

# PRIVACY POLICY

**version effective from 23.05.2024**

*the previous version of the Privacy Policy is available [here](#)*

## What is a Privacy Policy?

We would like to provide you with details concerning our processing of your personal data in order to give you full knowledge and comfort in using our website.

Since we operate in the online sector, we know how important it is to protect your personal data. Therefore, we make particular efforts to protect your privacy and information you provide us with.

We carefully select and apply appropriate technical measures, in particular programming and organisational measures, to ensure protection of the personal data we process. Our website uses encrypted data transmission (SSL), which ensures protection of your identity.

In our Privacy Policy you will find all key information regarding our processing of your personal data.

Please read it, we promise it won't take more than a few minutes.

## Who is the administrator of the website [www.makroplast.com](http://www.makroplast.com)?

The administrator of the website is MAKROPLAST SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ (limited liability company), with its registered office in Białystok, at ul. Podlaska 17C, 15-549 Białystok, Poland, registered by the District Court in Białystok, XII Commercial Division of the National Court Register, under KRS No. 0000889574, Taxpayer Identification Number (NIP) 9662148485, National Official Register of Business Entities (REGON) number: 388444302, Product, Packaging and Waste Management Database Registry (BDO) 000526045, with the share capital of PLN 4 500 000,00 (i.e.: **We**).

## Personal data

### What legal act governs the processing of your personal data?

Your personal data are collected and processed by us in accordance with **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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) (OJ EU L 119, p. 1), commonly referred to as: GDPR**. In the scope not regulated by the GDPR, the processing of personal data is governed by the **Personal Data Protection Act of 10 May 2018**.

### Who is the controller of your personal data?

The controller of your personal data is MAKROPLAST SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ (limited liability company), with its registered office in Białystok, at ul. Podlaska 17C, 15-549 Białystok, Poland, registered by the District Court in Białystok, XII Commercial Division of the National Court Register, under KRS No. 0000889574, Taxpayer Identification Number (NIP) 9662148485, National Official Register of Business Entities (REGON) number: 388444302, Product, Packaging and Waste Management Database Registry (BDO) 000526045, with the share capital of PLN 4 500 000,00, phone: +48 (85) 74 37 133, e-mail: [makroplast@makroplast.com](mailto:makroplast@makroplast.com).

- You can contact **us** about your personal data using the following methods:

- e-mail: a.szymaniuk@makroplast.com,
- traditional mail: ul. Podlaska 17C, 15-549 Białystok,
- by phone: +48 (85) 74 37 133.

## How do we process your personal data, that you provide to us?

### What personal data do we process and for what purposes?

On our website we offer a variety of services as part of which we process different personal data on different legal grounds.

Objective	Personal data	Legal basis for processing	Data retention time
ensuring continuity of communication and enabling contact with the Administrator in matters of scientific activity	first name, last name, address for correspondence, e-mail address, telephone number	article 6(1)(f) of the GDPR, i.e. processing for the purpose of pursuing our legitimate interest in maintaining the continuity of communication and enabling contact with us in matters of business activity.	until you object to the processing of your personal data
determination, pursuit and enforcement of claims and defence against claims in proceedings conducted before courts and other state authorities	first name, last name, address, PESEL number, tax identification number (NIP), national business registry number (REGON), e-mail address, telephone number, IP number, bank account number, payment card number	article 6(1)(f) of the GDPR, i.e. processing for the purpose of pursuing our legitimate interest in establishing, pursuing and enforcing claims and defending against claims in proceedings conducted before courts and other state authorities	until the expiry of the limitation period for claims concerning the performance of the contract
fulfilling legal obligations arising from legal regulations, in particular tax and accounting regulations	first name, last name, company name, PESEL number, tax identification number (NIP) or national business registry number (REGON), e-mail address, telephone number, address for correspondence, payment card number	Article 6(1)(c) of the GDPR, i.e. processing is necessary to fulfil legal obligations incumbent of the Controller, resulting from legal regulations, in particular tax and accounting regulations	until the expiry of the legal obligations imposed on the Controller which justify the processing of personal data

### Voluntary provision of personal data

Provision of the required personal data is **voluntary**, but it is necessary for us to provide services to you.

## Recipients of personal data

The current list of entities to which we disclose your personal data can be found [here](#).

## Automated decision making (including profiling)

We do not make automated decision and we do not use profiling in relation to you.

## Will we transfer your personal data outside the EEA or to an international organisation?

Your personal data is not transferred outside the EEA or to an international organization.

## What rights do you have with regard to our processing of your personal data?

Pursuant to the GDPR, you have the right to:

- request **access** to your personal data
- request **rectification of** your personal data
- request **deletion of** your personal data
- requests that **the processing of** your personal data is restricted
- **object** to the processing of your personal data
- requests **transfer of** your personal data

If you submit any of the above requests, without undue delay – and in any case within **one month from receipt of the request** – we will inform you of the actions taken in connection with your request.

If necessary, we can extend the one-month period **by another two months** due to the complexity of the request or the number of requests.

In any case, we will inform you **within one month from receiving your request about** any extension and give you the reasons for the delay.

## Right of access to personal data (Article 15 of GDPR)

You have the right to be informed **whether we are processing your personal data**.

