

Cookies and Privacy Policy of OPTOPOL Technology Sp. z o.o.

General information

This cookies and privacy policy contains general information on the processing of personal data of visitors or users of services. It specifies the manner and extent of the processing of the users' data, the purposes for which the data are used, to whom they are disclosed and how they are protected.

At the same time, the cookies and privacy policy constitutes the implementation of the informational purpose as defined in articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as GDPR - General Data Protection Regulation).

The cookies and privacy policy of OPTOPOL technology Sp. z o. o. is based on the following regulations:

- 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 (General Data Protection Regulation) (Journal of Laws EU.L No. 119, p. 1) - also known as "GDPR"

the Act of 16 July 2004 Telecommunications Law (Journal of Laws of 2019, item 643 with later amendments)

- the Act of 18 July 2002 on provision of services by electronic means (Journal of Laws of 2019, item 123 with later amendments)

The Administrator of Data

The Administrator of personal data within the meaning of Article 4 paragraph 7 and of Article 24 of GDPR is the company OPTOPOL Technology Sp. z o.o.

OPTOPOL Technology Sp. z o.o. pays special attention to respecting the privacy of the Users visiting the <https://optopol.com.pl/> website.

Data processing rules

Our basic rules and principles are:

- The principle of data minimization - we collect personal data only to the extent necessary for the realization of goals for which these data are collected.
- We clearly specify the purposes of collecting data based on legal regulations - we do not process data in a manner which does not comply with these purposes.
- We give the users the right to access their personal data and to modify them.

- We realize the principle of limiting the storage of personal data, in accordance with the law, only to the period necessary for the realization of purposes for which they are collected.
- We make effort to ensure the personal data of users are correct and up-to-date and we take immediate action if a request for data correction or update is made.
- We protect personal data against loss, unauthorized access, accidental loss or modification, and other illegal forms of data processing.
- We disclose personal data to other parties in accordance with the law.
- We exercise the users' right to have their data removed, to withdraw their consent, to limit the processing of their data, to move their data, to object to the processing of their data, and the right of individuals not to be subject to adverse decisions based solely on the automated data processing of a defined personal profile.

Our website collects information on the visitors and their activity in the following way:

- a. By means of the contact form filled in by the User voluntarily pursuant to Article 6 (1) (f) of GDPR.
- b. By saving the so called cookie files on end devices pursuant to Article 6 (1) (f) of GDPR.
- c. By collecting logs of the www server which is performed by the website host provider according to Article 6 (1) (f) of GDPR.
- d. By means of the account registration form according to Article 6 (1) (a) (b) (c) (f) of GDPR.
- e. By means of the form for placing orders without account registration according to Article 6 (1) (b) (c) (f) of GDPR.
- f. By means of the consent form to receive newsletter according to Article 6 (1) (a) of GDPR.

Information on forms

1. OPTOPOL Technology Sp. z o.o. Collects information provided by the user of the website voluntarily. However, failure to provide information may render using the website impossible with respect to the functionalities which require supplying information such as customer queries, requests, registering accounts.
2. OPTOPOL Technology Sp. z o.o. may automatically collect the information concerning the parameters of the users' Internet connection (date and time, IP address of the end device).
3. If the visitor to the website decides to use the contact form, they provide their personal information in the form of their name and e-mail address.
4. In the case of placing an order without account registration the User provides their personal data in the form of their first and second name, company name (optional), shipping address (street, postal code, town), e-mail address, telephone number. In the account registration form the User provides their e-mail address, password, shipping address, first name, second name, and user name.

5. In the case of the clause for the consent for newsletter the User provides their e-mail address. Data provided in the contact form is processed for the purpose of answering the queries/requests submitted by means of these forms. In the case of the login form for accessing the User's account the data is processed in order to register an account, place an order, process an order. In the case of placing an order without the User registering an account the data is processed for the purposes of processing the order. In the case of the consent for newsletter the data is processed in order to supply the User with a newsletter.

Information on cookies

1. The website uses cookies files.
2. The so called cookies files are text files stored on the visitor's end device. They are intended to facilitate using the website. Cookies files usually contain the name of the website which they come from, time of their placement on the end device and a unique number.
3. Cookies files are placed on the visitor's end device by the provider of host services for the website of OPTOPOL Technology Sp. z o.o.
4. Cookies files are used for the following purposes:
 - a. Creating visitor statistics
 - b. Maintaining the visitor's session
 - c. Determining the visitor's profile
 - d. Saving the user's preferences (for example language settings)
5. The website uses two basic types of cookies files: session cookies and persistent cookies. Session cookies are temporary files stored on the visitor's end device until the moment they log out, leave the website or turn off their web browser. Persistent cookies are stored on the visitor's end device for the period determined in the parameters of the cookies or until they are removed by the visitor.
6. By default, software for browsing Internet websites (web browsers) usually let cookies to be stored on the end device. Visitors can change parameters in this respect. A web browser gives the possibility to remove cookies. It is also possible to enable the automatic blocking of cookies. Detailed information on this matter can be found in the help tab or information tab of a browser.
7. Restriction on the use of cookies can affect some of the functionalities of the website.
8. The visitor can object to the processing of cookies by not accepting the consent for their processing displayed on the website (which can cause errors in the functioning of the website).

Cookies management

1. If the visitor does not want to use cookies, they can change the settings of the browser. Please note, however, that disabling the use of cookies necessary for the processes of authentication, safety, maintaining visitor preferences can lead to difficulties in using the website or even render using the website impossible.

