

PRIVACY POLICY

§ 1 General provisions

1. This document specifies the Privacy Policy of Linkhouse service which includes in particular regulations concerning personal data protection and security of other data entered into the Service by the User.
2. The Privacy Policy constitutes an integral appendix to the Regulations.

§ 2. Definitions

Terms used herein shall have the following meaning:

1. Controller – Grupa KBR Chlewiński i Kozłowski S. K. A. with its registered office in Katowice at Warszawska 40/2A;
2. Service – the website at the address app.linkhouse.co and all its subsites;
3. Parties – Controller and User;
4. User – a natural person who uses the Service and provides its personal data therein.

§ 3. Personal data protection

1. The Controller shall be the Personal Data Controller within the meaning of the Regulation of 27 April 2016 on personal data protection (GDPR).
2. The Controller shall process data in the scope, time and for purposes specified each time in the contents made available under the forms used to collect personal data from the User.
3. Personal data shall only be transferred to trusted subcontractors of the Controller, i.e. providers of IT services, accounting company, administration.
4. Personal data entered by the User in the public information in the User's account and in the content of offers put in the Service are available to all logged Users of the Service.

§4. User's rights

1. In the case of change of personal data, the User should update them by sending a relevant message to the Controller.
2. The User shall have the right to demand access to the content of its personal data the right to rectify, delete them or to limit their processing. Moreover, the User shall also have the right to withdraw consent at any time, which does not affect the legality of the processing, the right to transfer data and the right to object against personal data processing.
3. The User shall have the right to lodge a complaint to the Head of Personal Data Protection Office.
4. Provision of personal data is voluntary, however, lack of consent to process personal data hinders the use of the Service.
5. The Controller may refuse to delete personal data of the User if such personal data have to be kept on account of the obligation imposed on the Controller by the law.

§5. Technical data protection

1. The Controller uses technical and organisational measures in order to ensure security of the User's personal data and to protect them against accidental or intentional damage, accidental loss, modification, unauthorized disclosure or access in the scope required by the applicable laws. The information is stored and processed on servers with the appropriate security level, using relevant security measures, meeting the requirements of the Polish law.
2. The Controller shall keep a backup copy containing personal data of the User.
3. The entrusted data shall be stored on hardware and servers in properly secured information storage centres accessible only by the authorized persons.
4. The Controller shall carry out actions connected with personal data processing in compliance with all legal and technical requirements provided for in the regulations concerning personal data protection.

§6. Cookies policy

1. For the convenience of the Users, the Service uses cookies, e.g. for the purpose of adjusting the service to the users' needs and for statistical purposes. Cookies are small text files sent by the Internet service visited by the Internet user to the device of such user.
2. As part of the Service, two types cookies files are used: session cookies and persistent cookies. Session cookies are temporary files that are stored in the User's device until the User has logged out, left the Internet page or switched the software off (the Internet browser). Persistent cookies are stored in the User's device for a period of time specified in cookies' parameters or until they have been deleted by the User.
3. The following types of cookies are used in the Service:
 - a. „necessary” – they enable to use services available as part of the Service, e.g. they are used for handling users' authorisation;
 - b. "securing" – they are used to ensure safety, e.g. they are used to detect frauds in the scope of using the Service;
 - c. „performance” – they enable to collect the information on the method of using the Service;
 - d. „functional” – they enable to remember settings and interface personalisation selected by the User, e.g. in the scope of a chosen language or region from which the User comes, font size, looks of the Service etc.;
 - e. „advertising” – they enable to provide the Users with advertising content more adjusted to their preferences;
 - f. “integration” – they are connected with services of third-party companies used in the Service, e.g. Google Analytics, Facebook, Zendesk.
4. Third-party services, the materials of which we present, can also use cookies which enable logging and are used to provide advertisements corresponding to individual likes and behaviours of the user.
5. Settings concerning cookies can be changed in the Internet browser, otherwise cookies shall be deemed to have been accepted.

§7. Logs

1. According to the practice of the majority of www services, we store http queries sent to our server (server logs). Therefore, we store:
 - a. IP addresses from which the users view the content of our service;
 - b. time of the incoming inquiry,
 - c. time of sending a response,
 - d. name of the customer's station – identification realized via HTTP protocol,
 - e. information about errors that occurred upon realization of HTTP transaction,
 - f. URL address of the website from which demand to the server was called (the referer link);
 - g. Information about the user's browser;
 - h. Application logs – used to monitor operational correctness of the application, users' actions and connections with external services in order to maintain reliability of services and fast reaction to the occurring errors.
2. Data gathered in logs are only used for the purpose of Service administration.
3. Logs gathered are stored for an indefinite period as an auxiliary material used to administer the Service. The information included therein are not disclosed to anyone apart from persons authorized to administer the Service. On the basis of the log files, statistics can be generated to support the administration. Collective summaries in the form of such statistics do not include any features identifying persons visiting the service.

§8. Contact

1. The User may contact the Controller at any time in order to obtain the information on whether and how the Controller uses its personal data.
2. The user may also request the Controller to delete its personal data wholly or partly.
3. The Controller can be contacted with the use of the following e-mail address:
bok@linkhouse.co