

PRIVACY AND COOKIE POLICY FOR CRAFTCREST.COM

GENERAL INFORMATION

This document sets out the Privacy Policy for the craftcrest.com Website (the "Website"). The Administrator of the Website is Cezary Swancar running the business activity under the name "BUTTERFLY CO. CEZARY SWANCAR" at Wojska Polskiego 22, 58-200 Dzierżoniów, registered in the Central Register of Business Activity and Information run by the Minister of Business and Technology under NIP No.: 8821948224 and REGON No.: 364721520.

Words used with a capital letter have the meaning given to them in the regulations of this Website.

Personal data collected by the Administrator of the Website are processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119, p. 1), hereinafter referred to as: RODO.

The Administrator of the Website endeavours to protect privacy and information provided to him and concerning Website Users. The Administrator shall exercise due diligence in the selection and use of appropriate technical means, including those of a programming and organisational nature, to ensure the protection of the processed data, in particular to protect the data against unauthorised disclosure, loss and destruction, unauthorised modification, as well as against their processing in violation of the applicable law.

The use of the Services available on the Website is not addressed to children under the age of 16. The Data Controller does not envisage the deliberate collection of data relating to children under the age of 16.

PERSONAL DATA

CONTROLLER OF PERSONAL DATA

The administrator of your personal data is:

**Cezary Swancar,
ul. Wojska Polskiego 22,
58-200 Dzierżoniów.**

You can contact the Data Controller regarding your personal data via:

- e-mail: contact@craftcrest.com;
- by post: ul. Wojska Polskiego 22, 58-200 Dzierżoniów.
- chat room available on the Website;

PURPOSES AND LEGAL BASIS FOR PROCESSING PERSONAL DATA

The controller processes your personal data for the following purposes and scope:

- to take action prior to concluding a contract at your request (e.g. to set up an Account), i.e. data provided in the registration form on the Website, i.e. your e-mail address and the password you have set up, your gender;

in order to provide Services which require the setting up of an Account, we process your data provided in the Account, including data on completed services and paid services;

- in order to provide Services which do not require an Account to be set up, i.e. browsing the Website and Services, placing an Order, we process personal data relating to your activity on the Website, i.e. data relating to the content or Services you have viewed, data relating to your device session, operating system, browser, location and unique ID, IP address;
- to perform the Agreement for the provision of Services and use of functionalities both requiring and not requiring the establishment of an Account, i.e. access to Services and placing Orders, we process the personal data provided by you in the Account and within the forms, as well as data concerning your activity on the Website, i.e. data concerning the Services you have viewed, as well as session data, your device and operating system, browser, location and unique ID. The provision of certain data is required in order to use particular Services and the Account's functionalities (obligatory data). Our system automatically flags obligatory data. The consequence of failing to provide this data is that we are unable to provide the specified Services and Account functions. Apart from the data marked as mandatory, the provision of other personal data is voluntary.
- for the purpose of statistics on the use of individual functionalities available on the Website, to facilitate the use of the Website and to ensure the IT security of the Website, we process personal data relating to your activity on the Website and the amount of time spent on each subpage of the Website, your search history, location, IP address, device ID, data relating to your web browser and operating system;
- for the purpose of establishing, pursuing and defending against claims in court proceedings and other enforcement bodies, we may process the personal data you provide on forms and other data necessary to prove the existence of a claim or which is based on a legal requirement, court order or other legal procedure;
- in order to handle complaints, claims and requests and to answer your questions, we process the personal data you provide in your complaints, claims and requests or to answer your questions in another form as well as the data about the Services provided by us that are the cause of the complaint, claim or request and the data contained in the documents accompanying the complaint, claim and request;
- for market research and opinion surveys by us or our partners, i.e. information about services, your data provided when using the services, your e-mail address. The data collected for market research and opinion surveys is not used by us for advertising purposes. Exact instructions are given in the information about the respective survey or in the place where you enter your data;
- for marketing our Services and the services of our partners, including remarketing, for this purpose we process data about your activity on the Website including activity that is recorded and stored via cookies, in particular your activity history, the services you have requested, your search history, your clicks on the Website, your history and your activity in relation to our communications with you. In the case of remarketing, we use your activity data to reach you with our marketing messages outside of the Website and we use third party providers for this purpose. These services involve displaying our messages on websites other than the Website. You can find details of this in the Cookie records.

CATEGORIES OF PERSONAL DATA CONCERNED

The controller processes the following categories of relevant personal data:

- contact details;
- the details of the Services ordered;
- data relating to activity on the Website;
- data relating to complaints and requests;
- data relating to marketing services.

VOLUNTARY PROVISION OF PERSONAL DATA

The provision by you of the required personal data is voluntary and is a condition for the provision of services by the Personal Data Administrator through the Website.

