

# PRIVACY POLICY

The purpose of this policy is to provide information on what data and how they are processed as part of the processes related to the functioning of the Website, as well as who to contact in case of any related issues. If you need additional information, we encourage you to contact us:

- electronically:
  - a. in matters of data protection: to the e-mail address: [dpo@autopartner.com](mailto:dpo@autopartner.com)
  - b. in technical matters related to the functioning of the website at: [katalogi@autopartner.com](mailto:katalogi@autopartner.com)
- by correspondence: Auto Partner S.A. ul. Ekonomiczna 20, 43-150 Bieruń

By visiting the Website and viewing its content, you accept the regulations set forth in this Privacy Policy.

AUTO PARTNER S.A. takes appropriate measures to ensure the security of your Personal Data

## **BASIC TERMS:**

**User** - any natural person using the Website or services available through the Website;

**Personal Data** - is any information about a directly or indirectly identified or identifiable natural person, an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the natural person.

**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

**Website** - a term, which for the purposes of this Policy refers to Internet services offered by Auto Partner S.A., the main purpose of which is to enable access to an electronic catalogue and sending orders to Auto Partner S.A.

**The sites are available at the following domains: [www.apcat.eu](http://www.apcat.eu);**

## **PERSONAL DATA PROTECTION**

### **PERSONAL DATA CONTROLLER**

The CONTROLLER, i.e. the entity that decides about purposes and means of Personal Data processing is AUTO PARTNER SPÓŁKA AKCYJNA with its registered office in Bieruń, ul. Ekonomiczna 20, 43-150 Bieruń entered in the Register of Entrepreneurs kept by the District Court Katowice-Wschód in Katowice, 8th Commercial Division of the National Court Register under the KRS: 0000291327, NIP: 634 001 10 17, REGON 276249079, share capital: PLN 13,062,000.

### **THE SCOPE OF PERSONAL DATA PROCESSED**

- **WEBSITE USAGE - DATA COLLECTED BY WEBSITE AND MOBILE DEVICES**

In relation to Users visiting the website solely for information purposes, data sent by the User's browser are collected, i.e. such data which are necessary for technical reasons to display the website and to ensure its stable and secure operation.

In the above case, data may also be collected for the development and improvement of the Website and its adaptation to the needs of Users. This may include data on how many Users have visited the Website, how they got there and what topics or products they were interested in.

The data collected may include, but is not limited to, IP address, parameters of the software and hardware used by the User, pages viewed, mobile device identification number, and other device and system usage data.

AUTO PARTNER S.A. uses cookies to provide services, to adapt the Website to Users' individual preferences and for statistical and advertising purposes. The User can disable this mechanism in the browser settings. By using the Website without changing the browser settings, the User consents to the storage of cookies in the memory of the User's device.

- **NEWSLETTER SUBSCRIPTION & MARKETING MATERIALS**

AUTO PARTNER S.A. processes Users' Personal Data for the purpose of sending newsletters and/or other marketing materials regarding products and services offered by AUTO PARTNER S.A. as well as by entities cooperating with AUTO PARTNER S.A.

As part of this process related to sending newsletters and/or other marketing materials, Auto Partner S.A. processes Personal Data, including first and last name, e-mail address, phone number.

Providing Personal Data is voluntary, but without providing it, it will not be possible to send newsletters and/or other marketing materials by Auto Partner S.A.

The User can unsubscribe from the newsletter at any time, e.g. by submitting the relevant information via the contact form or by clicking on the relevant link in the newsletter message.

- **ACCOUNT AND PROFILE DATA**

Creating an account on the Website requires contacting a branch or sales representative at Auto Partner S.A.

In order to create an account and to log the User in the Website, Auto Partner S.A. processes Personal Data, including in particular: name and surname, e-mail address, contact data, Internet ID, identification number, in particular NIP and REGON numbers. In order to facilitate service, the User may provide additional data, thereby consenting to its processing.

Logging into the Website is done by entering the customer number and password. Auto Partner S.A. processes the aforementioned data solely for the purpose of authenticating the User in the Website and enabling the User to use the online store.

