

The most important concepts related to the protection of personal data

Administrator – K-VISION Krzysztof Janowski. with its registered office in Lubicz Górny (87-162), Nad Struga 7, e-mail address: info@timebusters.pl,

User – any natural person whose personal data is processed by the Administrator,

Personal data – all information about a natural person identified or identifiable through one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity, as well as device IP, location data, online identifier and information collected through cookies and other similar technology.

GDPR – 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.

Service – IT solution located at the Internet address www.timebusters.eu

Processing of personal data – any operations performed on personal data, such as collection, recording, storage, processing, changing, sharing and deletion, and especially those performed in IT systems;

Personal data breach – a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed;

Processing of personal data and information about forms

1. Personal data of Website Users may be processed by the Data Administrator in the case of:
 - a) when the Website User agrees to it in the forms placed on the Website, in order to take actions to which these forms relate (Article 6 (1) (a) of the GDPR),
 - b) when processing is necessary for the performance of a contract to which the Website User is a party (Article 6(l)(b) of the GDPR),
 - d) in order to fulfill the legal obligation incumbent on the Administrator (Article 6 paragraph 1 letter c);
 - e) in order to possibly establish and pursue claims or defend against them – the legal basis for processing is the legitimate interest of the Administrator consisting in the protection of his rights (Article 6 (1) (f) of the GDPR),
 - f) for marketing purposes of the Administrator, consisting in informing the User about the current offer and new functionalities of the Website – the legal basis for processing is consent (Article 6 (1) (a) of the GDPR),
2. The Administrator processes personal data of the Website Users to the extent necessary for the purposes set out in point 1 above and for the period necessary to achieve these purposes, or until the Website User withdraws their consent. Failure to provide data by the Website User may in some situations result in the inability to achieve the purposes for which providing data is necessary.
3. The Administrator may send electronic letters of a commercial nature (newsletter), provided that the Website User has consented to it.

4. The administrator keeps records of persons authorized to process them. Persons who have been authorized to process data are obliged to keep personal data and methods of securing them strictly confidential.
5. The administrator and persons authorized to process this data apply technical and organizational measures to ensure the protection of personal data processed.
6. With the help of forms placed on the Website or in order to perform contracts that can be concluded on the Website, the following personal data of the Website User may be collected: name, surname, e-mail address, telephone number, company name.
7. The data contained in the forms, provided to the Administrator by the Website User, may be transferred by the Administrator to third parties cooperating with the Administrator in connection with the implementation of the objectives set out in point 1.
8. A third party with access to personal data processes them only on the basis of a contract for entrusting the processing of personal data and only at the request of the Administrator.
9. The Website User, if the Website provides for it, by ticking the appropriate box in the form, may refuse or agree to receive commercial information by means of electronic communication, in accordance with the Act of 18 July 2002 on the provision of electronic services (Journal of Laws of 2002, No. 144, item 1024, as amended). If the Website User has agreed to receive commercial information by means of electronic communication, he has the right to withdraw such consent at any time. The exercise of the right to withdraw consent to receive commercial information is carried out by sending an appropriate request by e-mail to the Administrator's address along with the name and surname of the Website User.
10. The Administrator processes personal data of Users visiting the Administrator's profiles kept in social media (Facebook, Instagram, YouTube, LinkedIn,). These data are processed in order to inform Users about the Administrator's activity, offering services, as well as to communicate with Users via tools available in social media. The legal basis for the processing of personal data for this purpose is the legitimate interest of the Administrator (Article 6 (1) (f) of the GDPR) consisting in promoting its own brand and services offered and building and maintaining a community related to the brand.
11. As part of the Website, the Administrator may automatically adjust certain content to the User's needs, i.e. perform profiling using the personal data provided by him. This profiling consists primarily in an automatic assessment of what products he may be interested in, based on his previous activities undertaken on the Internet, including as part of the Administrator's websites and in displaying product advertisements profiled in this way. Profiling carried out by the Administrator does not result in making decisions that cause legal effects towards the User or affect him in a similarly significant way.

