



## PRIVACY POLICY

This Privacy Policy sets out the rules for the processing of personal data obtained through the website <https://envipro.com.pl/>

### **Data Controller's details:**

The Data Controller is Envipro Sp. z o.o., located in Opole, Korneckiego 5 (45-109 Opole), email: [biuro@envipro.com.pl](mailto:biuro@envipro.com.pl), phone: +48 800 515 616, entered into the National Court Register by the District Court in Opole, VIII Economic Department of the National Court Register under the number KRS 0000067873, with a share capital of 50,400 PLN, tax identification number (NIP) 7542570105, statistical number (REGON) 531520352, hereinafter referred to as the "Controller".

### **Type of processed data, purposes, and legal basis:**

The website user remains anonymous until they fill out a contact or application form on the website.

The Controller collects information about individuals in the case of:

1. Filling out a contact form for the purpose of enabling contact and responding to the message;
2. Filling out an application form in the recruitment process.

In the case of filling out a contact form to enable contact and respond to the message, the following must be provided:

1. Name and surname,
2. Email address.

In the case of filling out an application form in the recruitment process, the following must be provided or submitted:

1. Name and surname,
2. Date of birth,
3. Address,
4. Phone,
5. Email address,
6. The position the User is applying for, including the city of work,
7. Professional resume - CV,
8. Cover letter.

### **Sharing or entrusting data and the period of their storage:**

1. Users' personal data may be transferred to entities providing legal, advisory, consulting, audit, tax, accounting, or other services on behalf of the Controller as part of its business activities.
2. If the basis for processing personal data is the User's consent, then the personal data are processed by the Controller as long as the consent is not withdrawn, and after the withdrawal of consent for a period of time corresponding to the period of limitation of claims that the Controller can raise



and that can be raised against it. If the basis for processing data is the performance of a contract, then the User's personal data are processed by the Controller as long as it is necessary for the performance of the contract, and thereafter for a period corresponding to the period of limitation of claims.

3. The data provided by the User are necessary for the realization of services provided by the Controller.

**Rights of the data subjects:**

1. If the processing of personal data is based on expressed consent, such consent can be withdrawn at any time without affecting the legality of the processing carried out before the withdrawal of consent;
2. At any time, the User has the right to access their data and to rectify (correct) it;
3. In situations specified in the personal data protection regulations and to the extent indicated therein, we will also realize the rights to:
  - delete personal data,
  - restrict processing of personal data,
  - receive copies of data or transfer personal data, provided that this right does not adversely affect the rights and freedoms of others,
  - object to the processing of personal data.

To exercise any of the above rights, please contact us by email at: [biuro@envipro.com.pl](mailto:biuro@envipro.com.pl)

If it is found that the processing of personal data by the Controller violates the provisions of the GDPR regulation, clients have the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (PUODO).

**Cookies:**

1. Every User using the website agrees to the automatic collection of information contained in cookies.
2. A cookie is a small piece of text sent to the User's browser, which the browser sends back the next time it enters the site.
3. We use "session" cookies stored on the User's end device until logging out, turning off the website, or disabling the web browser, and "permanent" stored for the time specified in the cookies parameters or until they are deleted by the User. Cookies enable maintaining a session after the user leaves the site.
4. Cookies allow the site to develop, adapt offers and services to the expectations of clients, and care for the technical aspects of the site and its security.
5. Data collected from cookies are processed by the site's Controller each time it is used for the purpose of:
  - optimizing the site and the convenience of users;
  - identifying logged-in users;
  - adapting the site's functionalities to the individual preferences of the User;
  - remembering login details and data filled in the form on the site;



- analyzing user traffic with the help of Google Analytics in a statistical dimension (the User remains anonymous);
  - creating dynamic product lists based on information about preferences and how the site is used and collecting demographic data and sharing them on advertising platforms;
  - using static demographic data and interest data in Analytics reports.
6. The downloading and use of cookies are only for the purpose specified in this Privacy Policy and do not operate to the detriment of the User.
  7. Every User can block cookies and delete them manually by configuring the appropriate settings of the web browser, which, however, may hinder or prevent the use of some functionalities of the site.

#### **Social plugins:**

1. Our website uses features of various social networking services through "social plugins".
2. The plugin only passes on to the provider information about which of our web pages the User had access to and at what time. If while viewing our site or staying on it the User is logged into a social networking service, the provider receives information about the User's preferences.
3. The User can block the transfer of data at any time by logging out of the social networking service before starting to browse our web pages.

#### **Website's analytical tools:**

1. The website uses a statistical tool from Google Inc. (hereafter referred to as "Google"), Google Analytics, which serves to analyze user traffic.
2. The analysis of user traffic using Google Analytics is only in a statistical dimension and is based on collecting general information from "Cookies" (including the User's IP address), regarding the User's ISP and the websites visited by them in order to optimize the Website. The User remains anonymous.
3. The aforementioned information is transferred and stored on Google servers for the purpose of analyzing how the Website is used, compiling reports on Website activity, and producing services related to the use of the Website and the Internet.
4. Google discloses information about Users to third parties only in the case of legal requirements or if third parties process this information on behalf of Google.
5. Google does not associate the User's IP address with any other Google data.
6. Using the Website constitutes the user's consent to the processing by Google of data from Cookies only for the purpose described in this Privacy Policy.

#### **Rights and obligations concerning the use of the www website:**

1. The User uses the www network at their own risk. The Administrator is obliged to provide the collected information about the User to public authorities or third parties who request such information based on the provisions of Polish law.



2. Every User of the site has the right to ongoing access and modification of information and personal data collected by the Administrator and can do so by sending a message to the address: [biuro@envipro.com.pl](mailto:biuro@envipro.com.pl)
3. Every User has the right to delete all data collected on the site and can do so by sending a direct message to the Administrator. The Administrator must acknowledge the request after the User's decision is confirmed beforehand.