DATA PROCESSING TIME

Personal data will be processed for the period necessary for the performance of services, marketing activities and other services performed for the User. Personal data will be deleted in the following cases:

- when the data subject requests their erasure or withdraws the consent given; - when the data subject does not take action for more than 10 years (inactive contact);
- on becoming aware that stored data is out of date or inaccurate.

Some data, such as e-mail address, name and surname, may be stored for a period of 3 years for evidence purposes, processing of complaints, claims and claims related to the services provided by the Website - such data will not be used for marketing purposes.

Data relating to orders for paid services, competitions and loyalty programmes will be stored for a period of 6 years from the date of the Order.

We store data concerning non-logged-in users for a period of time corresponding to the life cycle of cookies stored on the devices or until they are deleted from the User's device by the User.

Your personal data about your preferences, behaviour and choice of marketing content may be used as the basis for automated decisions to determine the sales opportunities of the Website.

RECIPIENTS OF PERSONAL DATA

We transfer your personal data to the following categories of recipients:

- to state authorities, e.g. the prosecutor's office, the Police, PUODO, the President of UOKiK, if they request us to do so,
- to service providers that we use to operate our Website, e.g. for order processing. Depending on the contractual arrangements and circumstances, these providers either act on our behalf or independently

determine the purposes and means of their processing; a list of the providers can be found on the website of our Website under the following link: www.craftcrest.com/files/cc-suppliers-listpl.pdf.

RIGHTS OF THE DATA SUBJECT

Under the RODO you have the right to:

- request access to their personal data;
- request the rectification of their personal data;
- request the deletion of their personal data;
- request the restriction of the processing of personal data; - object to the processing of your personal data;
- to request portability of personal data.

The controller shall inform you without undue delay - and in any event within one month of receipt of the request - of the action taken in respect of your request. If necessary, the one-month period may be extended by another two months due to the complexity of the request or the number of requests.

In any event, the Data Controller shall inform you of such extension within one month of receipt of the request, stating the reasons for the delay.

THE RIGHT OF ACCESS TO PERSONAL DATA (ARTICLE 15 OF THE RODO)

You have the right to obtain information from the Data Controller as to whether your personal data is being processed.

If the Administrator processes your personal data you have the right to:

- access to personal data;
- be informed about the purposes of the processing, the categories of personal data processed, the recipients or categories of recipients of such data, the intended period of storage of your data or the criteria for determining this period, your rights under the RODO and your right to lodge a complaint with a supervisory authority, the source of such data, automated decision-making, including profiling, and the safeguards applied in connection with the transfer of such data outside the European Union;
- obtain a copy of your personal data.

If you wish to request access to your personal data please submit your request to: contact@craftcrest.com.

THE RIGHT TO RECTIFICATION OF PERSONAL DATA (ARTICLE 16 OF THE RODO)

If your personal data is incorrect you have the right to request the Administrator to rectify your personal data immediately.

You also have the right to request the Administrator to supplement your personal data.

If you wish to request the rectification of personal data or their completion, please submit your request to: contact@craftcrest.com.

If you have registered on the Website, you can correct and complete your personal data yourself after logging on to the Website.

THE RIGHT TO ERASURE OF PERSONAL DATA, THE SO-CALLED "RIGHT TO BE FORGOTTEN" (ART. 17 RODO)

You have the right to request the Data Controller to erase your personal data when:

- your personal data is no longer necessary for the purposes for which it was collected or otherwise processed;
- you have withdrawn specific consent, to the extent that personal data were processed on the basis of your consent;
- your personal data has been unlawfully processed;
- you have objected to the processing of your personal data for direct marketing purposes, including profiling, to the extent that the processing of your personal data is related to direct marketing;
- you have objected to the processing of your personal data in connection with processing necessary for the performance of a task carried out in the public interest or processing necessary for the purposes of the legitimate interests pursued by the Controller of the personal data or by a third party.

Despite your request for erasure, the Controller may continue to process your personal data in order to establish, assert or defend your claims, of which you will be informed.

If you wish to request the deletion of your personal data, please submit your request to: contact@craftcrest.com.

THE RIGHT TO REQUEST THE RESTRICTION OF THE PROCESSING OF PERSONAL DATA (ART. 18 RODO)

You have the right to request the restriction of the processing of your personal data when:

- you question the correctness of your personal data - the Controller will restrict the processing of your personal data for a period of time allowing to verify its correctness;
- when the processing of your data is unlawful and instead of erasure you request the restriction of the processing of your personal data;
- your personal data is no longer needed for the purposes of the processing, but it is needed to establish, assert or defend your claims;
- where you have objected to the processing of your personal data - until such time as it is ascertained whether the legitimate interests pursued by the Controller override the grounds set out in your objection.

