

## Privacy Policy

### 1. General information

This Privacy Policy defines the rules for processing and protection of personal data provided by Users who visit the [www.ostoja.pl](http://www.ostoja.pl) website.

2. The controller of the personal data contained on the website is the company OSTOJA I Urba Seren spółka z ograniczoną odpowiedzialnością SKA (formerly: Imperial Investments IEK Management Spółka z ograniczoną odpowiedzialnością SKA), ul. Al. Konstytucji 3 Maja 20, 66-400 Gorzów Wielkopolski, registered in the Register of Businesses of the National Court Register maintained by the District Court in Zielona Góra, VIII Commercial Division of the National Court Register, under the number 0000357888, taxpayer identification no.: 5992992130, statistical no. (REGON): 080139767.

3. In order to ensure the security of the data entrusted to us, we have developed internal procedures and recommendations to prevent unauthorized access to the data. We control their performance and constantly check their compliance with the relevant legal acts - the Personal Data Protection Act, the Act on Electronic Provision of Services, the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR") and national laws adopted in the implementation of or in connection with the GDPR and all kinds of implementing acts and Community law acts.

4. Personal Data is processed on the basis of consent given by the User and in cases where the provisions of law authorize the Controller to process personal data on the basis of the law or in order to perform the agreement concluded between the parties.

5. The Controller processes the data provided by the Users of the pages only and exclusively for the purpose of and to the extent necessary for proper functioning of the Website and for providing the values and effects that are provided for by the scope of functioning of the Website, such as preparation of answers to requests for quotations. Only data that is necessary for proper performance of services and for offering of services is subject to data processing. Moreover, within the framework of use of the services provided by the Controller, information on IP addresses of the Users' devices and the devices of other persons visiting the Website are also collected, to be used only for the purpose of analysis and verification of the operation of the Website.

6. The pages of the Website are equipped with appropriate security measures meeting the requirements of Polish law, aimed at protecting the data left under the Controller's control against unauthorized access, taking them away by an unauthorized person, processing them in violation of the Act, as well as their change, loss, damage, or destruction. We are committed to protecting all personal data and information disclosed to us by users of the Website in accordance with the standards of security and protection of confidentiality.

7. The data provided in the form is processed for the purpose resulting from the function of a specific form, e.g. to perform the process of handling information contacts.

8. Personal data left on the website will not be sold or made available to third parties, in accordance with the provisions of the Personal Data Protection Act.

9. The data contained in a form may be inspected by the natural person who placed it there. Such person also has the right to modify and stop processing their data at any time.

10. We reserve the right to change the privacy policy of the website, which may be affected by the development of Internet technology, possible changes in the law on personal data protection, and development of our website. We will inform users of any changes in a visible and understandable way.

11. Links to other websites may appear on the Website. Such websites operate independently of the Website and are not in any way supervised by the [www.ostoja.pl](http://www.ostoja.pl) website. These sites may have their own privacy policies and terms of use, which we recommend that you review.

If you have any doubts about any of the provisions of this privacy policy, we are at your disposal - our contact details can be found in the CONTACT tab.

## **Cookies Policy**

1. The Website does not automatically collect any information, except for information contained in cookie files.

2. Cookie files (so-called "cookies") are IT data, in particular text files, which are stored in the terminal device of a Website User and are intended for use of pages of the Website. Cookies usually contain the name of the website they come from, the length of time they are stored on the terminal device, and a unique number.

3. The entity placing cookie files on the Website User's terminal device and obtaining access to them is the Website operator, the company OSTOJA I Urba Seren spółka z ograniczoną odpowiedzialnością SKA (formerly: Imperial Investments IEK Management Spółka z ograniczoną odpowiedzialnością SKA), ul. Al. Konstytucji 3 Maja 20, 66-400 Gorzów Wielkopolski, registered in the Register of Businesses of the National Court Register maintained by the District Court in Zielona Góra, VIII Commercial Division of the National Court Register, under the number 0000357888, taxpayer identification no.: 5992992130, statistical no. (REGON): 080139767.

4. Cookie files are used to:

- adjust the content of the Website pages to the User's preferences and optimize the use of the web pages; in particular, these files allow recognizing the Website User's device and displaying the Website, adjusted to his or individual needs;
- create statistics that help understand how Website Users use our web pages to improve their structure and content;
- maintain the Website User's session (after logging in), thanks to which the User does not have to re-enter his or her login and password on every subpage of the Website;

5. Two basic types of cookies are used in the Website: "session" cookies and "persistent" cookies. Session cookies are temporary files that are stored in the User's terminal device until the User logs out, leaves the website, or switches off the software (web browser). "Persistent" cookies are stored in the User's terminal device for a period of time specified in the parameters of the cookie files or until they are deleted by the User.

6. The following types of cookies are used in the Website: - "necessary" cookie files, enabling the use of the services available within the Website, e.g. authenticating cookie files used for services requiring authentication within the Website;

- cookie files used to ensure security, e.g. to detect abuse related to authentication within the Website;

- "performance" cookies, which enable collecting information on the use of the web pages of the Website;

- "functional" cookies, which enable "remembering" of the settings selected by the User and the personalization of the User's interface, e.g. with respect to the selected language or the User's region, the font size, the appearance of the web page, etc.

7. In many cases, the web browsing software (web browser) by default allows cookies to be stored in the User's terminal device. Website Users may change the cookie settings at any time. These settings may be changed in particular in such a way as to block the automatic handling of cookies in the settings of the web browser or to inform the User each time they are placed in his or her device. Detailed information on the possibilities and methods of handling cookies are available in the settings of the software (web browser).

8. The Operator of the Website informs that restrictions on the use of cookies may affect some of the functionalities available on the Website.

9. Cookies placed in the terminal device of a Service User may also be used by advertisers and partners cooperating with the Website Operator.

10. More information about cookies can be found in the "Help" section in the web browser menu.