

## **PRIVACY POLICY**

### **§ 1**

#### **[General provisions]**

1. This Privacy Policy sets out the processing principles and methods of data protection, including personal data of persons using the website (hereinafter: "Platform"), processed by Leon Software sp. z o.o. sp. j., with its registered office at Al. Jerozolimskie 151/5U, 02-326 Warszawa, Poland, entered in the Register of Entrepreneurs maintained by the District Court for the capital city of Warszawa, XII Commercial Department of the National Court Register under number KRS: 0000896968, VAT id. (NIP): PL 8522438219 e-mail: info@aviabees.org (hereinafter: "Aviabees" or "Controller").
2. Aviabees collects, processes and uses the data of the Platform's users (hereinafter jointly: "Users"), including personal data.
3. Controller pays special attention to protecting and respecting Users' rights, with particular emphasis on ensuring the right to protection of privacy and free disposal of personal data by the User.
4. Controller makes every effort to secure Users' personal data.

### **§ 2**

#### **[Personal data]**

1. The controller of Users' personal data is Aviabees.
2. Users' personal data relate to:
  - 1) data collected as a result of their voluntary provision (e.g. when using enquiry form) such as: name, surname, telephone number, e-mail address;
  - 2) data related to the use of the Platform (e.g. data regarding the dates of use of the Platform, the time of its use);

### **§ 3**

#### **[Purpose and time of data processing]**

1. The processing of Users' personal data takes place for the purpose of:
  - 1) statistics and analysis of Users, which is the Controller's legitimate interest (Art. 6, section 1, let. f of GDPR);
  - 2) contact with the User, which is the Controller's legitimate interest (art. 6 section 1 let. f GDPR).
2. Personal data may be made available to entities providing IT services to the Controller and entities providing accounting and billing services.
3. The time of processing personal data by the Controller depends on the purpose of processing:
  - 1) keeping statistics and analysis of Users' for a period of 3 years from the date of collection;

- 2) personal data processed in order to contact the User are processed for a period of 1 year from the end of correspondence.

#### **§ 4** **[Users' rights]**

1. The User who is the data subject has the following rights:
  - 1) the right to access personal data and the right to receive a copy;
  - 2) the right to request the rectification of personal data;
  - 3) the right to request the erasure of personal data;
  - 4) the right to request restriction of the processing of personal data;
  - 5) the right to transfer personal data;
  - 6) the right to object to the processing of personal data;
  - 7) the right to lodge a complaint with a supervisory authority.
2. In order to exercise any of the rights referred to above, the User may submit a request to the Controller via email to the address [info@aviabees.org](mailto:info@aviabees.org).
3. Providing data is voluntary, but without the provision, it will be impossible to contact the Controller.

#### **§ 5** **[Cookies and tools used within the website]**

1. As part of the functionality of the Platform, small files called cookies are used. These files are saved by the server on end user's computer. Using cookies should be understood as their storage and access to them by the Controller.
2. Cookies are IT data, in particular text files, which are stored in the User's end device and are intended for the use of websites. Cookies usually contain the name of the website they come from, the time they are stored on the end device, content (e.g. action identifiers) and a unique number.
3. Cookies are used for the following purposes:
  - 1) adapting the content of the website to the User's preferences and optimizing the use of the website. In particular, these files allow to recognize the User's device and properly display the website, adapting it to his needs and preferences;
  - 2) creating statistics and analyses regarding the use of the website.
4. As a part of website, two basic types of cookies are used: "session" (session cookies, session storage) and "permanent" (persistent cookies, local storage). Session cookies are temporary files that are stored on the User's device until the session expires (e.g., leaving the website, deleting them by the User, or turning the software off). Persistent cookies are stored in the User's device for the time specified in the cookie file parameters or until they are deleted by the User.
5. The use of cookies does not cause any configuration changes on the end user's device and the software installed on this device.
6. The default settings of web browsers usually allow the saving of cookies on end user's devices. These settings can be changed by User.

7. User may define the conditions for the use of cookies by means of the software (web browser) settings installed on his end device. The change may involve a partial or complete limitation of the possibility of saving cookies on the user's end device.
8. Controller informs that, in accordance with the provisions of the Telecommunications Law, the end user's consent to the storage of information or access to information already stored in the end user's telecommunications end device may also be expressed by the user using the software settings installed in the end device used by him. Therefore, if the user does not want to express such consent, he should change the settings of the web browser.
9. Detailed information on changing browser settings regarding cookies and their removal can be obtained on the official website of a specific browser.
10. Controller uses the Google Analytics tool, which is used to analyze Platform's statistics.