

## Scanway sp.z o.o. Privacy Policy

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- I. Information on personal data processing**
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  2. Contact with the data protection officer – Wiesław Lechowicz, email address: [iod@scanway.pl](mailto:iod@scanway.pl).
  3. The purpose of processing personal data of customers and contractors and the legal basis for processing is:
    - b. performance of a contract to which the data subject is a party, or to take action at the request of the data subject prior to entering into a contract, pursuant to Article 6 (1) (b) of the Regulation of the European Parliament and of the Council (EU) 2016/679 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 (General Data Protection Regulation), also referred to as "GDPR";
    - c. fulfilment of the legal obligation incumbent on the controller, pursuant to Article 6 (1) (c) GDPR;
    - d. marketing in electronic form, in accordance with the submitted statement, pursuant to Article 6 (1) (a) GDPR;
  4. The purpose of processing personal data of persons participating in recruitment and the legal basis for processing is:
    - a. conducting the recruitment procedure consisting in the processing of personal data such as, i.e. name(s) and surname, date of birth, data used to contact the candidate (e.g. telephone number, correspondence address, email address), education, professional qualifications and the previous employments, pursuant to Article 6 (1) (b) in conjunction with (c) GDPR;
    - b. providing other data to the extent not specified by law, will be treated as consent, pursuant to Article 6 (1) (a) GDPR, and in the case of personal data of special categories, subject to express consent, Article 9 (2) (a) GDPR, for the processing of this personal data. Expressing consent in this case is voluntary, and the consent expressed in this way may be revoked at any time.
  5. The processing of personal data is performed on the basis of legitimate interests pursued by the controller, pursuant to Article 6 (1) (f) GDPR, in order to: send or exchange correspondence; business contact invitations; performance of the contract with the contractor's designated representatives; direct marketing of own products or services, performed in a traditional form; ensuring network and information security; ensuring the functioning of the website; creating analysis and statistics lists (for the internal needs of the controller); archival (evidence), which is the implementation of our legitimate interest in securing information in the event of a legal need to prove facts and establish, investigate or defend claims.
  6. Categories of personal data obtained in a different way than from the data subject: name and surname, position name, company name, place of employment, telephone number, email address, website address.
  7. Personal data may be transferred to entities providing services to the Controller, such as: a law firm, IT service provider, hosting company, authorities authorized under the provisions of law.

8. The period of storage of personal data of customers and contractors shall be, respectively, for the purpose of:
    - c. performance of the contract - for the duration of the contract and 5 years from the beginning of the year following the financial year in which the operations, transactions and proceedings were finally completed, paid off, settled or expired;
    - d. conducting marketing in electronic form - for the period of consent to the processing of personal data for a specific purpose;
    - e. sending or exchanging correspondence - in the absence of a specific, explicit and legally justified purpose of data processing by the controller, the correspondence shall be deleted after 3 years;
    - f. establishing, asserting or defending claims, unless a special provision provides otherwise, the limitation period is six years, and for claims for periodic benefits and claims related to conducting a business activity - three years. However, the end of the limitation period shall be the last day of the calendar year, unless the limitation period is less than two years.
  9. The period of storage of personal data of persons participating in the recruitment shall be, respectively, for the purpose of:
    - a. conducting the recruitment procedure - until the end of the recruitment process;
    - b. if you consent to the use of personal data for the purposes of future recruitment, your data will be stored for 12 months;
    - c. sending or exchanging correspondence - in the absence of a specific, explicit and legally justified purpose of data processing by the controller, the correspondence shall be deleted after 3 years;
    - d. Establishing, asserting or defending claims, unless a special provision provides otherwise, the limitation period is six years, and for claims for periodic benefits and claims related to conducting a business activity - three years. However, the end of the limitation period shall be the last day of the calendar year, unless the limitation period is less than two years.
  10. You have the right to access your personal data, rectify it, delete it or limit processing, or the right to object to the processing, as well as the right to transfer data.
  11. If the processing is based on consent, the data subject has the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
  12. You have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.
  13. Providing data is voluntary, but necessary to implement the above-mentioned purposes.
  14. The source of the personal data, where applicable, are contractors who have concluded contracts and indicated persons for their performance and/or publicly available websites, registers, industry lists of companies.
  15. Your data is not subject to automated decision making, including profiling referred to in Article 22 (1) and (4) GDPR.
  16. **You have the right to object to the processing of personal data pursuant to Article 6 (1) (e) or (f) GDPR, including profiling based on these provisions for reasons related to the specific situation of the data subject.**
  17. **You have the right to object to the processing of your personal data for the purpose of direct marketing, including profiling, to the extent that the processing is related to such direct marketing.**
- II. **Rules for the protection of personal data in connection with the provision of electronic services**
1. The data controller is **Scanway sp. z o.o.**, hereinafter referred to as "Scanway", with its registered office in Wrocław, at ul. Duńska 9, 54-427 Wrocław, registered in the District Court for Wrocław-Fabryczna in Wrocław, 6th Commercial Division of the National Court Register under the KRS number 0000597109, REGON 363535091, NIP 8842761100, share capital: PLN 20,200.00. Email address: [office@scanway.pl](mailto:office@scanway.pl), Tel.: (+48) 71 733 62 64.

