

In view of the fact that the Instytut Badań Inżynierskich Engineering Labor Aquila Sp. z o.o. (Research Institute Labor Aquila Sp. z o.o.) attaches great importance to the protection of your data when cooperating with us and using our website, we would like to inform you about the way your personal data is processed.

First of all, we assure you that the processing of your personal data takes place in accordance with the principles set out in both Polish and EU legal order, i.e. in accordance with the Personal Data Protection Act of 25 May 2018 (with as amended) and the regulations of the General Data Protection Regulation Personal Data Protection (RODO).

PRIVACY POLICY

This Privacy Policy explains the principles under which personal data are processed, provided in the course of your cooperation with our company and when using our website. This document explains what rights accompany you in relation to our processing of your data.

I. Personal data controller

The administrator of your personal data is the Engineering Research Institute Labor Aquila Sp. z o.o. located in Nowa Wieś, ul. Działkowa 15, 42-262 Poczesna, NIP 5732845337. If you wish to obtain information about the processing of your personal data, please contact us at the above address or by e-mail: kontakt@asfixalfa.pl.

II. Source and method of processing of personal data

We hold the personal data processed directly from you. You provide it to us, by visiting our website and by filling in an enquiry or order form.

Your data is:

- a. processed transparently for the purpose of processing your order and/or enquiry;
- b. up-to-date and accurate - if you notice that your data is incorrect or incomplete, please contact us here. We will correct it, or withhold further processing;
- c. correct, adequate and not excessive in quantity;
- d. secure;
- e. kept no longer than necessary.

III. On what basis and why do we process your personal data?

We process your personal data:

- a. in order to process your order and/or request;
- b. because of our legitimate interest;
- c. because you have given your consent by ticking the relevant checkbox. However, remember, consent is voluntary and you can withdraw it at any time, without affecting the lawfulness of the lawfulness of the processing that was carried out on the basis of that consent before revocation. You can withdraw your consent by sending such a request to: kontakt@asfixalfa.pl or by letter to the Administrator's address;
- d. due to a legal obligation incumbent upon us.

The data are processed taking into account the principles of: accountability, adequacy and reliability.

IV. Is the provision of data mandatory?

The provision of your data is mandatory insofar as it enables us to fulfil the contract for the provision of services. In addition, there are situations where the law compels us to require you to provide

you to provide specific data, or to give the relevant consent (e.g. in the case of special special categories of data).

In all other cases, your provision of data is voluntary.

V. With whom is the data shared?

Your data may be shared with entities with whom we cooperate (hosting provider; IT). At the same time, we assure you that we only cooperate with entities that take special care to protect your personal data. Based on applicable law, we may be obliged to disclose your personal data to personal data to public authorities due to possible investigations.

Your data is not used for decision-making based on automated data processing. If the recipient of your personal data is located in a country outside the EU/EEA country which does not ensure an adequate level of data protection, your personal data will only be transferred to such a recipient after you have entered into a written agreement with them for the

transfer based on the standard contractual clauses adopted by the European Commission.

VI. Objection and other rights.

You have the right to object to our processing of your personal data.

In addition, you have the right to request rectification, erasure and restriction of data processing, as well as data portability.

VII. How long is the data stored?

Data is stored for the duration of the services provided and for the period resulting from the period of limitation of claims, consumer rights, bookkeeping or other rights in this respect. In addition, we are obliged to keep the data for a the period of time necessary to allow for possible control by public authorities (in accordance with applicable authorities (in accordance with applicable law).

VIII. Access to data by unauthorised persons

The Administrator of the service has taken due care to adequately secure personal data provided, in particular against their access by unauthorised persons.

IX. Final provisions For matters not covered by this privacy policy, the relevant provisions of the Data Protection Act of 10 May 2018 and the Data Protection Regulation (DPA) shall apply. This privacy policy is effective as of 04.05.2020.

I. What are cookies?

Cookies are small text files sent by a website and stored on your device, containing certain information related to your use of our website.

The cookies used by the website may be temporary or permanent.

Temporary cookies are deleted as soon as you close your browser, while permanent cookies

permanent cookies are stored even after you have finished using our website.

II. Why cookies?

We use cookies for the following purposes:

- a. adapting the content of the pages to your preferences;
- b. Remembering data from order forms you have filled in;
- c. To ensure data security;
- d. Creating anonymous statistics to optimise the usability of the website;
- e. link the functions of the website to other external services used by the user;
- f. to display advertising information according to the User's preferences and to limit the number of times that advertising is displayed (cookies).

limit the number of advertisements displayed (external files).

III. Who has access to cookies?

The Administrator is the entity placing and accessing cookies on the User's terminal equipment.
access to cookies is the Administrator.

IV. Cookie settings

Web browsing software (internet browser) usually allow cookies to be stored on your terminal equipment by default, but you can change the settings in this regard. Your internet browser allows you to delete cookies. It is also possible to block cookies automatically. Detailed information on on this subject can be found in the help or documentation of your internet browser.

V. Tools used on asfixalfa.co.uk

Tool	Type of cookies	Mode of operation
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Google Analytics	External cookies (Google Inc.)	collection of general and anonymous statistical data
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Pixel Facebook	External cookies (Facebook)	Presentation of advertisements adapted based on your activity on the website based on your activity on
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Facebook		
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Google Ads	external cookies (Google Inc.)	displaying adverts adapted User preferences
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Google Tag Manager	external cookies (Google Inc.)	collection of general and anonymous
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statistical data

Internal cookies on the website used to adapt the content of the website to

User preferences and to optimise use of the Website, e.g.

Adjustment of the language version.

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VI. Cookies and website operation

Restricting the use of cookies may affect some of the functionality of access on the website.

Information about your certain behaviour is subject to logging at the server layer. The data

This data is used exclusively for the administration of the website and to ensure most efficient operation of the hosting services provided.

VII. Changing the cookie settings

In order to change the settings of the Cookies Policy, you can change your browser settings. Please note that it is

You decide.