



## PRIVACY POLICY

### The Controller of your personal data

In accordance with Article 13 section 1 and 2 of the general regulation on the protection of personal data of 27 April 2016 (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 the Act of July 18, 2002 on the provision of electronic services (Journal of Laws No. 144, item 1204 as amended) and on the free movement of such data, and repealing Directive 95/46 / EC, hereinafter referred to as "GDPR"), we would like to inform you that:

The controller of your personal data in connection with the service provided electronically (online contact form) is **Assay Consulting Sp. z o. o** with registered seat in Warsaw, at ul. Cybernetyki 7, 02-677 Warsaw, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the capital city of Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS number: 0000631630, NIP 5213744483, REGON 365143716.

You can contact the data Controller via e-mail:

[kontakt@assay.pl](mailto:kontakt@assay.pl)

or in writing to the address of the Controller's

ul. Cybernetyki 19b, 02-677 Warsaw.

### You can contact the Inspector of Personal Data

The Controller has appointed Dariusz Chmielewski as the Data Protection Inspector whom

You may contact e-mail: [IOD@ASSAY.PL](mailto:IOD@ASSAY.PL)

or in writing to the address of the

of the data controller. You can contact the Data Protection Inspector in all matters concerning the processing of personal data and exercising of the rights connected with data processing.

### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



### **The purpose of personal data**

The content of the correspondence and contact information are processed for the time necessary to provide the service or send marketing information about the products or services you have selected. The content of inquiries and information in the forms are archived on the internal e-mail provider. The archive is stored for not longer than 1 year.

These data will then be processed to provide the online contact form for the service provided electronically in accordance with the Regulations for the provision of electronic services, available at: <https://assay.pl/kontakt/> (Art. 6, section 1 letter b of the GDPR).

Within the scope of sending commercial information by electronic means or direct marketing via telephone terminal devices, the data will be processed based on consent expressed by explicit confirmation (art. 6, section 1, Letter a in connection with Article 4 point 11 of the GDPR), consisting in filling in the appropriate space to enter the e-mail address or telephone number.

### **Redress**

If the controller needs to pursue claims or defend against claims, the controller may process the personal data of certain users contained in the online contact form until the end of the pending proceedings and until the expiry of the period of prescription for the controller's claims against the user, which is usually 3 years based on art. 118 of the Civil Code, but in special cases provided for by law it may be longer.

The data will then be processed based on Art. 6, section 1 let. f of the GDPR, i.e. in the justified interest of the controller consisting in pursuing their claims against the user or defending against any claims. The justified interest of the controller will then be the goal overriding the rights and freedom of the service user.

### **Analyses and use of information**

In order to improve the quality of their services, the controller processes statistical information on the use of the online contact form and for this purpose uses statistical information provided by cookies or other similar technologies. Detailed information concerning the use of cookies by the controller can be found underneath:

#### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



### The site uses cookies

Cookies are the files containing data, text files in particular, that are stored in the User's end device and are intended to be used by a web server. These types of files usually contain the name of the website they come from, their storage time on the end device and a unique number.

The entity that places cookies on the User's end device and obtaining access to them is the website operator or entities cooperating with them (e.g. providers of the visits' system statistics).

Cookies are used to create statistics that help to understand how website Users make use of the websites, which enables to improve their structure and contents.

As part of the [www.assay.pl](http://www.assay.pl) site, there are two basic types of the cookie files: session cookies and persistent cookies. "Session" cookie files are temporary files that are stored on the User's end device till log out time, leaving the website or disabling the software (web browser). "Permanent" cookie files are stored on the User's end device for the time specified in the file parameters of the cookie files or until they are deleted by the User.

The software used to browse websites (a web browser) usually allows for default storing of cookies on the User's end device. Users of the Website may change the settings in this area. The web browser allows you to delete the cookie files. It is also possible to automatically block the cookie files. Detailed information concerning this issue contains help or documentation for the web browser.

Restrictions on the use of the cookie files may affect some of the functionalities available at the websites and subsites.

The cookie files are placed on the User's end device and may also be used by advertisers and partners cooperating with the website operator, and payment operators.

### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



We recommend you to read the privacy policies of these companies to learn about their use of files  
The cookie files used in statistics: Google Analytics privacy policy.

