

## Privacy policy

### DEFINITIONS

**Privacy policy** – this document is available under the domain name: <https://www.apagroup.pl/dokumentacje-prawne>, which contains information for the User of the Website pointing to the scope and manner in which the data is being collected in relation to the operation of the Website, the manner of storage, protection and usage of data, the possibilities and scope of usage, by the User, of the data, information and materials which are presented on the Website.

**APA** – APA sp. z o.o., the owner of the website and its Administrator. Data: APA SP. Z O.O., UL. TARNOGÓRSKA 251, 44-105 GLIWICE, POLAND, TEL: +48 32 231 64 43, MAIL: [info@apagroup.pl](mailto:info@apagroup.pl), NIP: 631-251-34-80, REGON: 240566402, KRS: 0000274779

**Website** – the website of APA sp. z o.o. which can be found under the [apagroup.pl](http://apagroup.pl) domain name along with all services offered by the Website in the domain or subdomains.

**User** – person using the Website of [apagroup.pl](http://apagroup.pl)

### INTRODUCTION

1. All rights to the entire content of the Website of APA are reserved.
2. APA cares about due protection of the collected data.
3. APA systematically updates the information which is included on the Website, however it does not incur any liability for the relevance as well as completeness of the information which is presented on the sites of the Website.
4. APA reserves itself the right to introduce changes in the entire Website or parts thereof.
5. APA shall not bear any liability for the incurred damages which result from the usage of the APA Website.

### COPYRIGHTS

1. All rights to the Website, including to the graphical and text elements are reserved and constitute the property of APA or other natural or legal persons, unless explicitly stated otherwise.
2. The use of the content of the Website does not stand for the purchase by the Users of any rights to the works or data bases contained therein. The User shall be entitled to use those works or data bases solely within the scope of the permitted use which is specified by the provisions of the Act of 4<sup>th</sup> February 1994 on copyrights and related rights (i.e. Journal of Laws no. 2019.1231 as amended) as well as the Act of 16<sup>th</sup> April 1993 on combating unfair competition (i.e. Journal of Laws no. 2019.1010, as amended).

3. It is prohibited to copy, modify, transmit any part of the Website without the written consent of APA, apart from cases explicitly allowed by the binding legal provisions.
4. All names of goods, the trade names as well as other individualising markings which are presented on the sites of the Website and which are protected trademarks or which are regarded as such by APA, are subject to legal protection pursuant to the Act of 30<sup>th</sup> June 2000 on industrial property law (i.e. Journal of Laws no. 2020.286 as amended) as well as the Act of 16<sup>th</sup> April 1993 on combating of unfair competition (i.e. Journal of Laws no. 2019.1010, as amended).

### **PROTECTION OF PRIVACY**

For the purpose of protection and observance of the privacy of Website Users, all personal data posted on the Website or processed in relation to the operation of the Website, including data of the Website Users, is protected in accordance with the provisions of the Act of 10<sup>th</sup> May 2018 on personal data protection (i.e. Journal of Laws no. 2019.1781 as amended) as well as pursuant to the content of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27<sup>th</sup> 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 no. 95/46/EC (general data protection regulation).

### **COLLECTION OF DATA**

1. All data collected on the Website is collected with the consent of a given Website User, in particular via the form which is posted on the Website and which allows the User to register and make an order.
2. APA informs that during any visit of the Users on the Website the data concerning a given visit of a User is automatically (passively) collected, inclusive of the IP address, the domain name, the type of browser, the type of operating system etc.