Users' rights

1. In accordance with Articles 15 – 22 of the GDPR, each Website User has the following rights:
 - a) the **right to information** about the processing of personal data – the person submitting such a request is provided by the Administrator with information about the processing of personal data, the purposes and legal grounds for processing, the scope of data held, entities to which personal data are disclosed and the planned date of their removal;
 - b) the **right to obtain a copy** of the data – the Administrator provides a copy of the processed data concerning the person submitting the request;
 - c) the **right to rectification** – the Administrator, at the request of the Participant, removes any inconsistencies or errors regarding the processed personal data, and supplements or updates them if they are incomplete or have changed;
 - d) the **right to delete** data – the User may request the deletion of data whose processing is no longer necessary to achieve any of the purposes for which they were collected;
 - e) the **right to limit** processing – on this basis, the Administrator ceases to perform operations

on personal data, except for operations to which the data subject has consented and their storage, in accordance with the adopted retention rules, or until the reasons for limiting data processing cease to exist (e.g. a decision of the supervisory authority allowing further data processing is issued);

f) the right to transfer data – on this basis, to the extent that the data is processed in connection with the concluded contract or consent, the Administrator issues the data provided by the person to whom they relate; **g) the right to object to the processing of data for marketing purposes** – the data

subject may at any time object to the processing of personal data for marketing purposes, without the need to justify such objection; **h) the right to object to**

other purposes of data processing – the data subject may object to the processing of personal data at any time. An objection in this respect should contain justification and is subject to the Administrator's assessment;

i) the right to withdraw consent – if the data is processed on the basis of consent, the data subject has the right to withdraw it at any time, which, however, does not affect the lawfulness of the processing carried out before the withdrawal of this consent;

j) the right to lodge a complaint – if you consider that the processing of personal data violates the provisions of the GDPR or other provisions on the protection of personal data, the data subject may lodge a complaint with the supervisory authority.

2. An application regarding the exercise of the rights of data subjects may be submitted: a) in writing to the following address: **K-VISION Krzysztof Janowski** with its registered office in Lubicz Górny (87-162), Nad Struga 7 b
) by e-mail to the following address: info@timebusters.pl
3. Requests will be answered within one month of receipt. If it is necessary to extend this period, the Administrator will inform the applicant about the reasons for such extension.
4. The answer will be given to the e-mail address from which the application was sent, and in the case of applications sent by mail, by registered mail to the address indicated by the applicant, unless the content of the letter indicates a desire to receive feedback to the e-mail address (in this case, the e-mail address should be provided).

Cookies and similar technologies

1. The website uses cookies.
2. Cookies (so-called "cookies") are IT data, in particular text files, which are stored on the Website User's end device and are intended for using the Website's websites. Cookies usually contain the name of the website from which they originate, the time of their storage on the end device and a unique number.
3. The entity placing cookies on the Website User's end device and obtaining access to them is the Administrator.
4. Cookies are used, m.in. for the purposes of: a) creating statistics that help to understand how Website Users use websites; b) maintaining the website user's session (after logging in), thanks to which the User does not have to re-enter the login and password on each subpage of the website; c) determining the user's profile in order to display tailored materials in advertising networks, in particular, the Google network.
5. The Website uses two basic types of cookies: "session" cookies and "persistent" cookies. "Session" cookies are temporary files that are stored on the User's end device until logging out, leaving the website or turning off the software (web browser). "Persistent" cookies are stored on the User's end device for the time specified in the parameters of cookies or until they are deleted by the User.