2. In order to provide support in terms of cookies management we include cookies management instructions for the web browsers listed below. Please read and follow the instructions:
 - a. Google Chrome (<https://support.google.com/chrome/answer/95647?hl=en>)
 - b. Firefox (<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>)
 - c. Microsoft Edge (<https://support.microsoft.com/en-gb/help/10607/microsoft-edge-view-delete-browser-history>)
 - d. Internet Explorer <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> ()
 - e. Safari (<https://support.apple.com/en-gb/guide/safari/sfri11471/mac>)
 - f. Safari (iOS) (<https://support.apple.com/en-gb/HT201265>)
 - g. Opera (<https://help.opera.com/en/latest/security-and-privacy/>)

Server logs

1. Some of the information concerning the activity of visitors are logged on the host server of the website.
2. This information is used for the purposes of website management, creating statistics, and ensuring efficient management of provided host services.
3. The viewed resources are identified by URL addresses. Furthermore, other items which can be logged include:
 - a. The time of inquiry to the WWW website,
 - b. The time of the WWW server response,
 - c. The name of the client's workstation - the identification is realized through the HTTP protocol,
 - d. Information about errors which occurred during the realization of the HTTP transaction,
 - e. The URL address of the website previously visited by the client (referrer link) - if the client entered the website by clicking on a link,
 - f. The visitor's web browser details,
 - g. The visitor's IP address information.
4. The above-mentioned data are not associated with individual persons visiting the website - they are anonymous within the meaning of the law.
5. The above-mentioned data are used only for the purposes of server administration.

Recipients of data

1. The data can be processed by the employees and partners of OPTOPOL Technology Sp. z o.o. as „persons responsible for processing data”, who on the basis of a direct authorization from the Administrator or the Processor of data, have the right to process personal data according to articles 4.10 and 4.29 of GDPR.

2. Data can also be processed by entrusted entities providing technical and organizational services for the Company on the basis of entered entrustment agreements or other legal instruments legally available in EU.
3. Furthermore, the Administrator can transfer data to other recipients only at the request of entities empowered to this by the law or when the transfer is necessary for the realization of legitimate goals of the Administrator or a third party.

Security of personal data

1. OPTOPOL Technology Sp. z o.o. ensures the security of the personal data of the clients, and, accordingly, whenever the provision of personal data is required, the connection between the Client and the server is encrypted. Thanks to that the Clients can be certain that their personal data sent to or from the server will not be captured, seen or used by anyone.
2. The Administrator of the personal data is OPTOPOL Technology Sp. z o.o., ul. Żabia 42, 42-400 Zawiercie. Inquiries concerning personal data can be sent at: biuro@optopol.com.pl
3. Personal data have been transferred knowingly and voluntarily and they will be processed only for the purpose of answering the inquiry/request submitted by means of the forms.
4. Personal data will not be transferred to other data recipients without an explicit consent, except for subcontractors of our IT services for the purposes of maintaining the system.

Rights of the User

1. Pursuant to 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 (general regulation on data protection) OPTOPOL Technology Sp. z o.o. provides customers with free access to personal data, their change, deletion, correction, limitation of processing.
2. Accessing, changing, correcting, deleting, limiting the processing of or objecting to the processing of personal data can be performed at any time through submitting a relevant request to biuro@optopol.com.pl
3. Any information on accessing, changing, correcting, deleting personal data can be obtained by writing at biuro@optopol.com.pl
4. Should you have any questions concerning the processing of personal data, please contact us at biuro@optopol.com.pl

Lodging a complaint

1. The user has the right to lodge a complaint with a supervisory authority if they decide that the processing of their data breaches the General Data Protection Regulation of 27 April 2016. In

Poland the supervisory authority is the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warszawa).

Transfer of personal data to third countries

1. Collected and processed data can be transferred outside the European Economic Area to independent providers of IT services or data storage services.
2. Data are transferred according to the regulations on data protection and on condition that adequate data and media security is ensured, for example on the basis of a data transfer agreement based on contractual clauses adopted by the European Commission with regard to the transfer of personal data by data administrators in the EEA to data administrators and processors in legal systems without the relevant data protection provisions or based on privacy protection agreements (Privacy Shield) regarding the transfer of personal data by entities in the EU to entities in the United States or an equivalent agreement in other legal systems, or the transfer of data to a country which the European Commission has determined as possessing an appropriate level of legally prescribed data protection, or when the conclusion of a contract or performance of a contract with a third party is necessary and for the purposes of such a contract the transfer of data is in the interest of the person whom the data concern. In other cases it is acceptable to transfer personal data if the person whom they concern agreed to the transfer.

Period of data processing

1. All personal data is collected in accordance with the law, for the purposes presented herein, respecting the premises of indispensability.
2. Personal data will be stored in accordance with the principle of proportionality so that the person whom the data concern can be identified. The data will not be stored longer than until the moment the purposes connected with the processing have been realized.

Social media plugins

1. This website can contain plugins for some of the social media platforms. Social media plugins are special tools making it possible to embed the functions of social media platforms directly on a website.
2. Plugins of this kind are marked with the logo individual social media platforms.
3. When you visit our website and use a plugin, the information is transmitted by the browser directly to the social media platform where it is saved and processed.

For more information on the purposes, type and methods of collecting, processing and storing personal data by social media platforms, as well as information on how to exercise your rights, please read the privacy policy of the relevant social media platforms.