

Privacy policy and use of “cookies” in the online store

www.maxtondesign.com

I. General information

This document defines the principles of the Privacy Policy in the Online Store (hereinafter referred to as the "Online Store"). The Administrator of the Online Store is Maxton Design spółka z ograniczoną odpowiedzialnością, entered into the register of entrepreneurs of the National Court Register maintained by the District Court for Kraków-Śródmieście in Kraków, 12th Commercial Division of the National Court Register, under the KRS number 0000955679, with its registered office at ul. Podlesie 26, 32-830 Wojnicz, NIP 7831852502, REGON 521309872.

The capitalized terms have the meaning given to them in the regulations of this Online Store.

Personal data collected by the Administrator of the Online Store is processed in accordance with the provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27/04/2016 on the protection of individuals with regard to the processing of personal data and on the free flow of such data and the repeal of Directive 95/46/EC (general regulation on data protection) (Journal of Laws UE L 119, p. 1), hereinafter referred to as: GDPR.

The Administrator of the Online Store goes to great lengths to protect the privacy and information provided, regarding the Customers of the Online Store. The Administrator with due diligence selects and applies appropriate technical measures, including programming and organizational measures, ensuring the protection of the data being processed. In particular, the Administrator protects the data against unauthorized disclosure, loss and destruction, unauthorized modification, as well as against its processing in violation of applicable law.

The addressee of the Services available on the website (in particular, being able to place an Order in the Store) are not persons under 16 years of age. The personal data Administrator will not collect the data on persons under 16 years of age.

II. The Administrator of personal data

The Administrator of your personal data is:

Maxton Design spółka z ograniczoną odpowiedzialnością, ul. Podlesie 32, 32-830 Wojnicz.

In the matters concerning your personal data, you can contact the personal data Administrator via:

- email: sales@maxtondesign.eu
- post: Maxton Design sp. z o.o., ul. Podlesie 32, 32-830 Wojnicz;
- telephone: +48 535 522 193.

III. Purposes and legal grounds of the processing of personal data

The personal data Administrator processes your personal data for the following purposes:

- In order to take action before concluding the contract at your request (e.g. creating an account), i.e. data provided in the registration form in the Online Store, which includes e-mail address and selected password, gender; if the Account is registered via an external authentication service (e.g. Google+, Facebook), we collect your name and surname, and if you register when purchasing the Goods, we collect your name and surname and data provided for the purpose of order fulfillment, such as shipping address; in order to provide Services that require the creation of an Account, such as: keeping an order history, informing about the status of the order, we process your data assigned to the Account and provided when purchasing the Goods;
- In order to provide Services that do not require creating an Account and the purchase of Goods, i.e. browsing the Online Store, using the Goods search engine, we process personal data regarding your activity in the Online Store, i.e. data on the Goods you browse, data on your device's session, operating system, browser, location and unique ID, IP address;
- In order to perform the contract for the sale of Goods (e.g. delivery of ordered Goods), we process the personal data provided by you when purchasing the Goods, such as name and surname, e-mail address, physical address, payment details, and if you make a purchase via an Account, we additionally collect a selected password;
- In order to use statistics of individual functionalities available in the Online Store, and facilitate the use of the Online Store and ensure IT security of the Online Store, we process personal data regarding your activity in the Online Store and the amount of time spent on each of the sub-pages in the Online Store, your search history, location, IP address, device ID, data regarding your web browser and operating system;