6. Software for browsing websites (web browser) usually allows cookies to be stored on the User's end device by default. Users of the Website may change the settings in this respect. The web browser allows you to delete cookies. It is also possible to automatically block cookies. Detailed information on this subject can be found in the help or documentation of the web browser.
7. Restrictions on the use of cookies may affect some of the functionalities available on the Website.
8. To collect statistics, the Administrator uses the Google Analytics product, thus the data of the User visiting the Website will be received by Google, 1600 Amphitheatre Parkway Mountain View, CA 94043 United States. Google is certified under the Privacy Shield program. As part of the agreement between the US and the European Commission, the latter has established an adequate level of data protection for companies with Privacy Shield certification. It is possible to block Google Analytics' access to the User's data after installing the plug-in in the browser located under the link: <https://tools.google.com/dlpage/gaoptout/>. If you are interested in details related to data processing as part of Google Analytics, we encourage you to read the explanations prepared by Google: <https://policies.google.com/privacy?hl=pl>.
9. The Administrator also uses marketing tools available within Facebook and provided by Facebook Inc., 1601 S. California Ave. Palo Alto, CA 94304, USA. These tools target Facebook ads. Activities in this area are carried out on the basis of a legitimate interest in the marketing of own products or services. In order to target personalized ads in terms of the behavior of Users visiting the website, the [Facebook](#) Pixel has been implemented on the website www.timebusters.eu, which automatically collects information about the use of the Website. The information collected in this way is most often transmitted to a Facebook server in the USA and stored there. The information collected as part of the Facebook Pixel is anonymous, i.e. it does not allow the User to be identified. The administrator is only informed what actions the User has taken as part of his website. However, Facebook may combine this information with other information about you collected through your use of Facebook and use it for its own purposes, including marketing. Such actions of Facebook are no longer dependent on the Administrator, and information about them is described in Facebook's privacy policy: <https://www.facebook.com/privacy/explanation>. You can also manage your privacy settings from your Facebook account. Facebook Inc. is headquartered in the USA and uses technical infrastructure located in the USA. In order to ensure the adequate level of protection of personal data required by the European regulation, Facebook has joined the EU-US Privacy Shield program. As part of the agreement between the US and the European Commission, the latter has established an adequate level of data protection for companies with Privacy Shield certification.
10. In order to provide Users with additional information, the timebusters.eu website contains links to websites administered by entities independent of the Administrator, i.e. Facebook, Instagram, LinkedIn or You Tube. They may have separate privacy clauses or policies. The administrator encourages you to familiarize yourself with their content.
11. With respect to any websites to which links are located on the Website and which are not owned or controlled by the Administrator, the Administrator does not bear any responsibility for their content or for the privacy protection rules applicable to Users. By displaying a website containing such a link, the User's browser will establish a direct connection to the servers of social network administrators (service providers). The content of the plug-in is transmitted by the respective service provider directly to the User's browser and integrated into the website. Thanks to this integration, service providers receive information that the User's browser has displayed the Administrator's website, even if he does not have a profile with a given service provider or is not currently logged in to him. Such information (together with the IP address) is sent by the User's browser directly to the server of a given service provider (some servers are located in the USA) and stored there. If the User has logged in to one of the social networking sites, this service provider will be able to directly assign the visit to the Administrator's website to the User's profile on a given social network. If the User uses a given plug-in, e.g. by clicking on the "Like" or "Share" button, the corresponding information will also be sent directly to the server of the respective

provider and stored there. In addition, this information will be published on the relevant social network and will be displayed to people added as the User's contacts. The purpose and scope of data collection and their further processing and use by service providers, as well as the possibility of contact and the User's rights in this respect and the possibility of making settings ensuring privacy protection are described in the privacy policies of individual service providers.

12. If the User does not want social networking sites to assign data collected during a visit to the Administrator's website directly to the User's profile on a given website, then before visiting it, he should log out of this website. The user can also completely prevent the loading of plug-ins on the website by using appropriate extensions for his browser, e.g. script blocking.

Server logs

1. Using the website involves sending queries to the server where the page is stored. Each query addressed to the server is saved in the server logs.
2. Logs include, m.in. the User's IP address, server date and time, information about the web browser and operating system used. Logs are saved and stored on the server.
3. The data stored in the server logs are not associated with specific people using the website and are not used by the Administrator to identify the User.
4. Server logs are only auxiliary material used to administer the site, and their content is not disclosed to anyone except persons authorized to administer the server.

Final provisions

1. The Privacy Policy is constantly verified and, if necessary, updated.
2. The Privacy Policy is valid from 25.05.2018.