

# PRIVACY POLICY

We take care of your privacy and transparency is something we highly value. In this Privacy Policy you can learn everything about information and data we collect about Users (“User”, “Users” or “you/your”) via the website: <https://fibertide.com/> (“Website”) and how we process them. We inform also how we deal with personal data as part of our everyday business activities and in our recruitment processes if we get a job application from you.

By visiting or using the Website you agree to this Privacy Policy and authorize use of your data and information as described in this Privacy Policy.

## About Fibertide

The Website is owned and operated by Fibertide sp. z o.o. [Polish limited liability company] operating at the following address:

**Fibertide sp. z o.o. [Polish limited liability company]**

ul. Wołowska 4, 51-116 Wrocław, Poland

entered into the Register of Companies of the National Court Register by the District Court for Wrocław-Fabryczna in Wrocław, 6<sup>th</sup> Commercial Division of the National Court Register under the KRS-number: 667554

NIP [tax identification number]: 8952125931

the amount of share capital: 5,000.00 PLN

hereinafter referred to as “Fibertide”, “Controller” or “we/us/our”.

## Copyrights and other intellectual property rights

The Website contains materials (e. g. content, graphics, logos and others materials) which are protected by copyrights or intellectual property rights of Fibertide.

Copying of the materials available on the Website is not allowed. Those materials may be only used for non-commercial purposes provided that links to the Website will be quoted. Commercial use of the materials requires prior consent of Fibertide.

## Who is the Controller of the data? Contact details.

The data controller responsible for processing of information and data on the Website,

including your personal data, is Fibertide. You can contact us via the email address: [hello@fibertide.com](mailto:hello@fibertide.com) or on the postal address indicated above.

## **What type of personal data and other information we collect and process?**

### **Access to the Website**

We automatically collect and process "access log data", which are requested from the Website and concern solely the Users' visits on the Website (e.g. information on number of visitors, origin of the visitors, how the Users use the page etc.).

These data are especially:

- IP address,
- the type of device, browser and search engine of the User,
- edge location closest to the User.

Access log data are saved on our server and are not used to identify Users.

### **Conducting our business activity**

If the User enters into an agreement with Fibertide or indents to do so, we may process data about representatives and persons cooperating in the performance of the agreement, e.g. name and surname, e-mail address, telephone number, business name and other data on the employing entity and connected with settlement of the agreement.

If the User voluntarily submits to us any data (e.g. by sending us an e-mail, contacting us via our social media, contact form available on our website etc.), we may process personal data such as first name, name, e-mail, company's name, social media profile, IP address, etc. We only use your data to answer the User's request or to take steps prior to entering into a contract or, if necessary, to perform a contract.

By using the contact form, the User voluntarily consents to the processing of his/her personal data contained in the form.

### **Recruitment**

If the User sends us an unsolicited job application, e.g. via an e-mail, we may collect and use personal data contained therein for recruiting purposes.

## No Use of Cookies

This Website does not use cookies or any similar tracking technologies.

## What are the purposes and the legal basis for the processing of personal data?

- Access log data are processed by us for technical reasons, website traffic analysis and internal analytical purposes as well as to ensure the correct display of the content of the Website based on our legitimate interests as data Controller (legal basis: Article 6(1)(f) of the GDPR). Those data helps us to constantly improve the Website and the User experience. Provision of this data is required by the server.
- Personal data submitted by the User (e.g. via e-mail or social media platforms) are processed by us for the performance of a contract or in order to take steps prior to entering into a contract (legal basis: Article 6(1)(b) of the GDPR) or for maintaining contact and relationships with clients or potential clients based on our legitimate interests as data Controller (legal basis: Article 6(1)(f) of the GDPR). Data processed for performance of a contract may be also used for compliance with a legal obligations, e.g. under accounting and/or tax law (legal basis: Article 6(1)(c) of the GDPR). Provision of this data is up to the decision of the User, however some data are required for the contractual purposes.
- Personal data sent by the User to us for recruitment processes proceeding are processed:
  - on the basis of the labour law provisions (Article 6 (1) (c) of the GDPR) - for personal data specified as required by the law;
  - in order to take steps at the request of the data subject prior to entering into a contract (article 6 (1) (b) of the GDPR) – for personal data necessary to conclude and perform a contract;
  - for the purpose of verifying the qualifications and skills and establishing the terms and conditions of cooperation - the legal basis for data processing is the legally legitimate interest of the Controller (Article 6(1)(f) GDPR). The legally legitimate Controller's interest is to verify candidates and determine the terms and conditions of possible cooperation;
  - on the basis of a freely given consent (Article 6 (1) (a) GDPR) - for personal data which exceed catalogue specified by the law that were provided by the User voluntarily and submitted for recruitment purposes and for future recruitment purposes.