- In order to establish, pursue and enforce claims and defend against claims in court proceedings and other enforcement authorities, we may process your personal data provided when purchasing Goods or setting up an Account, and other data necessary to prove the existence of a claim or in situations resulting from a legal requirement, court order or other legal procedure;
- In order to deal with complaints, and requests and to answer Customer questions, we process the personal data provided by you in the contact form, complaints, and requests, or in order to answer questions in different forms, and some personal data assigned by you to the Account, as well as data on the order of the Goods and other Services we provide that are the cause of the complaint, or request, as well as data contained in the documents attached to the complaint, or request;
- For the purpose of marketing our Goods and Services, as well as our clients and partners, including remarketing, for this purpose we process the personal data provided by you when creating or updating an Account and, data on your activity in the Online Store, including orders that are registered and stored via cookies. In particular, order history, search history, clicks in the Online Store, login and registration dates, history and your activity related to our communication with you. In the case of remarketing, we use data about your activity in order to reach you with our marketing messages outside the Online Store and for this purpose we use the services of external suppliers. These services mean displaying our messages on websites other than the Online Store. Details on this subject can be found in the section regarding cookies;
- In order to organize competitions and loyalty programs, i.e. notifications about accumulated points, notifications about winning and advertising our offer, we use your personal data assigned to an Account and when registering for a competition or loyalty programs. Detailed information on this subject is provided each time in the terms of participation in a given competition or loyalty program;

- In order to research the market and opinions by us or our partners, i.e. information about the order, your data assigned to the Account or when purchasing the Goods, e-mail address. The data collected as part of market research and opinion polling is not used by us for advertising purposes.
- The personal data Administrator processes your personal data for the following purposes: in order to research the market and opinions by us or our partners, i.e. information about the order, your data assigned to the Account or when purchasing the Goods, e-mail address. The data collected as part of market research and opinion polling is not used by us for advertising purposes. However, if you have expressly consented to it during or after placing your order, we will provide your e-mail address to Trusted Shops GmbH, Subbelrather Str. 15c, 50823 Cologne, Germany (www.trustedshops.pl) so that an email reminder can be sent to you about the possibility to express your opinion about the purchase made in our store. You can revoke your consent at any time by sending an appropriate message to our contact address indicated in the section "The Administrator of personal data".
- If you have given your consent (subscription to the newsletter), the email address you provide will be used for marketing purposes of Maxton Design's own products. The consent may be withdrawn at any time on this website.

IV. Categories of related personal data

The Administrator of personal data processes the following categories of related personal data:

- Contact details;
- Data concerning the activity in the Online Store;
- Data concerning orders placed in the Online Store;
- Data concerning complaints and requests;
- Data concerning marketing services.

V. Voluntary provision of personal data

Providing the required personal data is entirely voluntary, however it is necessary for the provision of services by the Administrator of personal data via the Online Store to take place.

VI. Time length of data processing

Personal data will be processed for the period necessary to realize orders, perform services, marketing activities and other services provided to the client. Personal data will be deleted in the following cases:

- when the person whom the data concerns requested its removal or withdrew the granted consents;
- when the person whom the data concerns has not taken any actions for more than 10 years (inactive contact);
- in the case we were informed that the data is outdated or inaccurate.

Some data concerned with: e-mail address, name and surname, may be stored for the next 3 years for evidence, consideration of complaints, and claims related to services provided by the Online Store - such data will not be used for marketing purposes.

Data concerning orders for Goods and paid services, competitions and loyalty programs will be stored for a period of 5 years from the date of order's realization.

We store data concerning Customers who are not logged in for a period of time corresponding to the life cycle of cookies stored on devices or until they are deleted from the Customer's device by the Customer.

Your personal data regarding preferences, behaviors and selection of marketing content may be used as a basis for making automated decisions to determine sales opportunities of the Online Store.

VII. Recipients of personal data

We share your personal data with the following categories of recipients:

- state authorities, e.g. the prosecutor's office, the Police, PUODO, the President of the Office of Competition and Consumer Protection, if they request access to the data;
- the providers of services that we use to run the Online Store, e.g. to fulfill an order. Depending on contractual arrangements and circumstances, these entities act on our behalf or independently define the purposes and methods of the processing of the data. The list of suppliers can be found in the Online Store at: <http://maxtondesign.eu/Lista-dostawcow-cterms-pol-58.html>

VIII. Rights of the person whom the data concerns

Under the GDPR, you have the right to:

- request access to your personal data;
- request rectification of your personal data;
- request deletion of your personal data;
- request limitation of the processing of your personal data;
- object to the processing of your personal data;
- request transfer of your personal data.

