

## **Privacy policy of linkhouse.co and app.linkhouse.co websites**

### **§1. Controller of personal data**

1. The Controller of personal data of persons (hereinafter referred to as the User) using linkhouse.co and app.linkhouse.co websites (hereinafter referred to as the Website) within the meaning of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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 95/46/EC (General Data Protection) (hereinafter referred to as the GDPR) is Grupa KBR spółka z ograniczoną odpowiedzialnością spółka komandytowa with its registered office in Katowice Al. Wojciecha Korfantego 2 lok. 840 entered into the Register of Entrepreneurs of the National Court Register, kept by the District Court for Katowice – East – VIII Commercial Division (hereinafter referred to as the Controller).
2. One can contact the Controller by sending an e-mail to: [kontakt@linkhouse.co](mailto:kontakt@linkhouse.co) or by post to: Grupa KBR spółka z ograniczoną odpowiedzialnością sp. k. Al. Wojciecha Korfantego 2 lok. 840 40-004 Katowice

### **§2. General provisions**

1. This privacy policy concerns websites which can be found at linkhouse.co and app.linkhouse.co together with all their subpages (hereinafter referred to as the Website) and refers to every User using the Website.
2. The Content of the Website is protected by copyright or protection rights resulting from registration of trademarks, and it cannot be used in any way without the consent of the authorised entity.
3. The Controller makes every effort to protect the User's privacy. The Controller applies all safety measures to protect all data, including personal data provided by the User, against loss, destruction, disclosure, unauthorised access and misuse. The User can also contribute to enhanced security of their data, including personal data in the Internet, by taking appropriate actions (among others, by frequently changing the access password, using combinations of letters and figures). Additionally, every User independently decides whether they want to exercise their rights (see point 4) connected with the control over the processing of their data. Exercising the rights which prevent the Controller from processing the personal data within the scope in which they are necessary for the provision of a service by the Controller is equal to resignation from a given service.
4. The Controller is released from liability for privacy policy applicable on websites visited by the User using links on the pages of the Website.
5. The User will be notified by e-mail of any changes concerning provisions under the Privacy Policy, especially the ones caused by extension of the scope of services offered on the Website, Website modernisation, changes in the legal system within the scope of privacy protection.
6. If you do not agree with our Privacy Policy, please do not use the Website.
7. The Privacy Policy does not concern services and companies whose contact data are provided on the Website.

### **§3. Personal data – processing**

1. The Website processes personal data of registered User – i.e. the User who registered at: [app.linkhouse.co/register](http://app.linkhouse.co/register) and provided data which are necessary to register an account on the Website and activate it.

2. During using the Website, the User may be asked to provide additional obligatory personal data which they were not asked to provide, and this is due to the fact that, depending on the manner of using the Website, other data may be required.
3. The following personal data may be collected and processed by the Website:
  - a. forename
  - b. surname
  - c. e-mail address
  - d. address of residence
  - e. telephone number
  - f. bank account number
  - g. PESEL number (Personal Identification Number)
  - h. name of business activity conducted
  - i. Tax Identification Number
4. Each time, the data mentioned in points 1, 2 and 3 are used for the purpose of:
  - a. rendering by the Controller a service within a framework of Website functionality defined as a part of the Publisher or Advertiser – the legal basis for the processing is in this case performance of the agreement of which the User is a party, that is Art. 6(1)(b) of the GDPR;
  - b. direct marketing of the Controller and entities interested in marketing of their own goods or services – sending the User commercial information connected with functioning of the Website and new contents available via the Website – the basis for processing is in this case the legitimate interest of the Controller and third parties, i.e. Art. 6(1)(f) of the GDPR.
5. Using some Website functionalities is not possible without providing the data referred to in points 1, 2 and 3.
6. Apart from the Controller, the recipients of the User's personal data may be also other entities to whom the Controller must transfer the User's personal data in part or in whole for the purpose of performing a service rendered via the Website. Described situation takes place especially during the following events:
  - a. Order accounting (the recipient of personal data may be an accounting office cooperating with the Controller)
  - b. Enabling making payments on the Website through so-called instant payments such as Tpay.com and PayPal
  - c. Ensuring online accessibility of the Website to the User (in this situation the recipient of personal data may be a hosting company maintaining the Website)
  - d. Ensuring electronic communication (e-mail) (in this situation the recipient of personal data may be an external company supporting the Controller in sending bulk electronic messages)
7. The User, pursuant to their decisions and declarations (consents) submitted during registration or using the Website, may consent to:
  - a. sending commercial information concerning direct marketing of services or goods offered by the Controller or their commercial partners, including newsletters, sent to a designated recipient using electronic communication means, especially electronic mail, and using the data obtained by the Controller during the process of registration or using the Website (consent expressed pursuant to Art. 10 of the Act on Rendering Electronic Services of 18 July 2002),
  - b. using automated calling systems for the abovementioned purposes (consent expressed pursuant to Art. 172 of the Telecommunications Act of 16 July 2004).