- <https://policies.google.com/privacy?hl=pl>

With regards to the information concerning the User's preferences collected by the Google network, which provides visit statistics for the Controller, the User may view and edit the information coming from

- <https://www.google.com/ads/preferences/>

The software used for browsing websites (web browser) by default, frequently allows for the storage of information in the form of cookies and other similar technologies on the User's end device. The user may, however, at any time alter these settings. When no changes are made, it means that the above-mentioned information may be posted and stored on his end device, and thus that we will store information on the User's end device and get access to this information. From the level of the web browser used by the User

the self-management of cookie files is possible. The most popular browsers include, among others, the possibility to:

- accept cookies support, which allows the User to take full advantage of the options offered by the website;
- manage the cookie files at the level of individual, selected by the website user specifying
- settings for different types of cookie files, for example accepting permanent files as session files, etc.;
- blocking or deleting cookies.

### **Where to look for**

Comprehensive information is available in the software (web browser) settings.

Details for people using individual web browsers, including:

[Internet](#)

[Explorer](#)

[Mozilla Firefox](#)

[Chrome](#)

### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



Please be advised that restrictions or exclusions of the use of cookies and other similar technologies may affect some of the functionalities available on our website [www.assay.pl](http://www.assay.pl).

### **Additional**

Please find the additional information on cookies and other technologies e.g. at [wszystkooociasteczkach.pl](http://wszystkooociasteczkach.pl), [youronlinechoices.com](http://youronlinechoices.com) or in the Help section of the web browser.

### **Server logs**

Information about certain activities of Users are subject to logging to the server. This data is used to administer [www.assay.pl](http://www.assay.pl) website and in order to ensure the most efficient service of provided hosting services

The data saved in the server layer (using tools provided by the webmaster) are most often used in the event of a hack into the Server or deliberate damage to the website. Then, on the basis of such data, the police are able to determine the perpetrator of the breaking into the Server.

Browsed resources of the Website are identified by URL addresses. In addition, recorded may be:

- hour of the inquiry arrival; hour of sending the answer; name of the
- customer's station; identification performed by the HTTP protocol;
- information about errors that occurred during the execution of the HTTP

URL address of the site previously visited by the User (referrer link) in the event that the transition to the site was accessed via a link;

- information about the User's browser; for information about the IP address.
- The above data is not associated with specific people browsing the sites. The
- above data is used only for the purposes of server administration.

These are processed in accordance with Art. 6, section 1 let. f of the GDPR in the legitimate interest of the controller, consisting in facilitating the use of services, improve the quality and functionality of the services rendered, and the processing of these data does not violate the rights and freedom of

### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



These data are processed as part of the controller's ongoing activities, but not longer than 60 days upon receiving the information. Afterwards, the controller may further process general statistical data, which will be devoid of any individual information of the users.

**Who can access your data:**

Your personal data included in the online contact form may be transferred only to entities processing personal data at the request of Assay Consulting Sp. z o. o. with its seat in Warsaw, at ul. Cybernetyki 7, 02-677 Warsaw, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the capital city of Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS number: 0000631630, NIP 5213744483, Regon 365143716, based on

- a written entrustment agreement and to entities providing hosting or website support services IT, marketing or PR services.

**Your rights:**

You are entitled to:

**access to your personal data (Art. 15 of the GDPR):**

obtain confirmation from the data controller as to whether your data are processed and the right to access these data, as well as to the following information:

- information about the purposes of processing of your personal data
- information about the categories of your personal data processed by the controller of
- information about the recipients or categories of recipients to whom the controller disclosed your personal data or to whom the controller intends to disclose these data
- information about the possibility of exercising your rights in the scope of personal data protection, as well as the manner in which such rights may be exercised
- the right to lodge a complaint with a supervisory authority
- information on automated decision-making, including profiling, and, in some cases, on the rules for making them, as well as on the significance and anticipated

**Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483, District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register: 0000631630, share capital: PLN 10,000.00



consequences of such processing for you b) to receive a copy of these data (art. 15, sec. 3 of the GDPR)

- the right to obtain a copy of the data subject to processing, while the first copy is free of charge, and the controller may impose a fee for subsequent copies in a reasonable amount as resulting from administrative costs

#### **The right to rectify personal data (art. 16 of the GDPR):**

The right to request immediate rectification of your personal data by the controller, which are incorrect and to request supplementing incomplete personal data