The Administrator of personal data, without any undue delay, or within one month of receiving the request, provides you with information about the actions taken in connection with your request. If necessary, the one-month period may be extended by another two months due to the complexity of a request or the number of requests.

In any event, the Administrator of personal data will inform you about any such delays within one month of receiving the request, stating the reasons of the delay.

IX. The right to access personal data (Article 15 of the GDPR)

You are entitled to obtain information from the Administrator of personal data as to whether your personal data is being processed.

If the Administrator processes your personal data, you have the right to:

- access your personal data;
- obtain information about the purposes of processing, categories of personal data processed, about the recipients or categories of recipients of this data, the planned period of storage of your data or about the criteria for determining this period, about your rights under the GDPR and the right to submit a complaint to a supervisory authority, about the source of this data, about automated decision making, including profiling, and about the security measures used in connection with the transfer of this data outside the European Union;
- obtain a copy of your personal data.

If you want to request access to your personal data, please submit your request at the following address: sales@maxtondesign.eu.

X. The right to rectify personal data (Article 16 of the GDPR)

If your personal data is incorrect, you have the right to request that the Administrator immediately corrects your personal data. You also have the right to request that the Administrator supplements your personal data.

If you want to request rectification or supplementation of your personal data, please submit your request at the following address: sales@maxtondesign.eu.

If you have registered in the Online Store, you can rectify and complete your personal data yourself after logging in to the Online Store.

The right to delete your personal data is the so-called "right to be forgotten" (Article 17 of the GDPR)

You have the right to request the Administrator of personal data to delete your personal data when:

- your personal data is no longer necessary for the purposes for which it was originally collected or otherwise processed;
- you have withdrawn your specific consent to the extent to which your personal data was processed based on that specific consent;
- your personal data has been processed unlawfully;
- you have objected to the processing of your personal data for the purposes of direct marketing, including profiling, to the extent to which the processing of personal data is utilized for direct marketing;
- you have objected to the processing of your personal data in connection with the processing necessary to perform a task carried out in the public interest or the processing necessary for the purposes of the justified interests pursued by the Administrator of personal data or a third party.

Despite submitting a request to delete your personal data, the Administrator of personal data may process your data further in order to establish, assert or defend claims, about which you will be informed.

If you want to request deletion of your personal data, please submit your request at the following address: sales@maxtondesign.eu.

XI. The right to submit a request to limit processing of personal data (Article 18 of the GDPR)

You have the right to request limitation of processing of your personal data when:

- you question the correctness of your personal data - the Administrator of personal data will limit processing of your personal data for a period of time allowing for the verification of the correctness of this data;
- when the processing of your personal data is unlawful, and instead of deletion of your personal data, you request limitation of the processing of your personal data;
- your personal data is no longer needed for the purposes of processing, but it is still needed to establish, assert or defend your claims;
- when you have objected to processing of your personal data - until it is determined whether the legitimate interests of the Administrator of personal data override the grounds indicated in your objection.

If you want to request limitation of processing of your personal data, please submit your request at the following address: sales@maxtondesign.eu.

XII. The right to object to processing of personal data (Article 21 of the GDPR)

You have the right to object, at any time, to processing of your personal data, including profiling, in connection with:

- processing necessary for the performance of a task carried out in the public interest, or processing necessary for purposes arising from justified interests pursued by the Administrator of personal data or a third party;
- processing for the purposes of direct marketing.

If you want to object to processing of your personal data, please submit your request at the following address: sales@maxtondesign.eu.

XIII. The right to request transfer of personal data (Article 20 of the GDPR)

You have the right to receive your personal data from the Administrator of personal data in a structured, commonly used, machine-readable format and to provide it to another administrator of personal data.

