Hraničná 12, 820 07, Bratislava 27, <https://dataprotection.gov.sk/uouu/sk>. For detailed information please visit <https://dataprotection.gov.sk/uouu/en> or via the phone number +421/2/3231 3220 or via the email address: – or to The President of the Office for Personal Data Protection (Prezes Urzędu Ochrony Danych Osobowych, 2 Stawki St., 00-193 Warsaw or by contact via: <https://uodo.gov.pl/pl>)

## **BUSINESS CONTACT**

Your personal data obtained in connection with the presentation of a commercial offer, the placing of an order, the execution of an order, the servicing of a contract or ongoing negotiations will be processed in order to

- a) to establish and maintain business contacts through electronic (e-mail, telephone) and traditional (paper) communication - on the basis of the legitimate interest of the Controller in being able to maintain business contacts;
- b) the initiation and conduct of business discussions, negotiations, acceptance and performance of an order - on the basis of a contract entered into or for the purpose of entering into such a contract
- c) the fulfilment of accounting and tax obligations in the event that payment is made or a bill/invoice/other document relating to accounting obligations is issued - on the basis of a legal obligation incumbent upon us.
- d) to process complaints/defend claims and enforce your rights - on the basis of our legitimate interest, which is possibility to defends our economic rights,
- e) to send you marketing information about our products and services by electronic means (e-mail, telephone) - the legal basis for the processing is the legitimate interest of the Administrator in relation to your consent to receive commercial information.

Your personal data may be entrusted to or shared with:

- a) our employees, co-workers and outside companies who provide certain services to us (e.g. IT support) - on the basis of appropriate authorisations or delegated processing agreements;
- b) to external warehouses, postal and courier companies - on the basis of appropriate agreements;

- c) to authorities entitled to request access to your data if we are obliged to provide access to your data pursuant to an order or decision of an authorised authority or the provisions of generally applicable law.

How long we process your data (data retention)

- a. In the case of data processed on the basis of your consent, until you withdraw your consent to the processing, without prejudice to the lawfulness of the processing carried out before the withdrawal;
- b. For a period of 5 years from the end of the year in which the payment was made;
- c. Data necessary for the preparation, conclusion and performance of a contract will be processed until the contract has been performed;
- d. In the case of data processed on the basis of our legitimate interest, until the purpose of the processing has been fulfilled or until you object.

## **TRANSFER OF DATA TO THIRD COUNTRIES AND INTERNATIONAL ORGANISATIONS**

Some of the tools or solutions we use may require the transfer of personal data outside the European Economic Area to third countries (e.g. certain cloud services or marketing tools). Where such a transfer is necessary, we endeavour to ensure the highest possible standards of security for the processing of your data and the protection of your privacy, and only select service providers who provide such protection.

All data transfers will be made on the basis and within the limits of the law, in particular taking into account Chapter V of the GDPR, which sets out the conditions for data transfers to third countries with appropriate safeguards (in particular standard contractual clauses).

## **SOCIAL NETWORKS AND SOCIAL NETWORKING PLUG-INS**

The Controller processes Personal Data of Users visiting the Controller's profiles maintained on social media (YouTube, LinkedIn, Instagram, Facebook). This data is processed in connection with the running of the profile, including to inform Users of the Controller's activities and to promote various events, services and products. The legal basis for the Controller's processing of Personal Data for this purpose is the Controller's legitimate interest, consisting of promoting its own brand.

The Service uses social networking plug-ins (LinkedIn, YouTube, Instagram, Facebook,). The use of plug-ins on the Service causes the respective social network to receive information about the User's use of the Service (even when the User does not have a profile on the respective social network). Keemple has no knowledge of the purpose and scope of data collection by social networks. You can find detailed information on this subject at the links below:

[Privacy Policy Instagram](#)

[Privacy Policy Facebook](#)

[Privacy Policy LinkedIn](#)

[Privacy Policy YouTube](#)

## **COOKIES**

Cookies are small text files that are installed on your device (as a User) when you browse our website (the Website). Cookies collect information to facilitate the use of the Website - for example, by remembering the User's visits to the Website and the actions they perform.

- Service" cookies

We use so-called "service" cookies primarily to provide the user with electronically delivered services. Cookies used for this purpose include user input cookies for the duration of the session (session ID).

- Analytical cookies

We use "analytics cookies" to improve the quality of service on the Website. In this regard, we and other entities that provide analytical and statistical services to us use cookies to store information or access information already stored on your telecommunications end device (computer, phone, tablet, etc.). The cookies used for this purpose include Google Analytics cookies, which are used to analyse the user's use of the website in order to compile statistics and reports on the functioning of the website.

- Marketing" cookies

We and our trusted partners also use cookies for marketing purposes, including targeting users with behavioural advertising. To do this, we and our trusted partners store or access information already stored on your telecommunications device (computer, phone, tablet, etc.).

## **ANALYTICAL TOOLS USED BY US AND OUR PARTNERS**

Our company and our partners use various solutions and tools for analytical purposes. Below you will find basic information about these tools. For more detailed information, please refer to the privacy policy of the respective partner.

- Google Analytics

Google Analytics cookies are used by Google to compile statistics and reports on the operation of the website and to analyse the use of the website by the user. Google will not use the information collected to identify you, nor will it combine this information to allow identification. For more information about the practice of data collection by Google in relation to this service, please visit <https://www.google.com/intl/pl/policies/privacy/partners>.

## **MANAGE COOKIE SETTINGS**

Service cookies, which are essential for the use of the site, are automatically installed on the user's computer. Their use is necessary for the provision of the telecommunications service (transmission of data for the display of content) - the user does not have the option of rejecting these cookies if he/she wishes to use the website.

We do not automatically install analytical cookies. You can give us permission to install analytical cookies by giving us your consent when you access the Service.

You can give us permission to install analytical cookies by clicking the "I accept" button on the banner that appears when you access the Website. We will then be entitled to install analytical cookies

according to the settings of the browser used by the User (in the case of default settings, all cookies are installed).

The user can consent to the installation of only selected analytical cookies. To do so, simply click on the "Manage cookies" button on the banner that appears when you access the website and select the cookies you wish to allow.

It is also possible to withdraw your consent to the use of cookies via your browser settings. Detailed information on this can be found under the following links:

Mozilla Firefox: <http://support.mozilla.org/pl/kb/ciasteczka>

Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647>

Opera: <http://help.opera.com/Windows/12.10/pl/cookies.html>

Safari: <https://support.apple.com/kb/PH5042?locale=en-GB>

Microsoft Edge: [Delete cookies in Microsoft Edge - Microsoft Support](#)