

## PRIVACY POLICY

Thanking you for your trust, we would like to point out the rules of conduct, which will guide us in the interest of the safety of your personal data. Please acquaint yourself with the content of the regulations below.

### PERSONAL DATA

1. Using the contact form localised on the website : [www.sgm.pl/](http://www.sgm.pl/) (hereafter referred to as: "**the Form**") and specifying personal data such as, in particular: first name, last name, phone number, e-mail address (hereafter referred to as: "**the Data**"), you give your consent to the processing of your personal data within the meaning of the Act of 29<sup>th</sup> August 1997 on the protection of personal data (Journal of Laws No. 133, item. 883, as amended; hereinafter: "**the Act**") by Sopocka Grupa Marketingowa Sp. z o.o, based in Sopot (81-824) at Armii Krajowej 116/17 Street, registered under the number KRS 0000280793, in the Register of Entrepreneurs of the National Court Register kept by the District Court Gdańsk-Północ in Gdańsk, VIII Commercial Division, REGON: 220433154, VAT registration number: 585-14-33-339 (hereinafter referred to as: "**SGM**" or "**the Company**"), which is the administrator of Data.
2. Personal data shall be understood as transferred data enabling the identification of a natural person, sending the form (hereinafter referred to as: "**the Sender**").
3. The Sender shares the personal data voluntary.
4. The Data used by SGM in order to respond to your inquiry submitted via the Form ie. direct marketing of SGM products and services, in particular, in order to present the Sender offer or other materials or brochures aimed to commence cooperation with the Company or to take the necessary steps prior to the conclusion of the contract at the request of the Sender.
5. The Data is saved only with the consent of the Sender by selection of the Form option box: "I consent to the processing by Sopocka Grupa Marketingowa Sp. z o.o. my personal data for the purposes and to the extent described in the Privacy Policy. I declare that I have read the Privacy Policy and I am aware I have the right to have access to my data, as well as the right to correct them, and that provision of personal data is voluntary". Granting such consent is voluntary as well, but it is necessary to send out the Form.
6. SGM undertakes to protect and manage the Data with the utmost care.
7. The Data will not be made available to third parties.
8. The Sender retains all rights resulting from the Act, in particular the right to obtain information about the creation of a set of data, access his personal data and the right to correct or delete it.
9. The sender has the right to withdraw the consent for processing and storage of Data.

### COOKIES

10. Cookies are small text files, placed on user's computer and allow, in particular, the proper functioning of the SGM website and saving anonymous information about how to use it, including information of the visited web pages (hereinafter referred to as: "**the Cookies**").
11. Cookies are not used to collect personal data and they do not enable identification of a specific user.
12. SGM uses cookies in order to facilitate the usage of the Internet sites and obtain information about how they are used.

13. Consent to Use Cookies is completely voluntary. User of the SGM website may refuse to accept the use of Cookies or use the web browser settings regulating their use.
14. SGM informs however that blocking Cookies wholly or partially may limit the functionality of websites of SGM.

#### **ADDITIONAL PROVISIONS**

15. This Privacy Policy is only applicable to the websites of the Company, ie. [www.sgm.pl](http://www.sgm.pl) / and does not apply to other sites which may containing links to these web pages.
16. This Privacy Policy and the communication through the use of Form is subject to Polish law and it should be interpreted according to this law.
17. Transmission of Data to the Company or other enquiries communicated through the use of Form does not constitute valid offer within the meaning of Polish Civil Code.
18. In the event of any interest in exercising the rights presented in sec. 9 and 10 above of this Privacy Policy, or in event of any doubts in that matter, we kindly ask you to contact the Company at [info@sgm.pl](mailto:info@sgm.pl)