#### **Right of removal of your data (art. 17 of the GDPR):**

The right to request the controller to immediately remove your personal data. The controller is obliged to remove your personal data without undue delay, provided that one of the following conditions is met:

- personal data are no longer necessary for the purposes for which they were collected or processed, you have withdrawn your consent based on which the processing is performed and the controller has no other legal basis for processing of your personal data
- Your personal data have been processed in breach of law
- Your personal data must be removed in order to comply with the legal obligation. It is not possible to exercise the right to remove your personal data if the controller is required by law to further process the personal data to the extent specified by applicable law or for the purposes necessary to establish, assert or defend claims by the controller

#### **Right to request the limitation of the processing of personal data (art. 18 of the**

The right to request the controller to limit the processing of your personal data in the following circumstances:

- when you question the correctness of personal data processed by the controller - for a period enabling the controller to check the correctness of these data

#### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



- when the processing of your personal data is unlawful, and you objected to the deletion of your personal data, requesting to limit their use instead
- when the controller does no longer need your personal data for processing purposes, but you need them to establish, assert or defend your claims. In the case of exercising the rights to limit the processing of personal data, the controller may process your personal data, with the exception of their storage, only with your consent or to establish, assert or defend claims or to protect the rights of another natural or legal person or for reasons of important public interest

### **The right to transfer data (art. 20 of the GDPR).**

You have the right to receive the personal data provided to the data controller in a structured, commonly used and machine-readable format and to request to send these personal data to another data controller, if technically possible. The data controller is obliged to make available the data provided by you, which meet cumulatively the following conditions:

- the processing is carried out by automated means.
- the data are processed on the basis of consent or in connection with a contract
- the exercise of the right to transfer the data may not adversely affect the rights and freedoms of other persons.

### **The right to object to data processing (art. 21 of the GDPR):**

You have the right to object at any time - for reasons related to your particular situation - to the processing of data based on the rightful interest of the data controller, including profiling. The data controller may not continue to process your personal data after the objection has been raised, unless there are valid rightful grounds for the processing of personal data that override your interests, rights and freedom, or for the establishment, exercise or defense of legal claims.

You also have the right to object to the processing of your personal data, at any time in relation to personal data processed for marketing purposes.

The right to object to the processing of data does not apply if:

#### **Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00





- the processing of personal data is based on consent
- Processing is necessary to fulfill the legal obligation of the controller
- in the event that the processing of personal data is based on your consent, you have the right to withdraw your consent to the processing of personal data at any time, which does not affect the lawfulness of the processing which was carried out based on the consent before withdrawal thereof. You can find “The agreement on processing personal data” withdraw as follows:

**in writing, to the address:**

Assay Consulting sp. z  
o.o. ul. Cybernetyki 19 b  
02-677 Warsaw

**by e-mail to the following address:**  
iod@assay.pl

**Submitting complaints to the Supervisory**

You have the right to lodge a complaint with the supervisory authority, particularly in the Member State of your habitual residence, place of work or place of the alleged infringement, if you believe that the processing of your personal data violates the provisions of the GDPR.

**Office of the President of the Office for the Protection of Personal  
Data (PUODO) Address:** \_\_\_\_\_

When Assay Consulting Sp. z o. o. with its registered seat in Warsaw, at ul. Cybernetyki 7, 02-677 Warsaw, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the capital city of Warsaw, 13th Commercial Division of the National Court Register under the KRS number: 0000631630, NIP 5213744483, Regon 365143716 can collect data:

Providing your personal data by you is voluntary, however necessary to contact you in order to answer or settle the matter. Failure to provide personal data necessary to complete the form will make it impossible to answer or handle the matter.

**Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00



- We do not and will not transfer your personal data to any foreign countries (except the Economic Area) nor to international organizations. Should this change, you will be immediately notified about it.
- On the basis of your personal data, the controller will not take any action against your automated decisions, including those resulting from profiling.

*Please be advised, that that this information is provided for informational purposes only. You are not required to take any action or contact us .*

**Assay Consulting is a limited liability company**

with registered seat in Warsaw at Cybernetyki 19B, 02-677 Warsaw, REGON: 365143716, NIP: 5213744483,  
District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the  
National Court Register: 0000631630, share capital: PLN 10,000.00