8. Failure to express the abovementioned consents prevents the Controller from sending commercial information, including newsletter, electronically.
9. Personal data of the Users will be kept until the User exercises their rights leading to cessation of the processing of their personal data (see point 4), the User's withdrawal of the consent to processing them, newsletter unsubscription or deletion of the User's account from the Website.

#### **§4. Rights of the User**

1. The User has the right to obtain from the Controller a confirmation whether personal data concerning them are processed, and if this is the case, whether they are authorised to obtain access to them and the following information:
  - a. the purpose of the processing;
  - b. the categories of personal data concerned;
  - c. the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
  - d. where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
  - e. the existence of the right to request from the Controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
  - f. the right to lodge a complaint with a supervisory authority;
  - g. the existence of automated decision-making, including profiling, referred to in Art. 22(1) and (4) of the GDPR, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject – currently, the Controller does not take any actions and does not plan to take them.
2. The User shall have the right to obtain from the Controller without undue delay the rectification of inaccurate personal data concerning them. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
3. The User shall have the right to obtain from the Controller the erasure of personal data concerning them without undue delay and the Controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies („the right to be forgotten”):
  - a. the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
  - b. the data subject withdraws consent on which the processing is based according to Art. 6(1)(a), and where there is no other legal ground for the processing;
  - c. the data subject objects to the processing pursuant to Art. 21(1) of the GDPR and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Art. 21(2) of the GDPR;
  - d. the personal data have been unlawfully processed;
  - e. the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the Controller is subject;
  - f. the personal data have been collected in relation to the offer of information society services referred to in Art. 8(1) of the GDPR.
4. The data subject shall have the right to receive the personal data concerning them, which they have provided to a Controller, in a structured, commonly used and

machine-readable format and have the right to transmit those data to another Controller without hindrance from the Controller to which the personal data have been provided, where:

- a. the processing is based on consent pursuant to Art. 6(1)(a) of the GDPR or on a contract pursuant to Art. 6(1)(b) of the GDPR;
  - b. and the processing is carried out by automated means.
5. At any time, the User has the right to object to processing of their personal data for the purposes of direct marketing conducted by the Controller, including profiling, within the scope in which the processing is connected with such direct marketing.
  6. The User has the right to lodge a complaint with a supervisory authority – the President of the Office for Personal Data Protection.
  7. At any time, the User may make changes to their data collected during registration and using the Website in the account settings on the Website or by submitting such request at the following e-mail address: [kontakt@linkhouse.co](mailto:kontakt@linkhouse.co)
  8. In the case in which your Personal Data are processed based on the consent (i.e. pursuant to Art. 6(1)(a) of the GDPR), you may withdraw expressed consent at any time. Withdrawal of the consent is without prejudice to the compliance with the right to processing which was carried out based on the consent prior to its withdrawal.

#### **§5. Cookie files**

1. The Website uses cookies, which are information files stored locally on a computer of the User who browses the content of the Website and uses services offered within it.
2. The entities placing cookie files on the terminal equipment of the User of the Website are the Controller and:
  - a. Google Inc. with its registered office in Mountain View, California, the United States. To learn more about privacy policy of this controller, click here: <https://policies.google.com/privacy>;
  - b. Facebook Inc. with its registered office in Menlo Park, California, the United States. To learn more about privacy policy of this controller, click here: <https://www.facebook.com/policy.php>;
3. The entities referred to in point 5.2 are the Controllers of personal data contained in cookie files within the meaning of the GDPR.
4. Cookies typically contain the name of the website of their origin, time of storage on terminal equipment and a unique number.
5. Usually the data are used to automatically identify a particular user using a server, which may generate a website intended for them thanks to it. It enables, for example, making adjustments to services and websites, login support and some contact forms. The provider uses cookie files. They use them also for the purpose of creating anonymous, aggregated statistics, excluding personal identification of the User. This helps us understand in what way the User uses the website, which enables improvement of its structure and content. Apart from that, the Provider may submit or allow an external entity to submit cookie files on the User's equipment for the purpose of ensuring appropriate functioning of the website. It helps to monitor and control its activity. Such entity may be, among others, Google. However, the User may set their browser in such a way, so that cookie files are not saved on their disk or they are removed automatically within a specified period of time. Therefore, these settings may be changed in such a way, so that automatic use of cookie files is blocked in the settings of a web browser or the User is notified of each individual case in which they are downloaded to the User's equipment. Unfortunately, in consequence, it may lead to problems with displaying some websites and lack of availability of some services.

6. Session cookies deleted after the end of using the Website and closing the window of a web browser, as well as persistent cookies saved on the equipment by means of which the User uses the Website for a specified period of time or until they are deleted, are used on the Website.
7. The data in cookie files will be stored in a manner dependent on the type of files: for the period of using the Website (session files), until the User exercises their rights leading to cessation of the processing of their personal data (see point 4) or the User's withdrawal of the consent to their processing.