If we process your personal data, you have **the right to**:

- access your personal data,
- obtain information about the purposes of processing, categories of personal data processed, recipients or categories of recipients of these data, planned period of storage of your data or criteria for determining this period, your rights under the GDPR and about the right to lodge a complaint with the President of the Office for Personal Data Protection, about the source of these data, about automated decision making, including profiling, and about the safeguards applied in connection with the transfer of these data outside the European Union;
- receive a copy of your personal data.

If you wish to **request access to your personal data**, please send your request to: [a.szymaniuk@makroplast.com](mailto:a.szymaniuk@makroplast.com).

### **Right to correct your personal data (Article 16 of GDPR)**

If your personal data are **incorrect**, you have the right to ask us to **correct** your personal data immediately. You also have the right to request that we **supplement** your personal data.

If you wish to **request correction or supplementation of your personal data**, please send your request to: [a.szymaniuk@makroplast.com](mailto:a.szymaniuk@makroplast.com).

### **The right to have your personal data deleted, i.e. the so-called “right to be forgotten” (Article 17 GDPR)**

You have the right to request that your personal data **be deleted** when:

- your personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
- you have withdrawn a specific consent, to the extent that your personal data were processed on the basis of your consent;
- your personal data were processed illegally;
- you have raised objections to the processing of your personal data for the purposes of direct marketing, including profiling, to the extent that the processing of personal data is connected to direct marketing;
- you have objected to the processing of your personal data in connection with processing necessary for the performance of a task carried out in the public interest or processing necessary for the purposes of legitimate interests pursued by us or a third party.

Despite your request to delete your personal data, we may process your data further for the purpose of **determining, pursuing or defending claims**, of which you will be informed.

If you wish to **request deletion of your personal data**, please send your request: [a.szymaniuk@makroplast.com](mailto:a.szymaniuk@makroplast.com).

### **Right to submit a request to restrict processing of your personal data (Article 18 of GDPR)**

You have the right to request restriction of the processing of your personal data when:

- you are questioning the correctness of your personal data – in this case we will limit the processing of your personal data for a period of time that allows us to check the accuracy of the data;
- the processing of your data is unlawful, and instead of deleting your personal data you request limited processing of your personal data;
- your personal data are no longer needed for the purposes of processing, but is needed to establish, pursue or defend your claims;

- you have objected to the processing of your personal data – until it is determined whether our legitimate interests take precedence over the grounds for objection.

If you wish to **request restricted processing of your personal data**, please send your request to: [a.szymaniuk@makroplast.com](mailto:a.szymaniuk@makroplast.com).

## **Right to submit an objection to the processing of your personal data (Article 21 of GDPR)**

You have the right to **object** to the processing of your personal data at any time, including profiling, in connection with:

- processing necessary for the performance of a task carried out in the public interest or processing necessary for purposes resulting from legitimate interests pursued by the Controller or a third party;
- processing for direct marketing purposes.

If you wish to **submit an objection to the processing of your personal data**, please send your request to: [a.szymaniuk@makroplast.com](mailto:a.szymaniuk@makroplast.com).

## **Right to request transfer of your personal data (Article 20 of GDPR)**

You have the right to **receive** your personal data from us in a structured, commonly used machine-readable format and to send data to another personal data controller.

As standard, we will provide you with your personal data in **CSV format**. If you prefer to have your data provided to you **in a different format**, please indicate your preferred format in your request. As far as possible, we will try to provide your data in your preferred format.

You can also request that we send your personal data **directly** to another controller (if technically possible).

If you wish to **request transfer of your personal data**, please send your request to: [a.szymaniuk@makroplast.com](mailto:a.szymaniuk@makroplast.com).

## **Complaint to the supervisory authority**

If you believe that the processing of your personal data violates data protection regulations, you have the right to **lodge a complaint with a supervisory authority**, in particular in the member state of your residence, your place of work or where the alleged infringement was committed.

In Poland, the supervisory authority within the definition of the GDPR is **the President of the Office for the Protection of Personal Data**, who replaced the GIODO as of 25 May 2018.

You can find more information [here](#).

# **COOKIES**

## **General information**

While browsing the web pages, HTTP cookies are used, hereinafter referred to as cookies, in other words small text data files, saved on your end-device while using the website. Their use is aimed at facilitating the operation of our website.

These files allow us to identify the software you are using and tailor our website to your needs.

Cookies usually contain the name of the domain from which they come, duration of their storage on the device and values assigned to them.

## **Safety**

Cookies we use are safe for your devices. Therefore, no viruses and no unwanted or malicious software can affect your devices via cookies.

## **Types of cookies**

We use two types of cookies:

- **Session cookies:** stored and kept on your device until the web browser is closed. Saved information is then permanently deleted from the memory of your device. This mechanism does not allow the acquisition of any personal data or confidential information from your device.
- **Persistent cookies:** stored and kept on your device until deleted. Closing the web browser or switching off the device does not cause them to be removed from your device. This mechanism does not allow the acquisition of any personal data or confidential information from your device.

## **Aims**

We also use cookies of external entities for the following purposes:

- configuration of the Website.

You may change the cookie settings by yourself at any moment in the options of the web browser or service, to specify conditions for storing such files and granting access to your device via them. You may change these settings to block the automatic handling of cookies in the options of your web browser or to be informed every time they are stored on your device. Detailed information on the options and methods for handling cookies is available in the settings of your software (web browser).