Provision of this data is optional, but some data are required by the law to conduct and continue the recruitment process.

- Personal data submitted by the User via contact form are processed by us for the performance of a further business contact with the User or answering User's questions, on basis of expressed User consent (legal basis: Article 6(1)(a) of the GDPR)
- Additionally we may process above mentioned User's data for the purposes of exercising or defending of legal claims (legal basis: Article 6(1)(f) of the GDPR).

## **Categories of data recipients**

Your data may be transmitted to the companies cooperating with us, especially to providers of services connected with developing and maintaining of the Website (e.g. providers of hosting services or IT developing services).

## **Transfer of User's data to third countries. Using social media.**

User's data are generally not transferred outside the European Economic Area.

Due to the fact that we use services of other providers, e.g. ICT services, some of your data may be transferred outside the European Economic Area. We always take care to provide appropriate safeguards to protect your data. Transfer of data will always take place in a way to ensure the security of your data, e.g. based on an agreement, which has been concluded between us and the receiving entity and which contains EU Model Contract Clauses (MCCs), also known as Standard Contractual Clauses adopted by the European Commission.

However, if the User is contacting us via one of our social media, the provider of this website or app will become a separate controller of the User's personal data and the data will be processed based on other grounds for the purposes related to the activities of the social media platform. In this case the User's data might be processed outside the European Economic Area (EEA), e.g. in the USA, where other data protection legislation applies and therefore, an adequate level of data protection may not be ensured.

## **How long do we store the data?**

Access log data will be processed for a period necessary for the purposes of processing indicated above, but no longer than 3 years.

Data collected by Fibertide for the purposes of its business activities, including entering into or performance of a contract, can be processed for the period necessary for these purposes, taking into account storage periods provided under the applicable law.

Users' personal data collected for recruiting purposes will be processed until the recruitment

process is complete, i.e. until a contract is concluded with the selected candidate or no candidate is selected. Personal data contained in the recruitment applications sent outside of an ongoing recruitment process will be deleted immediately in no interest is taken in a candidate, unless consent has been given for future recruitment processes. Personal data may be stored for the purposes of future recruitment purposes for a maximum of one year from the date an application containing consent to process data for future recruitment is sent or until consent is withdrawn.

Notwithstanding the above, User's data processed for the purpose of exercising or defending of legal claims may be stored until end of a limitation period.

## **User's rights**

To the extent provided by the law the Users which personal data we may process have:

- the right of access to information what data concerning the User is held by us and how it is processed;
- the right to rectify any inaccurate personal data;
- the right to be forgotten (right to erasure);
- the right to restriction of processing;
- the right to object to processing;
- the right to data portability.

If the processing is based on Article 6(1)(a) of the GDPR or a consent granted on another legal basis the User has the right to withdraw his/her consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

The User has also the right to lodge a complaint with a competent supervisory authority, i.e. the President of the Polish Office for the Protection of Personal Data (*Prezes Urzędu Ochrony Danych Osobowych*).

## **No profiling**

Fibertide makes no decisions concerning the Users based solely on automated processing, including profiling.

## **Amendments**

We may at any time change this Privacy Policy by publishing its amended version on the

Website. The User has to check the Website to ensure that he or she has access to the latest version of the Privacy Policy.

## Contact us

If you have any questions about this Privacy Policy or our data processing practices, please contact us at:

Fibertide sp. z o.o. [Polish limited liability company]

ul. Wołowska 4, 51-116 Wrocław, Poland

[hello@fibertide.com](mailto:hello@fibertide.com)

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