The consent for processing of the User's Personal Data is completely voluntary, however, lack of consent makes it impossible to register in the Website.

- **WEBSITE PURCHASES AND RELATED ACTIVITIES**

In case of purchases made via the Website, AUTO PARTNER S.A. processes the User's Personal Data in order to enable the conclusion and performance of a sales agreement between the User. AUTO PARTNER S.A. The above includes, in particular: preparation and shipment of goods, e-mail or telephone contact with the User, settlement of liabilities and receivables on the part of customers, handling returns and complaints, conducting sales analyses including statistical data and data archiving.

The collected data may include, but is not limited to: name, company name, NIP, e-mail address, telephone number, delivery address, as well as other data indicated or required in the processes related to the conclusion and performance of the agreement.

The consent for processing of the User's Personal Data is completely voluntary, however, lack of consent makes it impossible to make purchases through the Website and to implement them.

- **OFFER PERSONALIZATION**

In case of using the option of automatic filling in of the customer's data in the offer module, Auto Partner S.A. processes the User's Personal Data solely for the purpose of allowing him/her to use the option of offer personalization.

The collected data may include, but is not limited to: name, company name, e-mail address, telephone number, delivery address, as well as other data indicated by the Users in the form. User data entered in the offer form are not registered or stored by Auto Partner S.A.

Granting consent for processing the User's Personal Data is completely voluntary, however, lack of consent prevents the User from using the option of personalization of offers.

- **CONTESTS AND PROMOTIONAL CAMPAIGNS**

In case AUTO PARTNER S.A. organizes a competition or a promotional campaign on its Website, AUTO PARTNER S.A. will process Personal Data of Users who take part in the relevant promotion or contest in accordance with applicable law and exclusively for the purposes of the relevant promotion or contest.

The collected data may include, but is not limited to: name, surname, company name, NIP, e-mail address, telephone number, as well as other data indicated or required in the processes related to participation in a contest or promotional action.

Giving your consent to the processing of your Personal Data is completely voluntary, however, lack of consent makes it impossible for you to take part in a given promotional action or contest.

## **LEGAL BASIS**

The data referred to above are processed on the basis of:

- Article 6 (1)(a) of the GDPR - the data subject has consented to the processing of their Personal Data for one or more specified purposes;
- Article 6 (1)(b) of the GDPR - processing is necessary for the performance of an agreement to which the data subject is a party or to take steps at the request of the data subject prior to entering into an agreement, including for the purpose of handling complaints;
- Article 6 (1)(c) of the GDPR - processing is necessary for the purposes of complying with a legal obligation imposed on the administrator - in particular the obligations arising from the Personal Income Tax Act of 26 July 1991 and the Corporate Income Tax Act of 15 February 1992;
- Article 6 (1)(f) of the GDPR - processing is necessary for the purposes of legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of Personal Data, in particular where the data subject is a child - a legitimate interest is the right of AUTO PARTNER S.A. to assert or defend claims or to ensure security of information, persons or property, as well as to improve the quality of offered products and provided services.

## **THE RIGHTS OF DATA SUBJECTS**

AUTO PARTNER S.A. informs that if the processing is based on the User's consent, the User has the right to withdraw his/her consent at any time. Withdrawal of consent does not affect the lawfulness of the processing carried out before its withdrawal.

Apart from the cases specified above, providing Personal Data of the User is voluntary. The User has the right to refuse to provide data, however, this may result in the inability to use certain functionalities of the website.

In connection with the processing of Personal Data, Website Users have the following rights:

- The right to request access to and receive a copy of their data,
- The right to rectify (correct) their Personal Data,
- The right to erase their Personal Data,
- The right to restrict the processing of their Personal Data,
- The right to object to the processing of their Personal Data,
- The right to transfer their Personal Data.

Pursuant to the principles set forth in the content of the GDPR or other regulations on the protection of Personal Data and the cases specified by these regulations, in the situation of recognition that Personal Data is processed in a manner incompatible with the regulations on the protection of Personal Data, the User also has the right to lodge a complaint to the President of the Personal Data Protection Office.

