

### **Information about copyrights and trademarks**

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The content published on this website is to be used solely in line with the principles and conditions specified below. When downloading materials from the website, the User accepts the applicable conditions and provisions.

Unauthorised use or distribution of content from the website may violate copyrights and / or other international laws, and may be subject to court procedures.

Information on the website has a general character and it should not be used as the sole and exclusive reason for making important decisions. The Company has been continuously working so that the website is accurate, complete and updated but there is always a risk that typos, external factors and technical errors may mislead users. This means that the Company may not guarantee and will not be liable for cases where the information is incorrect, incomplete or outdated.

### **Cookie policy**

The entity storing cookie files on your end device as well as gaining access to such files is the operator of the [www.codepany.com](http://www.codepany.com) website (hereinafter referred to as: "website"): (i) Dawid Cedrych conducting a business activity with the following name: "Dawid Cedrych" (VAT No.: 6351792426); (ii) Jakub Klimek conducting a business activity with the following name: "Jakub Klimek" (VAT no.:6292471174); (iii) Tomasz Antas conducting a business activity with the following name: "Tomasz Antas" (VAT No.: 6431733294), together conducting a business activity in the form of a civil company with the following name: CODEPANY spółka cywilna with the seat in Katowice, ul. Mickiewicza 15 VAT No.: 6342836940, REGON (Registration No.): 360979953.

Cookie files are used for the following purposes:

- to adjust the content of the website to the User preferences and optimise the use of the website; particularly, such files enable to recognise the website User's device and display the website appropriately, adjusted to the User's individual needs;
- to create statistics that will help in understanding how the website Users browse the website, which enables to improve their structure and content.

Within the website two basic types of cookies are used: session cookies and persistent cookies. Session cookies are temporary files that are stored in the User's end device until logging out, closing the website or closing the software (web browser). Persistent cookies are stored in the User's end device for a period defined in the cookie file parameters until they are deleted by the User.

Within the website, the following cookie types may be used:

- required cookies that make it possible to use services available on the website, e.g. encrypting cookie files used for services that require encryption on the website;
- cookies used for ensuring security, e.g. used for detecting violations in the scope of encryption on the website;
- performance cookies enabling to collect information about the method of using the website pages;
- functional cookie that enable to "remember" settings selected by the User and to personalise the User interface, e.g. in terms of the language or region from which the User originates, etc.;
- advertisement cookies enabling to provide advertisement content to the Users that is adjusted to the Users' interests.

In many cases, software used for browsing websites (web browser) enables to store cookies in the User's end device, by default. Users of the website may change the cookie file settings at any time. The settings may be used particularly so that automated support for cookie files is blocked. This can be changed in the web browser settings. The User may also change the settings so that they are informed about each case of cookie files being stored on the User's end device. Detailed information regarding the possibility and methods of handling cookies is available in the browser settings.

The Company hereby notifies that limitations of using cookie files may affect some features available on the website pages.

Cookies stored on the website User's end device may also be used by advertisers and partners cooperating with the website operator.

More information regarding cookie files can be found in the "Help" section of your web browser.

#### **Acquiring, collecting and processing data when using the website**

The administrator of personal data shared by Users through the contact form is as follows: (i) Dawid Cedrych conducting a business activity with the following name: "Dawid Cedrych" (VAT No.: 6351792426); (ii) Jakub Klimek conducting a business activity with the following name: "Jakub Klimek" (VAT no.:6292471174); (iii) Tomasz Antas conducting a business activity with the following name: "Tomasz Antas" (VAT No.: 6431733294), together conducting a business activity in the form of a civil company with the following name: CODEPANY spółka cywilna with the seat in Katowice, ul. Mickiewicza 15 VAT No.: 6342836940, REGON (Registration No.): 360979953. Contact telephone number: +48 796 890 807 and e-mail: contact@codepany.com dedicated for matters relating to personal data protection and privacy policy.

The Company collects information regarding the method of using the website by the Users as well as their IP addresses, location data and cookie files. Such information is used to improve the operation of the website, counteract violations of security or to keep statistics of the website functioning. Analysis of such information may, for instance, enable to assess data regarding the region from which the majority of website Users originate or at what times servers and other devices managing the website should operate with maximum capacity. The Company emphasises that information collected this way is in no way associated with individual Users and may not be identified with personal data provided by Users in any other way.

In order to improve communication with the Company, a contact form is available on the website which can be used for dialogue with Users, including for submitting questions, feedback, etc.

Use of the contact form is voluntary and causes the Company to obtain some contact data specified by the User, such as: name, surname, email address, IP address, subject and message entered in the contact form. This is done solely for the purpose of communication with Users and to provide information requested by the Users.

Specifying personal data is voluntary but required for communication with the User that contacts the Company through the contact form, in order to provide information to the User as requested by it or to provide responses to a question or feedback.

Furthermore, please be informed that personal data protection of Users is ensured through a special security protocol already when providing such data.

It is also possible to provide personal data in another way. Depending on the needs of the User, this may be an email sent to the Company in order to obtain information, initiate or complete a claim procedure or any other issue with which the User applied to the Company. Each time the Company requires the User to specify only the data that is required to provide the service or execute the assigned task.

Sending a contact form or an email to the Company is equal to the User granting their consent for collecting and processing personal data by the Company.

The Company does not collect personal data from people under legal age. If despite the above, a person under the age of 18 shares such data, the Company will attempt contact with that person's parents or legal guardians and if the parents or legal guardians state the personal data was shared by a person under the legal age being under their guardianship, the Company encourages such people to contact the Company in order to delete such data.