If you wish to request the restriction of the processing of your personal data, please submit your request to: contact@craftcrest.com.

THE RIGHT TO OBJECT TO THE PROCESSING OF PERSONAL DATA (ARTICLE 21 OF THE RODO)

You have the right to object at any time to the processing of your personal data, including profiling, in relation to:

- processing necessary for the performance of a task carried out in the public interest or processing necessary for the purposes of the legitimate interests pursued by the Controller of the personal data or by a third party;
- processing for direct marketing purposes.

If you wish to object to the processing of your personal data, please submit your request to: contact@craftcrest.com.

THE RIGHT TO REQUEST PORTABILITY OF PERSONAL DATA (ARTICLE 20 RODO)

You have the right to receive your personal data from the Controller in a structured, commonly used machine-readable format and to send it to another controller.

You may also request that it is the Data Controller who sends your personal data directly to another data controller (if technically possible).

If you wish to request the transfer of your personal data, please submit your request to: contact@craftcrest.com.

THE RIGHT TO WITHDRAW CONSENT

You may withdraw the consent you have given to the processing of your personal data at any time.

The withdrawal of your consent to process your personal data does not affect the lawfulness of the processing carried out on the basis of your consent before its withdrawal.

If you wish to withdraw your consent to the processing of your personal data, please submit your request to: contact@craftcrest.com or use the relevant functionalities on the Website.

COMPLAINT TO THE SUPERVISORY AUTHORITY

If you believe that the processing of your personal data breaches the RODO you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, your place of work or the place where the alleged breach occurred.

In Poland, the supervisory authority under RODO is the President of the Office for Personal Data Protection (PUODO).

COOKIES

GENERAL INFORMATION

When browsing through the websites of the Website, "cookies", hereinafter referred to as "Cookies", are used, i.e. small text information, which are stored in your terminal equipment in connection with using the Website. Their use is aimed at correct functioning of the websites of the Website.

These cookies allow us to identify the software used by you and to customise the Website according to your needs.

Cookies usually contain the name of the domain they come from, the time they are stored on your device and the value assigned to them.

SECURITY

The cookies we use are safe for your device. In particular, it is not possible for viruses or other unwanted software or malware to enter your device via cookies.

TYPES OF COOKIES

We use two types of cookies:

- **Session cookies:** these are stored on your device and remain there until your browser session ends. The stored information is then permanently deleted from the memory of your device. The mechanism of session cookies does not allow collecting any personal data or any confidential information from your device.
- **Permanent cookies:** these are stored on your device and remain there until you delete them. Ending a browser session or switching off the device does not cause them to be deleted from your device. The mechanism of persistent cookies does not allow collecting any personal data or any confidential information from your device.

OBJECTIVES

We also use third party cookies for the following purposes:

- the creation of statistics - to help understand how Users use the Website, which enables the improvement of its structure and content via Google Analytics - by Google Ireland, based in Ireland, Google's privacy policy is available at the following links: <http://www.google.com/intl/pl/policies/privacy/>, <http://www.google.com/intl/pl/policies/privacy/partners/>;
- to define a profile of the Users - and then to display tailored content in advertising networks, using the Google Adwords and Adsense online advertising tool - by Google Ireland. based in Ireland, Google's privacy policy is available at the following links: <http://www.google.com/intl/pl/policies/privacy/>, <http://www.google.com/intl/pl/policies/privacy/partners/>;
- popularisation of the Website via YouTube.com - by Youtube LLC with registered office in USA. YouTube.com privacy policy is available at the following link: <http://www.google.com/intl/pl/policies/privacy/>, <http://www.google.com/intl/pl/policies/privacy/partners/>;
- presentation of information about the Website via Patronite.pl - by Crowd8 sp. z o.o. based in Warsaw. Patronite.pl privacy policy is available at the following link: https://patronite.pl/polityka_prywatnosci.

To learn about the use of Cookies, we recommend that you read the privacy policies of the companies mentioned above.

Cookies may be used by advertising networks, in particular Google, to display advertisements tailored to your preferences. For this purpose, information may be stored on how you navigate the web or when you use the website.

To view and edit information about your preferences collected by the Google advertising network, you can use the tool provided under the link <https://www.google.com/ads/preferences/>.

By means of the settings of your Internet browser or through the configuration of the service, you can independently and at any time modify the settings concerning Cookies, specifying the conditions for their storage and access by Cookies to your device. You can change these settings so as to block the automatic handling of Cookies in your web browser settings or inform about their placement on your device each time. Detailed information on the possibility and methods of using Cookies is available in the settings of your software (web browser).