Should there be any doubt as to the above rights, or the possibility or means of exercising them, or in any other matter related to the protection of Personal Data, please contact us:

- electronically: e-mail address: [dpo@autopartner.com](mailto:dpo@autopartner.com)
- by correspondence: Auto Partner S.A. ul. Ekonomiczna 20, 43-150 Bieruń (marked ODO on the envelope).

## **PERSONAL DATA RECIPIENTS**

Users' personal information may be transferred to:

- employees and cooperators of Auto Partner S.A. authorized to process Personal Data,
- entities belonging to the capital group of which AUTO PARTNER S.A. is a member, as part of activities related to AUTO PARTNER S.A. business operations and only in connection with achieving the objectives set out above and pursuant to a relevant agreement;
- authorities or entities authorized by law;
- entities to whom data are made available on the basis of concluded agreements relating to the activities carried out by AUTO PARTNER S.A., to whom AUTO PARTNER S.A. subagreements the performance of activities which require processing of data (processors), e.g.: companies providing IT services, operators of IT systems, operators of payment systems, law firms, entities providing accounting services, auditing companies;
- courier and shipping companies and postal services that will deliver to you the shipments you have ordered;
- distributors, manufacturers or guarantors of the goods in the event of a complaint by the User,
- authorities or entities to whom the data will be disclosed on the basis of the data subject's consent.

## **PERSONAL DATA PROCESSING PERIODS**

Your Personal Data will be processed during the following periods:

- data processed on the basis of consent: until such time as consent is withdrawn. Withdrawal of consent does not affect the lawfulness of the processing carried out before its withdrawal.
- data processed in connection with an agreement to which you or your employer or principal is a party: for the entire duration of the relevant agreement and, after its termination, for the period necessary for the performance of any obligations under the agreement, as well as for the period during which claims may arise in connection with the agreement under the Civil Code, tax law, or other law, or, if appropriate, until you object to our processing of your Personal Data;

- data processed on the basis of legally justified obligations of AUTO PARTNER S.A: within the periods indicated by the relevant provisions of law - adequate to the legal obligation in question.
- data processed for the purpose of AUTO PARTNER S.A.'s legitimate interests: for the period necessary for the realization of the interest in question or for the User to raise an effective objection to the processing.

Personal Data may also be stored for different periods if this follows from the relevant provisions of the law. After the relevant storage period has expired, data shall be deleted or anonymised.

### **AUTOMATED DECISION-MAKING AND TRANSFER OF DATA TO THIRD COUNTRIES**

Personal Data will not be processed by automated means (including profiling) in such a way that any decision could be made as a result of such automated processing, that other legal effects are to be produced or that data subjects are otherwise to be significantly affected.

Personal Data will not be transferred to Third Countries within the meaning of Articles 13,14 GDPR.

### **PERSONAL DATA SECURITY**

Auto Partner S.A. applies technical and organizational measures, required by current regulations on Personal Data protection, which meet the requirements of GDPR, and in particular prevent Personal Data from being obtained and modified by unauthorized persons.

### **COOKIES**

AUTO PARTNER S.A. informs that while using the Website, short information, in particular text files called "cookies", are stored in the User's terminal equipment. Cookies contain information such as the User's IP address, the name of the website they come from, the time they are stored on the User's end device, a record of the device's parameters and statistics, and a unique number. The "cookies" are directed to the Website server by the web browser installed in the User's end device.

Cookies and similar technologies are not used to identify Users and do not establish the identity of a Users. Cookies and similar technologies only when combined with other unique identifiers or other information that identifies that individual may constitute personal information.

AUTO PARTNER S.A. uses cookies to provide services, to adapt the Website to Users' individual preferences and for statistical and advertising purposes, in particular for

- maintaining technical correctness and continuity of the session between the Website server and the User's final device;
- optimizing the use by the User of the Website pages and adjusting the way they are displayed on the User's end device;
- ensuring safe use of the Website;
- collecting statistics on visits to the Website's pages to help improve their structure and content.

The User can disable this mechanism in the browser settings. By using the Website without changing the browser settings, the User consents to the storage of cookies in the memory of the User's device.

