

## PRIVACY POLICY

### I. Administrator of personal data

The controller of personal data within the meaning of Article 4 point 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons in connection with the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC (RODO) is AW Trading Sp. z o.o. with its registered office at:

Al. Jerozolimskie 81, loc. 7.10, 02-001 Warsaw, NIP: 899-276-10-82, REGON 360552835, registered in the National Court Register by the District Court for Wrocław-Fabryczna in Wrocław, VI Economic Division of the National Court Register.

Administrator's e-mail address: info@un-roasted.com

The administrator, in accordance with Article 32(1) of the RODO, observes the principle of personal data protection and applies appropriate technical and organizational measures to prevent accidental or unlawful destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data processed in connection with its operations.

Provision of personal data by the customer is voluntary, but necessary for the purpose of entering into a contract with the data controller.

The data controller processes personal data to the extent necessary to perform the contract or provide services to the data subject.

II. Purpose and grounds for processing personal data The Administrator processes personal data for the following purposes:

- preparation of a commercial offer in response to the customer's interest, which is a legitimate interest of the data controller (Article 6(1)(f) RODO);
- concluding and executing sales contracts with customers, based on the concluded contract (Article 6(1)(b) RODO);
- Providing services electronically through the Online Store, based on the concluded agreement (Article 6(1)(b) RODO);
- handling of the complaint process, on the basis of the obligation incumbent on the data controller in connection with applicable laws (Article 6(1)(c) RODO);
- accounting related to the issuance and acceptance of billing documents, based on the provisions of tax law (Article 6(1)(c) of the DPA);
- archiving data for possible establishment, investigation or defense against claims or the need to prove facts, which is a legitimate interest of the data controller (Article 6(1)(f) RODO);
- contact by telephone or email, in particular in response to inquiries made to the controller, which is a legitimate interest of the controller (Article 6(1)(f) RODO);
- sending technical information regarding the operation of the Online Store and services used by the customer, which is a legitimate interest of the data controller (Article 6(1)(f) RODO);
- marketing of the data controller's own products, which is a legitimate interest of the data controller (Art. 6(1)(f) RODO) or is based on a previously granted consent (Art. 6(1)(a) RODO).

III. Recipients of data. Transfer of data to third countries

(1) Recipients of personal data processed by the data controller may be entities cooperating with the data controller, when it is necessary for the performance of a contract concluded with the data subject.

(2) Recipients of personal data processed by the data controller may also be subcontractors - entities whose services are used by the data controller for data processing, e.g. accounting offices, law firms, entities providing IT services (including hosting services).

(3) The data controller may be obliged to make personal data available on the basis of applicable law, in particular to make personal data available to authorized state bodies or institutions.

(4) Personal data shall not be transferred to an entity located outside the European Economic Area.

(5) The data controller shall store personal data for the duration of the contract concluded with the data subject and after its termination for purposes related to the assertion of claims related to the contract, performance of obligations under applicable laws, but for a period not exceeding the statute of limitations under the provisions of the Civil Code.

(6) The data controller shall keep personal data contained in the billing documents for the period of time indicated by the provisions of the Law on Value Added Tax and the Law on Accounting.

(7) The data controller shall store personal data processed for marketing purposes for a period of 10 years, but no longer than until you withdraw your consent to the processing of data or object to the processing of data.

(8) The data controller shall store personal data for purposes other than those indicated in paragraphs 1 through 3 for a period of 3 years, unless consent to data processing has been previously withdrawn, and data processing cannot be continued on any other basis than the consent of the data subject.

#### IV. Period of storage of personal data

#### V. Rights of the data subject

(1) Every data subject has the right to:

- access - to obtain confirmation from the controller as to whether his/her personal data is being processed. If data about a person is processed, he or she is entitled to access it and obtain the following information: about the purposes of the processing, categories of personal data, information about the recipients or categories of recipients to whom the data have been or will be disclosed, the period of storage of the data or the criteria for determining it, the right to request rectification, erasure or restriction of the processing of personal data of the data subject, and to object to such processing (Article 15 RODO);
- to obtain a copy of the data - to obtain a copy of the data being processed, with the first copy being free of charge, and for subsequent copies the controller may charge a reasonable fee based on administrative costs (Article 15(3) RODO);
- to rectify - to request the rectification of personal data concerning her that is incorrect or the completion of incomplete data (Article 16 RODO);
- to erasure - to request the erasure of her personal data if the controller no longer has a legal basis for processing them or the data are no longer necessary for the purposes of processing (Article 17 RODO);
- to restrict processing - request the restriction of processing of personal data (Article 18 RODO) when:
  - the data subject questions the accuracy of the personal data - for a period that allows the controller to verify the accuracy of the data,
  - the processing is unlawful and the data subject objects to the erasure of the data, requesting restriction of its use,
  - the controller no longer needs the data, but they are needed by the data subject to establish, assert or defend claims,
  - the data subject has objected to the processing - until it is determined whether the legitimate grounds on the part of the controller override the grounds of the data subject's objection;
- to data portability - to receive in a structured, commonly used machine-readable format the personal data concerning him or her that he or she has provided to the controller, and to request that the data be sent to another controller if the data are processed on the basis of the data subject's consent or a contract with him or her, and if the data are processed by automated means (Article 20 RODO);
- to object - to object to the processing of his or her personal data for legitimate purposes of the controller, on grounds related to his or her particular situation, including profiling. The controller shall then assess the existence of valid legitimate grounds for processing that override the interests, rights and freedoms of data subjects, or grounds for establishing, asserting or defending claims. If, according to the assessment, the interests of the data subject outweigh the interests of the controller, the controller will be obliged to cease processing for these purposes (Article 21 RODO).
- In order to exercise the above-mentioned rights, the data subject should contact, using the contact details provided, the controller and inform him/her of which right and to what extent he/she wishes to exercise it.
- The data subject has the right to lodge a complaint with the supervisory authority, which is the President of the Office for Personal Data Protection in Warsaw.

#### VI. Profiling

Personal data obtained by the data controller will not be processed by automated means, including profiling.