

## § 1

### **General provisions**

1. This Privacy Policy explains the rules for the collection and use of personal data by us in accordance with the provisions of the Regulation of the European Parliament and of the Council (EU) 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 (hereinafter referred to as GDPR).
2. We describe for what purpose and on what basis we process your personal data, as well as what rights you have in connection with the processing of data by us.
3. Personal data is any information that can identify you, i.e. name and surname, telephone number, e-mail address and address for delivery of purchases.
4. The administrator of your personal data is Greenhat Sp. z o.o with headquarters in Poznań, ul. Nowowiejskiego 25/4, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for Poznań, Nowe Miasto and Wilda in Poznań, 8th Commercial Division under the number KRS 0000705292, NIP number 7811953789, Regon 368434897, with share capital of PLN 5,000.00, which runs website: <https://greenhat.pl/>
5. We collect personal data to the minimum extent possible. When collecting this data, we try to ensure its accuracy and timeliness. If the collected personal data is no longer necessary for a given purpose and there is no legal obligation to store it, then we try to delete it, destroy it or permanently prevent it from being associated with a specific person.

## § 2

### **What personal data do we collect?**

We collect the following types of personal data directly from you:

1. Via the contact form (in the "Contact" tab, "Do you want to talk?" Or "Do you have questions?"): E-mail address. We use them only for the purpose of returning contact and answering your inquiry.
2. Through the downloadable materials: name and surname; e-mail address.
3. Through applications for the position: e-mail address, application documents.

## § 3

### **What are your rights under the GDPR?**

Due to the processing by Greenhat Sp. z o.o., your personal data, you have a number of rights under the "GDPR", in particular:

1. Right to access - in accordance with this right, you have the right to obtain confirmation as to whether your data is actually processed by the Company. If the data is actually processed, you have the right to obtain the following information from us:

- about the purpose for which personal data are processed,
- for the categories of personal data that are processed,
- if possible, the planned period of storage of personal data, and if this is not possible, the criteria for determining this period;
- about information about your rights, i.e. the right to request the administrator to rectify, delete or limit data processing and to object to such processing (of course, if these specific rights are applicable in a given case);

2. The right to delete data, the so-called the right to "be forgotten" - you have the right to request the Company to delete your personal data immediately if one of the following circumstances applies:

- personal data are no longer needed for the purposes for which they were collected or otherwise processed;
- you withdraw the consent on the basis of which the processing was carried out and there will be no other legal basis for the processing;
- you object to the processing and there will be no overriding legitimate grounds for processing. At this point, your personal data will be removed from our collections;
- personal data have been processed unlawfully;
- the deletion of personal data is required to comply with a legal obligation.

3. The right to limit processing - in the event of such a request, the processing of personal data will be limited only to their storage in the following cases:

- you contest the correctness of the personal data - for a period enabling the controller to verify the correctness of such data;
- the processing is unlawful and instead of deletion, you request the restriction of the use of personal data;
- the controller no longer needs the personal data for the purposes for which they were processed, but the data subject needs them to assert, exercise or defend legal claims;
- you have lodged an objection to the processing, which will be effective as soon as it is clarified whether the objection is justified.

4. Right to rectification - you have the right to request that we correct any inaccurate personal data concerning you without delay. In addition, taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data.

5. Right to lodge a complaint - you also have the right to lodge a complaint with the competent supervisory authority responsible for data protection. The competent supervisory authority in Poland is the Office for Personal Data Protection. Greenhat Sp. z o.o. based in Poznań as the data controller is responsible for the implementation of these rights in accordance with applicable law. If you have any questions or requests regarding the scope and implementation of your rights and the need to exercise a specific right to protect personal data, please contact: Marta Uchańska, [marta.uchanska@greenhat.pl](mailto:marta.uchanska@greenhat.pl)

#### § 4

##### **The scope of data processing**

We process personal data only when:

1. You are asked to consent to the processing of data for a specific purpose (Article 6 (1) (a) of the GDPR), e.g. to respond to your inquiry.

## § 5

### **Provision of personal data**

1. Greenhat Sp. z o.o. based in Poznań does not share your personal data with other entities and organizations.

## § 6

### **Automated decision making and profiling**

1. Your personal data is processed in an automated manner and may be profiled via: cookie mechanism, Google Analytics, Leadfeeder.

2. You can object to profiling at any time. However, please remember that thanks to profiling, we will better adjust our services to your preferences.

3. From the moment the objection is raised, we are no longer allowed to process this personal data, unless we are able to demonstrate the existence of valid legally valid grounds for processing, overriding the interests, rights and freedoms of the data subject, or grounds for establishing, investigating or defending claims.

## § 7

### **Transfer to third countries**

1. If we transfer personal data to recipients outside the European Economic Area (EEA), this only takes place if the European Commission has confirmed an appropriate level of data protection in relation to this third country.

## § 8

### **Protection of personal data**

1. Greenhat Sp. z o.o. in Poznań, uses technical and organizational measures to ensure the protection of personal data processing appropriate to the threats and categories of data, and in particular, secures personal data.

2. Access to personal data is granted only to persons authorized to process them and obliged to keep such data confidential. All entities entrusted with the processing of personal data on the basis of a contract are obliged to protect them using appropriate security measures and will be obliged not to transfer your data without our consent and knowledge.

## § 9

### **Retention period**

The period of processing your personal data depends on the purpose for which the data is processed.

1. Contact form: until the consent is withdrawn.

2. Recruitment of employees: until the duration of the recruitment.

3. Statistical activities (including data analysis and profiling): pending objection.

## § 10

### **Change of the privacy policy**

1. Greenhat Sp. z o.o. reserves the right to: introduce changes to the Privacy Policy, change the Website resources, as well as modify or even prohibit access to the Website. Changes may take place at any time, and Website users may or may not be informed of this fact.

## § 11

### **Final Provisions**

1. If you have any questions, reservations or doubts regarding the content of this Privacy Policy, or the manner in which we process personal data, as well as complaints regarding these matters, please send a message by e-mail to the address specified in § 3 of this Policy .
2. We encourage you to contact the administrator before submitting a complaint in order to resolve any issues related to your personal data as quickly and conveniently as possible and, if possible, clarify any doubts or solve the problem.
3. For our part, we thank you for your trust and we will make every effort to ensure that your data is safe and that its processing by us complies with applicable law.
4. Greenhat Sp. z o.o. in Poznań reserves the right to introduce the necessary changes and updates to this Privacy Policy by publishing new content on our website. After making the change, the Privacy Policy will be published on the website with a new date.