### **PROCESSING OF DATA**

1. In relation to the operation of the Website, APA collects and processes the following personal data of the Website Users:
  - a) the name and surname, the company name, the e-mail addresses, data relating to purchases, credit card or payments which is sent to APA by the Website Users; Most data which is classified under this category includes the contact data of the company. APA may make some of the data available (e.g. the address or payment terms) to companies performing deliveries or settling the credit cards as well as to other similar enterprises and institutions taking part in the execution of a transaction.
  - b) the information related to the usage of websites by the users as well as their

- IP addresses based on the analysis of access logs; the above data is processed by APA for technical purposes as well as for statistical processes, with the demographic analysis of the Website Users for the purpose of running a marketing activity.
2. Provision of the above mentioned personal data is voluntary, however provision of personal data such as: the name, surname, e-mail address, shipment address, telephone number – is necessary for fulfilment, by APA, of an order which was placed by the Website User.
  3. All of the above specified personal data which is sent to the Website is regarded by APA as voluntarily provided and APA shall not bear any liability in case any of the data which provided by any of the Website Users turns out to be untrue or incomplete.
  4. The personal data which is put in the registration form or during the placement of an order as well as the e-mail addresses provided in order to receive the valid offer of APA, may be processed by APA also for business purposes or the sending of a newsletter – solely subject to a proper separate consent of the data subject.
  5. Direct contact with the administrator in relation to personal data processing is possible:
    - a. by mail: APA sp. z o.o. ul. Tarnogórska 251, 44-105 Gliwice
    - b. under the e-mail address: [rodo@apagroup.pl](mailto:rodo@apagroup.pl)
    - c. under the telephone numbers: +48 32 231 64 43, +48 516 099 169.

### **PROTECTION OF DATA**

APA cares about the safety of the provided data and in particular about its protection against the access of unauthorized people. APA provides all Users with the right to inspect their own data, the right to demand the update and deletion of data. During the transfer of confidential data which relates e.g. to credit cards, bank account numbers APA uses the standard protocols and safety mechanisms.

### **AVAILABILITY AND USE OF DATA**

1. The Website owner does not sell, transfer or lend the processed personal data unless this happens under the consent of the data subject or when this is required by the binding legal provisions or when this is necessary to perform tasks stipulated in the law and performed for the sake of public welfare or this is necessary to fulfil the legally justified goals of APA, whereas the processing does not violate the rights and freedom of the data subject.
2. The Website owner reserves itself the right to provide the data of Website Users in the form of collective registers to agencies or websites that cooperate with it. Such information may be used to monitor the activity on the Website or monitor the viewing figures of the Website.

### **COOKIES**

The Website may use „cookies” which identify the Website User in a manner necessary to simplify or discontinue a given operation. Cookies do not contain any personal data, whereas the condition for operation of the cookies is their approval in the browser and their non-deletion from the drive. Deletion of cookies may result in difficulties in the use of the Website.

### CHANGE OF DATA

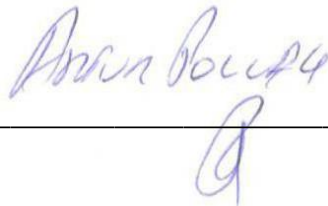
The User of the Website has the right to change the provided data at any time with the reservation that the data which is being collected automatically cannot be changed or deleted. In order to make a change or update the data which is provided by the User, the User may contact APA in a manner specified in this Privacy Policy.

### CHANGES IN THE PRIVACY POLICY

APA may change this Privacy Policy at any moment, in particular in order to update it in case of changes in APA practices as to the method of protection and usage of the collected data. Each time upon publication of a new Privacy Policy it becomes binding, supersedes the previous policy and applies to all data collected in relation to the activity of a User on the Website.

### CONTACT

All questions and doubts concerning the Privacy Policy as well as the use of the Website should be directed to the registered office of APA or to the following e-mail address: [rodo@apagroup.pl](mailto:rodo@apagroup.pl).



---

Artur Pollak – Management Board  
President of APA Sp. z o.o.

 **APA Sp. z o.o.**  
44-105 Gliwice, ul. Tarnogórska 251  
KRS: 0000274779; REGON: 240566402  
NIP: 6312513480 [www.apagroup.pl](http://www.apagroup.pl)