
SEZO

*SEZO Limited Liability Company
Pomeranian Science and Technology Park
Zwycięstwa Av. 96/98
81 - 451 Gdynia
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E-mail: info@sezo.pl website: www.sezo.pl

SEZO

Privacy policy

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1. Privacy policy

When the user („YOU”), that is any natural person visiting our website, involved in the recruitment process, cooperating with us or contacting us on any matter uses websites SEZO - fills any form delivered and shared by SEZO or delivers a business card to our employees - gives us by acting in this way his or her consent to use his or her personal data in a way specified in this Privacy policy.

This Privacy policy might be changed periodically, thus it must be verified from time to time.

Any legal references in this Privacy policy apply to the Regulation (EU) 2016/679 of the European Parliament and of the Council 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 the repeal of Directive 95/46/EC (“GDPR”).

2. Collection of personal data

According to GDPR and Polish personal data protection act rules, SEZO informs the Clients and the users of its websites (hereinafter referred to as „Users”) that all personal data received will be registered in electronic form with SEZO as an Administrator, while the data are processed in SEZO’s registered seat indicated in the document header above.



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By filling any form on SEZO websites, the Users agree to:

- a) processing of their personal data by SEZO for the purposes listed below;
- b) receiving promotional offers of SEZO's products and services as well as of its suppliers and partners; and
- c) sharing their personal data by SEZO to its partners or suppliers solely in order to enable provision of services.

3. The User's rights

On every demand of the Users regarding the rights specified below we shall respond within one month time.

3.1. Transparency and information

What kind of personal data do we process?

Through our websites we collect, gather and use the following personal data:

- a) E-mail address, first name, last name and the content of the inquiry of the persons using our contact forms;
- b) Data necessary to register the User (first name, last name, e-mail address);
- c) ID number given to the visitor (ID) along with related statistical information about visits on our websites and the activities taken during these visits;
- d) Information about the fact of visiting the website and how the Users come across our website, processed using cookies technology and for the marketing purposes.

Personal data collected from the Users who used contact form are used by us in order to give a response to the request. In the event that, in order to give a clear and comprehensive response to a query you have sent to us we need to obtain more information, we attempt to contact you to gather all the information.

Why do we collect Your personal data?

SEZO guarantees that purposes for using personal data will be at all times lawful. These are:



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- a) providing access to the websites, markets, SEZO' products and services;
 - b) responding to the User's requests for explanations;
 - d) sending information to the Users about SEZO's products and services;
 - e) enabling our partners who help us deliver and improve our products and services to send to the User customized information about related products and services or providing access to additional services;
 - f) enabling SEZO the development of new products and services or improvement of the existing ones (for research and development purposes)
 - g) collecting the User's consent on terms and conditions of using sections on SEZO's websites, and
 - h) where appropriate, the examination of the job application in SEZO.

What do we do with Your personal data?

We process personal data in the following way, using the following methods:

- a) We collect (gather) the User's data - always with his or her consent by filling and sending our forms, by delivering business card to our representative or concluding an agreement with SEZO which means the purchase of our products and/or services. SEZO does not process any of personal data which have not been acquired directly from the User. In case when the User declares that his or her personal data have been disclosed without his or her consent, he or she might contact us in order to determine the source of his or her personal data or exercise any of the rights listed below.
- b) We organize the data we possess (structuralization of the User's data) by market, product, services etc. using pseudonymization (which means in a way that the data cannot be assigned to a specific person without additional information provided that the additional information is stored separately).
- c) We forward the data to some suppliers of SEZO's services or partners (the Recipients) assisting in providing services You use visiting our websites or buying our products and services.



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- d) In accordance with Your request we limit the processing of the data, delete or destroy the data. These actions are possible when the time limit for processing of data, as explained below, comes to an end.

Personal data is processed within the use of security measures required by GDPR in order to avoid the breach of personal data protection rules (which means the breach of security measures leading to accidental or unlawful destroy, loss, change, unauthorized disclosure or access to forwarded, stored or in any other way processed personal data). The Users should however be aware that the existing security measures for computer systems on the Internet are not 100% trustworthy.

For how long do we store Your personal data?

The data will be stored for a specified period of time strictly necessary for the purposes described above and in connection with any type of processing:

- a) for the time of duration of contract concluded with SEZO (legal basis - art. 6 paragraph 1 point b of GDPR) and
- b) for the period of 5+1 years after its termination - according to the Accounting Act rules (legal basis - art. 6 paragraph 1 point c of GDPR);
- c) for the period of time necessary to conduct marketing and debt collection activities (legal basis - art. 6 paragraph 1 point f of GDPR)
- d) for the year since the last visit on our website or sending the request by contact form in case when no contract has been concluded (legal basis - art. 6 paragraph 1 point f of GDPR)

In what way You can use Your rights?

