

PRIVACY POLICY

[Zonifero.com/workspaces-handbook](https://zonifero.com/workspaces-handbook)

§ 1. GENERAL INFORMATION

1. The administrator of personal data provided by you is Zonifero limited liability company (Zonifero), with its registered office in Bialystok, at 110 Henryka Sienkiewicza St., 15-005 Bialystok, KRS 0000853687, Tax Identification Number 9662142212, REGON (National Statistical Number): 386725830, hereinafter referred to as the "Administrator".
2. The Administrator can be contacted in writing via traditional post at: at 110 Henryka Sienkiewicza St., 15-005 Bialystok or by e-mail: iod@tenderhut.pl
3. The basis for the processing of your personal data is:
 - A) Article 6.1 letter a) GDPR Consent to the processing of personal data and receipt of marketing communication, in particular, the consent in question shall be given by means of a form placed on the websites used by the Administrator to conduct business activity.
 - B) Article 6.1. letter b) GDPR The processing is necessary for the performance of a contract to which the data subject is party or to take action at the request of the data subject before the contract is concluded.
 - C) Article 6.1. letter f) GDPR The processing is necessary for the purposes of the legitimate interests pursued by the Administrator the necessity resulting from the legitimate interests pursued by the Administrator, such as providing information about the business activity conducted by the Administrator and the products and services offered, reliable performance of obligations undertaken by the Administrator, in particular the execution of contracts, offering products / services of the highest standard, and also providing information about the Administrator. The processing of personal data in the aforementioned scope falls within the business activity conducted by the Administrator and is necessary to provide customers with information, products and services.

§ 2. PERSONAL DATA PROCESSING

1. Your personal data will be processed in order to:

1. submit an offer regarding services or products offered by the Administrator, as well as information on new solutions introduced,
 2. provide information and marketing messages,
 3. provide information about meetings, promotional campaigns and other activities related to the activity carried out by the Administrator,
 4. reliable performance of a contract concluded with the Administrator (including tax and social security settlements, complaint processing or warranty procedures) in the case of concluding a contract on provision of services.
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2. Your personal data may be made available to recipients who directly perform activities as part of the services provided (including subcontractors, cooperating entities and companies affiliated with the Administrator) or to recipients through which the Administrator carries out marketing or information activities.

 3. Your personal data may also be provided to the entity providing IT, accounting and legal services to the Administrator.

 4. Your personal data will be shared with joint controllers belonging to the TenderHut group of companies. The detailed provisions of the co-management agreement are available on request at iod@tenderhut.pl.

 5. Your personal data will in principle not be transferred to recipients based in a third country, i.e. outside the European Economic Area, unless it is necessary to perform specific tasks or activities for you.

§ 3. PROCESSING LIMITS AND USER'S RIGHTS

1. You have the right to:
 - a) withdrawal of consent.
 - b) access your data,
 - c) correct your data,
 - d) delete your data, so-called the "Right to be forgotten"
 - e) restrict or limit your data processing,
 - f) transfer your data,
 - g) express objection as to certain actions on your data.

2. The collected personal data is subject to profiling consisting in the use of personal data to assess certain personal factors, in particular to collect information about websites visited and to display advertisements on their basis in relation to their subject.
3. In order to execute your rights, including the withdrawal of your consent, please contact the Administrator at iod@tenderhut.pl.
4. Your personal data will be processed through the following terms:
 - a) on the basis of granted consent – until the withdrawal or termination of the purpose for which the data were collected. The consent granted may be withdrawn at any time without affecting the lawfulness of the processing which was carried out on the basis of consent prior to its withdrawal,
 - b) in connection with the implementation of the contract concluded with the Administrator – until the deadline in which the Administrator or a public authority may assert claims related to the concluded contract, or until the expiry of the period during which proceedings may be legally initiated by public authorities in connection with the performance of the contract,
 - c) in connection with conducting marketing and information activities – until the completion of the Administrator’s activities consisting in offering products and services and conducting marketing campaigns.

§ 4. COOKIES POLICY

1. The website you use, available at: zonifero.com/reshaping-modern-workspaces-new-normal (hereinafter referred to as the “Service”), 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 used by you) to use the Services and allowing you to use it. Cookies usually contain the name of the website from which they originate, their storage time on the end device and a unique number or signature.
3. The entity placing cookies on your end device and accessing them is Administrator.

4. Cookies are used to:
 1. adapt the content of the Service to your preferences and optimize the use of Service; in particular, these files allow to recognize the user's device and properly display the Service, tailored to your individual technical needs;
 2. creating statistics (including using the Google Analytics tool) that help to understand how Services users use websites, which allows improving their structure and content,
 3. checking the effectiveness of advertising and promotional campaigns carried out.

5. The following types of cookies are used as part of the Service:
 1. "necessary" cookies, enabling the use of services available on the Service, e.g. authentication cookies used for services that require authentication on the Service;
 2. cookies used to ensure security, e.g. used to detect fraud in the field of authentication on the Service;
 3. "performance" cookies, enabling the collection of information on the use of Website pages;
 4. "functional" cookies, allowing the storage of settings selected by user and personalizing the user interface, e.g. in terms of the language or region of the user's origin, size of the font, appearance of the website, etc.
 5. "advertising" cookies, enabling users to provide advertising content more tailored to their interests.

6. In many cases, the software used to access Service (i.e. web browser) by default allows the storage of cookies on user's end device. In such case you can change your cookie settings at any time. These settings can be changed in particular to block the automatic handling of cookies in the settings of the web browser or inform about their every entry in your device. Detailed information about the possibilities and ways of handling cookies are available in web browser settings.

7. The Administrator hereby informs that restrictions on the use of cookies may affect some of the functionalities available on the Service.

8. Cookies placed on user's end device may also be used by advertisers and partners cooperating with the Service operator.