With respect to their lifespan, the cookies used by AUTO PARTNER S.A. can be divided into:

- session files - files stored in the User's device until the User logs out or leaves the Website;
- permanent files - files stored on the User's device until they are deleted by the User or until the cookie expires on the date specified in the specification of the cookie.

AUTO PARTNER S.A. and other service providers (e.g. analytics and statistics) use cookies for various purposes, which can be divided into the following categories.

1. necessary to use the Website:
  - a. cookies with data entered by the User (session ID) for the duration of the session;
  - b. authentication cookies used for services that require authentication for the duration of the session
  - c. security cookies, such as those used to detect authentication abuses
  - d. session media player cookies (such as flash player cookies), for the duration of the session,
2. to facilitate the use of the Website:
  - a. permanent cookies used to personalize the User interface for the duration of the session or slightly longer,
  - b. cookies used for monitoring website traffic, i.e. data analytics - these cookies are used to analyse how the Website is used by the User, to create statistics and reports on the functioning of the Website,
  - c. cookies used to log into the Website using social networking sites.

Cookies allow maintaining a session, proper functioning and displaying the Website, going back to previously viewed pages, as well as displaying: location map, videos posted on YouTube and integrating the Website with social media.

## **MANAGING COOKIES**

Most browsers automatically store Cookies on the User's device. Users can also manage cookie storage personally, for example by changing their browser settings or deleting stored cookies. The level of protection against cookies can be set in each browser up to a complete blocking of cookies. However, disabling/deleting cookies may result in some features of our website not working as expected. Cookies may be necessary for some features of the Website to function.

Information on how to disable cookies can be found using the help function in your browser. Disabling/deleting cookies only applies to the browser in which you performed this action. Therefore, in other browsers, you must repeat the action of disabling/deleting cookies.

## **GOOGLE ANALYTICAL TOOLS (GOOGLE ANALYTICS, TAG MANAGER)**

The Website uses services that enable analysis of the way the User uses the Website (hereinafter referred to as analytical tools) using cookies. The User can change the cookie settings at any time by changing the privacy settings in the browser.

### **GOOGLE ANALYTICS:**

As part of the Website, Auto Partner S.A. uses Google Analytics tool, which is a system of statistics that collects data on Users visiting the Website.

Google Analytics collects, for example, data such as:

- how the Users got to the Website (through a search engine, or a referral from another website, or directly by manually typing the website address in the browser)
- where the User is physically located (country, city)
- what software is the User using (operating system, browser, type of device)

- how the User behaved on the website (how long he stayed on a particular subpage, how many subpages he visited)

Google does not use the information collected to identify the User, nor does it combine this information to enable identification.

For detailed information on how Google Analytics collects and processes data, please visit this page: "HOW GOOGLE USES INFORMATION FROM SITES OR APPS THAT USE OUR SERVICES" (located at <http://www.google.com/policies/privacy/partners/> or such other URL as Google may make available on occasion).

In addition, the User may prevent the storage of the data collected by the cookies on the use of the website (including the IP address) and their transmission to Google, as well as the transmission of these data by Google, by downloading and installing the plug-in available at the following link:<https://tools.google.com/dlpage/gaoptout?hl=pl>

### **TAG MANAGER**

The Website also uses Google Tag Manager. While the tool itself does not collect personal information, it does help in posting and managing tags. Tags are small elements of code that are used, among other things, to measure traffic and behaviour of Users, record effects of online ads, conduct remarketing. Tag Manager will also note if you stop visiting the Website. More information can be found at: <https://www.google.com/analytics/tag-manager/use-policy/>

### **HOTJAR**

This is a tool used by the Website to analyse Users' interest in particular elements of the Website. It creates "click maps" and examines how engaged Users are on a page (e.g., in terms of scrolling). Hotjar may also record User behaviour.

### **CHANGES TO THE TERMS AND CONDITIONS AND PRIVACY POLICY**

In order to keep the information contained in this Privacy Policy up-to-date and in compliance with applicable law, the Policy is subject to change. If the content of the Privacy Policy changes, the update date indicated at the end of the document will be changed. AUTO PARTNER S.A. recommends Users to regularly read the provisions of the Privacy Policy.

This document was last updated on 06.12.2021