We ask You to contact us on e-mail address (info@sezo.pl) or the address given in the header of this document. The Users might in every moment request from SEZO the access to personal data, their rectification or erasure, limitation of processing the data and transferring the data; the Users might in every moment withdraw the consent without affecting the lawfulness of the processing of data which has been done on the basis of consent before its withdrawal; the Users might in every moment file a complaint to the President of the Personal Data Protection Office;



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3.2. Right of access

The Users shall have right to obtain from SEZO confirmation as to whether or not the personal data concerning him or her are being processed and, where that is the case, access to the personal data. In that case SEZO shall provide a copy of the personal data undergoing processing. For any further copies requested by the User, SEZO may charge a reasonable fee based on administrative costs. Where the User makes the request by electronic means, and unless otherwise requested by the User, the information shall be provided in a commonly used electronic form.

3.3. Right to rectification and erasure (“right to be forgotten”)

The Users shall have right to obtain from SEZO, without undue delay, the rectification of inaccurate personal data concerning him or her and to have incomplete personal data completed, including by means of providing a supplementary statement.

The Users shall have also right to obtain from SEZO the erasure of personal data which concerns him or her without undue delay on the grounds specified in art. 17 of GDPR.

3.4. Right to restriction of processing

The Users shall have right to obtain from SEZO restriction of processing of data on the grounds specified in art. 18 of GDPR.

3.5. Right to data portability

Subject to restrictions specified in art. 20 of DGPR, the Users shall have right to receive the personal data concerning him or her in a structured, commonly used and machine-readable format and shall have right to transmit those data to administrator without hindrance from the administrator to which the personal data have been provided, where:

- a) the processing is based on consent;
- b) the processing is carried out in automated means.

In exercising their rights to data portability, the Users shall have the right to have the personal data transmitted directly from one administrator to another, where technically feasible.



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3.6. Right to object

The Users shall have right to object at any time to processing of personal data concerning him or her for direct marketing purposes or for scientific research purposes.

Furthermore, subject to restrictions specified in art. 22 of GDPR, the User may exercise his or her right not to be subject to a decision based on solely automated processing, which includes profiling which produces legal consequences for him or her or similarly significantly affects him or her.

4. Recipients of data

- a) In connection with the provision of our services, personal data might be disclosed to external entities, including in particular our Partners, suppliers and manufacturers responsible for service/update/supply of IT system used by SEZO, website (e.g. web hosting provider, manufacturer of the software used on website) or other entities such as companies providing legal, audit, consulting and delivery services.
- b) In case the Users obtain consent, his or her data might be disclosed to other entities for their own purposes, including marketing purposes. In that case we indicate in special information clauses (e.g. when obtaining the consents from Users wishing to participate in events organized by Us) to whom we transfer data.
- c) Personal data generally are not transferred to the third country/international organization, i.e. behind the European Economic Area (EEA), while decisions regarding data are not taken automatically. However, we might transfer personal data behind EEA in case using IT measures enabling to enrich and diversify our offer (e.g. <https://thingsboard.io>). In such case we ensure that this data is adequately protected from o technical and legal point of view.
- d) We do not cooperate with entities which cannot give a warranty of due protection of personal data, in particular with entities from EEA territory which do not comply with the GDPR and our Privacy Policy requirements.

5. Cookies Policy

By searching through SEZO websites, You accept using cookies i.e. unique identifiers sent to your device. We use cookies to enable our systems recognize Your device in order to:



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- a) identify the User when logging in to our websites, which enables us to deliver You recommendations of products and view personalized content,
 - b) delivery of content, including advertisements, relevant to Your interests on our websites,
 - c) conducting research and diagnostics to improve the content, SEZO's products and services,
 - d) fraud prevention,
 - e) increase of safety

The User might visit SEZO's websites without revealing his or her identity or personal data, unless he or she voluntarily decides to disclose such information, by filling the application form on our websites. SEZO's servers might collect solely the domain names and IP addresses, but not e-mail addresses of the guests. Such information is used to produce reports on visitor statistics, time spent on our websites, visited websites, the general origin of visitors (through "Favorites", browser, links from other websites etc.) for the sole purpose of obtaining information about how our websites are used and improving their content and services.

SEZO websites might share links to other websites but SEZO bears no responsibility for privacy policy adopted by the related parties, directly or indirectly. Links to other websites are shared solely as suggestions and do not imply guarantee or liability of the SEZO for their quality, accuracy or the content of the information contained therein.