You can also request the Administrator of personal data to provide your personal data directly to another administrator (if such provision is technically possible).

If you want to request transfer of your personal data, please submit your request at the following address: sales@maxtondesign.eu.

XIV. The right to withdraw consent

You can withdraw your consent to processing of your personal data at any time. Withdrawal of consent to processing of personal data does not, in any way, affect the lawfulness of the processing performed on the basis of your consent before its withdrawal.

If you want to withdraw consent to processing of your personal data, please submit your request at the following address: sales@maxtondesign.eu or use the appropriate functions of your Account.

XV. Complaint to the supervisory authority

If you believe that the processing of your personal data violates the GDPR, you have the right to lodge a complaint with the supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged violation.

In Poland, the supervisory body within the meaning of the GDPR is the Polish Data Protection Commissioner.

“Cookies” in the online store www.maxtondesign.com

I. General information

While browsing the Online Store, "cookies" are used, hereinafter referred to as “Cookies”. They are small text information that is stored on your device in connection with the use of the Online Store.

Their use is aimed at ensuring the correct functioning of the Online Store.

These files allow us to identify the software used by you and adjust the Online Store to your individual needs.

“Cookies” usually contain the name of the domain they come from, their storage time on the device, and the assigned value.

II. Security

The “Cookies” we use are safe for your devices. In particular, it is not possible for viruses or other unwanted software or malware to infect your devices through “Cookies”.

III. Types of “Cookies”

We use two types of cookies:

- Session cookies: they are stored on your device and remain there until the end of the browser session. The saved information is then permanently deleted from the memory of your device. Session cookies do not allow for collection of any personal data or any confidential information from your device;
- Persistent cookies: they are stored on your device and remain there until they are deleted. Ending a browser session or turning off the device do not delete them from your device. Persistent cookies do not allow for collection of any personal data or any confidential information from your device.

IV. Other purposes

We also use "Cookies" of external entities for the following purposes:

- configuration of the Online Store;
- presentation of the Certificate of Conformity, via the website solidregulamin.pl, the administrator of which is GP Kancelaria Poniatowska-Maj Strzelec-Gwóźdź sp. p. based in Cracow. The Privacy Policy is available at <http://solidnyregulamin.pl/polityka-privacy/>;
- creating statistics that help to understand how the Online Store Customers use websites, which allows us to improve their structure and content through Google Analytics analytical tools, the administrator of which is Google Inc based in the USA. Google's privacy policy is available at <http://www.google.com/intl/pl/policies/privacy/>, and <http://www.google.com/intl/pl/policies/privacy/partners/>;
- constructing the Customer's profile in order to present them with fitting materials in advertising networks, using the Google Adwords online advertising tool, the administrator of

which is Google Inc. based in the USA. Google Privacy Policy is available at <http://www.google.com/intl/pl/policies/privacy/>, and <http://www.google.com/intl/pl/policies/privacy/partners/>.

- popularizing the Online Store using the Facebook.com social network, the administrator of which is Facebook Inc. based in the USA or Facebook Ireland based in Ireland. Facebook Privacy Policy is available at <https://www.facebook.com/help/cookies/>.

To learn the rules of using “Cookies”, we recommend that you read the privacy policies of the above-mentioned companies.

“Cookies” may be used by advertising networks, in particular Google network, to display advertisements tailored to your preferences. For this purpose, information about the way you navigate the web or the time you use websites for may be stored.

To view and edit information about your preferences collected by the Google advertising network, you can use the tool available at <https://www.google.com/ads/preferences/>.

By using the web browser settings or by using the service configuration, you can change your “Cookies” settings at any time, specifying the conditions of their storage and access to your device via “Cookies”. You can change these settings so as to block the automatic processing of “Cookies” in your web browser settings or to be informed about them each time they are saved on your device.

Detailed information on the possibilities and methods of processing “Cookies” is available in the settings of your software (web browser).