

# Privacy Policy - jobcen.pl

## §.1 General provisions

The Administrator of personal data is **PW MATYSART Michał Matysiak, 30-207 Kraków, at Jacka Malczewskiego 47a, premises 13, National Data Registry Number: 140583450 Tax Number: 7981427077, address for service - municipality Stromiec, locality Podgaje, no. 7, 26-804**. Protection of personal data is carried out in accordance with the requirements of generally applicable legal regulations, and their storage is placed on secured servers.

For better understanding of the Privacy Policy the term „User” has been replaced by the term „You”, „Administrator” – „We”. The term „RODO” (Rozporządzenie o Ochronie Danych Osobowych en. GDPR — General Data Protection Regulation) is a regulation, harmonizing data protection law throughout the European Union. We respect the right to privacy and we keep your personal data safe. We do this through the use of including secure communication encryption protocol (SSL).

## §2. Data Administrator

The service provider is the data administrator of their clients. If you are a user of our service, we process your personal data such as your name, surname, e-mail address, phone number, position, workplace, IP address.

The service provider is also the administrator of anyone registered for the newsletter, of anyone downloading content and files from our website or of anyone contacting us via contact form.

## §3. Processing and use of data

Personal data is processed:

1. in accordance to data protection regulations;
2. in accordance to implemented Privacy Policy;

3. within the limits and for the purposes essential for establishing and shaping the content of the contract, modifying or terminating the contract and correct performance of electronically supplied Services;
4. within the limits and for the purposes essential for fulfilling legitimate interests (legitimate purposes) and such processing not violate the rights and freedoms of the data subject;
5. within the limits and for the purposes according to Your consent if [for example] you asked us for an offer.

We process the data provided during registration, as well as the IP address used during setting the password, logging and opening offers from the login area. If you provide us additional data during our cooperation (e.g within agreement or appendix), e.g phone number, we process such data too.

Personal data provided in the forms on our websites (landing pages) are treated as confidential and are not visible to unauthorized persons.

**We do not collect special categories of personal data relating to you.**

## **§4. For what purposes do we collect certain data?**

We provide employment services, outsourcing services, employee leasing services and other services related to the labor market dedicated for Business-to-Business and Business-to-Consumer. We are allowed to provide services or conclude the terms of expected quality partnership, only if we are allowed to contact You - both via phone and email - to discuss offers which You are interested in.

IP addresses are collected only for technical and legal purposes.

## **§5. Legal basis for processing Your personal data**

1. Contractual need: we are allowed to provide services only when we may contact you.
2. Legal responsibility: we collect content of declaration of consent, time of the registering and IP address, content of confirmation e-mail (checkmail), time of consent confirmation to be able to prove agreeing to our terms of service and privacy policy.

## **§6. Our legitimate interests**

1. You are to be contacted to discuss the way of usage of our website in the future.

2. Abiding our Terms of Service: information we provide is intended to be used by our clients. Technical tools (e.g bots) are forbidden to be used for collecting data because of adverse impact on website and affect our legal interests.

## **§7. Voluntary agreement**

1. Agreeing voluntarily with receiving messages or offers on our services, You allow us to send emails or call you, if we may offer new services or ideas, which, in our opinion, may be helpful for You. We may send You promotional offers related to our services. We will not send You messages not related to our economic activity. It is always possible to withdraw consent by sending an email to [office@jobcen.pl](mailto:office@jobcen.pl) or by clicking the unsubscribe link in one of emails related to giving consent.
2. Note: not applicable for emails sent in relation to our contractual obligations containing new offers and advertisements or information. If You want to unsubscribe free trial or You want to cancel paid subscription, inform us by sending email to [office@jobcen.pl](mailto:office@jobcen.pl).

## **§8. Recipients of data**

We do not sell and not share any personal data of users of our website. Users' personal data are shared only to companies processing data to our order, i.e. companies, whose services are essential for operational efficiency of PW MATYSART Michał Matysiak (in the field of accounting, marketing services and proper functioning of our website). Agreements providing safety of personal data users of our websites are concluded with companies processing data to our order.

## **§9. Google Analytics / Cookies**

1. Website uses Google Analytics, a website audience analysis service provided by Google Inc. („Google”). Google Analytics uses files known as „cookies”, text files stored in the user's computer, which allow them to analyze the use of the website by the user. Information generated by cookies on the use of website are usually sent to Google server in the USA and it is stored there. Due to activation of IP anonymization on the website, IP address will be truncated within Member States of the European Union or other parties to the Agreement on the European Economic Area. Only in exceptional cases complete IP address would be sent to Google server in the USA and

it would be shortened there. On behalf of the operator of this website, Google will use this information to evaluate use of the website, summarise reports on website activities and provide other services associated with the usage of the website and the internet for the website operator. IP address supplied by Google Analytics within Google Analytics will not be combined with other Google data. You can prevent cookies from being stored by an appropriate setting of your browser software; please note that if you do this you may not be able to use the full functionality of this website. You can prevent using your data by Google Analytics (data generated by cookie and related to the use of the website (including Your IP address) to Google and processing this data by Google) by downloading and installing plug-in available at the following link: <https://tools.google.com/dlpage/gaoptout?hl=pl> . You can prevent the collection of your data by Google Analytics by clicking on the following link: Disable Google Analytics.

2. Browser add-on blocking Google Analytics – additional terms of use of service: <https://tools.google.com/dlpage/gaoptout/eula.html?hl=en>
3. We use the anonymous IP tag for Google Analytics, which does not allow Google to receive a complete IP address, which does not allow identifying user or usage of detailed geographical targeting. Moreover, we do not use remarketing services, so You are not to see advertisements based on Your browsing history.

## **§10. Your rights**

1. You have the following rights in relation to processed personal data:
  - right to be informed about kind of processed data;
  - right to be informed about length and purpose of processing data;
  - right to rectification;
  - right to removing data if it is not restricted by contractual clauses, legal considerations or legitimate interest (see above);
  - right to restriction of processing;
  - right to data portability;
  - right to lodge a complaint on processing Your personal data in the following inspection body.

*Stawki 2 Street*

*00-193 Warszawa*

*tel. 22 531 03 00*

*fax. 22 531 03 01*

*kancelaria@giodo.gov.pl*

*Working hours: 8.00 – 16.00*

*Helpline: 606-950-000 (10.00 – 13.00)*

*<https://www.uodo.gov.pl/>*