In some cases specified by the applicable laws, the Company is obliged to share personal data and other information with public authorities in connection to the function carried by such authorities. Furthermore, it is worth remembering that the website may contain links that make it possible to the Users to be redirected to other websites. The privacy policy and cookie policy of such websites owners may vary from the policies specified in this document and the Company shall not be liable for the operation of such websites.

### **Personal Data Protection**

Personal data of Users specified by them voluntarily is processed by: (i) Dawid Cedrych conducting a business activity with the following name: "Dawid Cedrych" (VAT No.: 6351792426); (ii) Jakub Klimek conducting a business activity with the following name: "Jakub Klimek" (VAT no.:6292471174); (iii) Tomasz Antas conducting a business activity with the following name: "Tomasz Antas" (VAT No.: 6431733294), together conducting a business activity in the form of a civil company with the following name: CODEPANY spółka cywilna with the seat in Katowice, ul. Mickiewicza 15 VAT No.: 6342836940, REGON (Registration No.): 360979953, pursuant to Regulation of the European Parliament and of the Council (EU) No. 2016/679 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 (General Data Protection Regulation), whereas the Company will apply adequate technical and organisational measures ensuring protection of processed data.

In line with the applicable laws regarding data protection, the Company or an entity described in any other way as the data administrator, is obliged to process personal data of a User in a method specified below. If you have any questions regarding the above information or the wish to exercise your rights, contact the Company through the contact details listed in the section entitled Acquiring and Processing Data During Use of the Website.

The expression "personal data" refers to such information which can refer to a User as a natural person directly or indirectly. Examples of such data are as follows: name, image, personal identification number, contact data, choices made, behaviour or IP address. Processing personal data refers to all activities that the Company or third party involved by the Company undertakes in relation to personal data, such as collection, registration and storage.

Personal data may be processed only for precise and clearly-defined purposes and may not be later processed for any other purposes than the above. The Company processes personal data provided by the User solely for the purpose of administration of enquiries submitted by the User and contracts concluded with the User, as well as providing information regarding such enquiries or contracts.

Personal data of a User may also be used for marketing and consequent activities as well as for sales and development of products and services in order to improve products and Company services. If the User does not wish to receive marketing information and/or offers, contact the Company through the contact details listed in the section Acquiring and Processing Data During Use of the Website.

Personal data is also processed for statistical purposes to observe how users browse the website and to analyse behaviours when completing a search and to display content adjusted to the User. Such data is processed only in the aggregated format or in format that may not identify the User as a natural person. Data is also processed directly in connection to developing, testing and managing IT systems being the basis of the website.

The Company acts with best efforts in order for the website and the collected data to be covered with the best protection level against loss, illegal use or illegal access or modification. The Company attempts to protect all data of the User at least with the same level of due care as its own confidential information.

In order to protect personal data and other information described in this document, the Company applies security measures in the form of access passwords, limitations for people with access rights and through locating servers for storing data in rooms indicated for that purpose, or providing them for management to specialised entities, pursuant to principles applied by the respective laws. In particular, the Company ensures that the data of Users is not shared with unauthorised people, damaged, distorted or lost.

The Company processes personal data of the User if this is necessary for executing a contract with the User or if there are any other legal or justified interests in processing such personal data, such as the User's own marketing interest or interest in the development of our website or products and/or services proposed by the Company. In the case of processing

personal data of the User for any purpose, which according to the applicable laws, requires a consent of the User, such a consent will be obtained prior to starting the act of processing data.

The collected data is deleted if the purpose for processing ceases to exist.

The Company may indicate external partners to execute tasks on its behalf, such as provision of IT services or help in marketing, management of press releases, data analysis or statistics. Execution of such services may mean that the indicated partners, both in the European Union and outside of it, will be entitled to obtaining access to personal data of the User. Entities processing personal data on behalf of the Company, must always conclude an appropriate agreement with the Company so that they can ensure a high level of protection for the Users' personal data even in relationships with business partners.

The Company may also disclose data of Users to third parties, for instance the police or other public authorities if the company is obliged to disclose such data based on the applicable provisions of the law or decisions of public authorities.

The Company will not disclose personal data of Users in scope other than the one described above.

The Company reserves that along with development of the website or changes in the applicable laws, or as a result of other circumstances, there may be a need or even an obligation of introducing changes to this privacy policy and the method of collecting or managing data. In such a case, the Users will be immediately notified about the introduced changes in a way that will enable them to become familiar with new content.

#### **Rights of a User who provided personal data**

Each User who provided personal data via the contact form or in any other way, has an inalienable right to an insight into the data that they provided as well as to correct and update such data. Furthermore, the User may request suspension of processing such data as well as deletion, ceasing their processing, limiting processing of personal data, and may use the right for transferring data, revoke the consent for particular ways of processing (in the case of granting such a consent) and object against data processing, specifically if the goal for which it was collected is no longer valid or was achieved. In such a case the User should contact the Company through contact data indicated in the section entitled Acquiring and Processing Data During Use of the Website. The User is also entitled to submit a claim to the applicable supervisory authority at any time, if they deem that the personal data was processed while violating the applicable provisions regarding data protection.

#### **Rights applicable to the Administrator**

The Company may refuse deletion of data of a given User if storing such data is a prerequisite when executing the interests of the Company protected by the law, if the mandatory and applicable laws require doing so.

Furthermore, the Company will have the right to process personal data provided to it by the User in order to carry out a dialogue initiated by the User, by means of filling out a contact form or in any other way, including also in order to provide information to the User regarding other entities associated with the Company, if this corresponds to the scope of an enquiry or the scope of information requested by the User.