2. Contact with the data protection officer – Wiesław Lechowicz, email address: [iod@scanway.pl](mailto:iod@scanway.pl) or by letter to the Data Controller's address with the annotation: Data Protection Inspector.
3. Information on personal data processing is available in Chapter I.
4. Scanway processes the following personal data of the service recipient (a natural person, legal person or an organizational unit without legal personality who uses the service provided electronically) necessary to establish, shape the content of, change or terminate the legal relationship between them:
  - a. surname and first names of the service recipient;
  - b. PESEL registration number or - if this number has not been assigned - the number of a passport, ID card or other document confirming identity;
  - c. registered address for permanent residence;
  - d. correspondence address, if different from the address referred to in item c);
  - e. data used to verify the electronic signature of the service recipient;
  - f. email addresses of the service recipient.
5. In order to perform contracts or perform other legal transactions with the service recipient, Scanway processes other data necessary due to the nature of the service provided or the method of its settlement:
  - a. name of the service recipient's place of work;
  - b. registered office and address of the service recipient's place of work;
  - c. Tax Identification Number (NIP) of the service recipient's place of work;
  - d. service recipient's phone number;
6. Scanway distinguished and marked (by putting the "\*" sign with the description "\*" - required fields" next to the form field) those of the data referred to in paragraph 4 and 5, as data the provision of which is necessary to provide the service by electronic means.
7. Scanway processes, with the consent of the service recipient and for the purposes of advertising, market research and the behaviour and preferences of service recipients, with the purpose of the results of these research of improving the quality of services provided by the service provider, other data about the service recipient that is not necessary for the provision of electronic services.
8. Scanway processes the following data characterizing the way the recipient uses the service provided electronically (operational data):
  - a. markings identifying the service recipient assigned on the basis of the data referred to in paragraphs 4 and 5;
  - b. markings identifying the end of the telecommunications network or the ICT system used by the service recipient;
  - c. information on the start, end and scope of each use of the service provided electronically;
  - d. information on the use by the service recipient of services provided electronically.
9. Scanway provides the data referred to in paragraphs 4-8, to state authorities authorized under separate provisions for the purposes of their proceedings.
10. Settlement of a service provided by electronic means presented to the service recipient may not disclose the type, duration, frequency and other technical parameters of individual services used by the service recipient, unless the service recipient has requested detailed information in this regard.

### III. **Cookies policy**

1. A cookie file is a small text file saved by the website viewed on the user's computer or mobile device.
2. [www.scanway.pl](http://www.scanway.pl) website uses cookies to store and access this information for the following purposes:
  - a. functional,
  - b. statistical,
  - c. advertising.

3. The user agrees to store and access this information contained in cookies using the web browser settings.
4. The user determines the conditions for storing or accessing this information contained in cookies using the web browser settings.
5. Storing or accessing information does not change the configuration of the user's computer or mobile device and the software installed on that device.
6. By default, web browsers allow cookies to be stored on the user's computer or mobile device.
7. The website user can at any time set the level, whether, how many and what cookies he/she wants in the web browser. Failure to do so will be a deliberate act of will and acceptance of cookies.
8. The conditions for storing or reading cookies can be changed by changing the settings in the web browser:
  - Microsoft EDGE - <https://support.microsoft.com/pl-pl/topic/wy%C5%9Bwietlanie-plik%C3%B3w-cookie-w-prze%C4%85darce-microsoft-edge-a7d95376-f2cd-8e4a-25dc-1de753474879>
  - Internet Explorer, link: <https://support.microsoft.com/pl-pl/help/17442/windows-internet-explorer-delete-manage-cookies>
  - Mozilla Firefox, link: <https://support.mozilla.org/pl/kb/ciasteczka>
  - Chrome, link: <https://support.google.com/chrome/answer/95647?hl=pl>
  - Opera, link: <https://help.opera.com/pl/latest/web-preferences/>
  - Safari, link: <https://support.apple.com/pl-pl/HT201265>