SEZO does not guarantee verity or accuracy of the information disclosed by suppliers, partners, developers or third persons whose products or services are offered through websites, their origin, property or use or practical implementation by the Users.

Down beneath we present detailed information about the type of cookies, time of their expiry, purpose of using. The possibilities of using cookies are displayed to the User on the first visit to our website and shall be used by the User to personalize files placed on the computer. The User's declaration in this regard is related to the fact that we may store cookies on Your device, if they are absolutely necessary for operating on this website. In case of any other type of cookies Your consent is required.



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Cookie Declaration																										
Necessary (4)	<p>Necessary cookies help to improve website, enabling basic functions, such as site navigation and access to secure areas of the website. The website cannot function properly without these cookies.</p> <table><thead><tr><th>Name</th><th>Provider</th><th>Purpose</th><th>Expiry</th><th>Type</th></tr></thead><tbody><tr><td>rc::a</td><td>Google</td><td>This cookie is used to distinguish between humans and bots. This is beneficial for the website, in order to make valid reports on the use of their website.</td><td>persistent</td><td>Html</td></tr><tr><td>rc::b</td><td>Google</td><td>This cookie is used to distinguish between humans and bots.</td><td>Sessions</td><td>Html</td></tr><tr><td>rc::c</td><td>Google</td><td>This cookie is used to distinguish between humans and bots.</td><td>Sessions</td><td>Html</td></tr><tr><td>CookieConsent</td><td>(CookieConsent)</td><td>Cookie</td><td>Stores the user's cookie consent state for the current domain</td><td>1 year HTTP Cookie</td></tr></tbody></table>	Name	Provider	Purpose	Expiry	Type	rc::a	Google	This cookie is used to distinguish between humans and bots. This is beneficial for the website, in order to make valid reports on the use of their website.	persistent	Html	rc::b	Google	This cookie is used to distinguish between humans and bots.	Sessions	Html	rc::c	Google	This cookie is used to distinguish between humans and bots.	Sessions	Html	CookieConsent	(CookieConsent)	Cookie	Stores the user's cookie consent state for the current domain	1 year HTTP Cookie
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Preferences (0)	<p>Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in.</p> <p>We do not use this type of cookies.</p>																									

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Statistic (7)	<p>Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.</p> <table border="1"><thead><tr><th>Name</th><th>Provider</th><th>Purpose</th><th>Expiry</th><th>Type</th></tr></thead><tbody><tr><td>collect</td><td>Google</td><td>Used to send data to Google Analytics about the visitor's device and behavior. Tracks the visitor across devices and marketing channels.</td><td>Session</td><td>Pixel</td></tr><tr><td>_ga</td><td>sezo.pl</td><td>Registers a unique ID that is used to generate statistical data on how the visitor uses the website.</td><td>2 years</td><td>HTTP</td></tr><tr><td>_gat</td><td>sezo.pl</td><td>Used by Google Analytics to throttle request rate.</td><td>1 day</td><td>HTTP</td></tr><tr><td>_gid</td><td>sezo.pl</td><td>Registers a unique ID that is used to generate statistical data on how the visitor uses the website.</td><td>1 day</td><td>HTTP</td></tr><tr><td>_hjid</td><td>Hotjar</td><td>Registers a unique ID that is used to generate statistical data on visitors' behavior on the website.</td><td>persistent</td><td>Html</td></tr><tr><td>hjWydadja</td><td>Hotjar</td><td>Registers a unique ID that is used to generate statistical data on visitors' behavior on the website.</td><td>Session</td><td>Html</td></tr><tr><td>pll_language</td><td>sezo.pl</td><td>Remembers and applies the user's selected language version of a website, if possible.</td><td>1 year</td><td>HTTP</td></tr></tbody></table>	Name	Provider	Purpose	Expiry	Type	collect	Google	Used to send data to Google Analytics about the visitor's device and behavior. Tracks the visitor across devices and marketing channels.	Session	Pixel	_ga	sezo.pl	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	2 years	HTTP	_gat	sezo.pl	Used by Google Analytics to throttle request rate.	1 day	HTTP	_gid	sezo.pl	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	1 day	HTTP	_hjid	Hotjar	Registers a unique ID that is used to generate statistical data on visitors' behavior on the website.	persistent	Html	hjWydadja	Hotjar	Registers a unique ID that is used to generate statistical data on visitors' behavior on the website.	Session	Html	pll_language	sezo.pl	Remembers and applies the user's selected language version of a website, if possible.	1 year	HTTP
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