

PRIVACY POLICY OF AUTO-FRANCE SP. Z O.O SP.K.

1. Definitions

- a. **Administrator** - AUTO-FRANCE SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ SPÓŁKA KOMANDYTOWA with its registered office in Wrocław at ul. Miodowa 31/B, correspondence address: ul. Wiśniowa 8, 55-330 Lutynia, Poland, NIP UE: PL8943130128, REGON: 380626989, phone number: +48 71 317 77 79,
- b. **Personal data** - information about an identified or identifiable natural person i.e. a person who can be directly or indirectly identified, in particular on the basis of identification data such as: name and surname, identification number, location information, online identifier or one or several specific factors determining the physical, physiological, genetic, mental, economic, cultural or social identity of the natural person,
- c. **Privacy Policy** - this Privacy Policy,
- d. **GDPR** - Regulation (EU) 2016/679 of the European Parliament and of the Council of 7 April 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC,
- e. **Data subject** - any natural person whose personal data is processed by the Administrator, e.g. a person purchasing goods via the Online Store or at the Administrator's premises, a person making an inquiry to the Administrator by email or phone,
- f. **Website** - the website managed by the Administrator at www.auto-france.com.pl,
- g. **Online Store** - the online store managed by the Administrator at sklep.auto-france.com.pl,
- h. **User** - any natural person visiting the Website or using the Online Store.

2. Conditions of data processing by the Administrator

The administrator shall collect and process personal data in connection with their business activities in a manner consistent with applicable personal data protection law, including in particular the GDPR.

The Administrator shall ensure transparency of data processing, in particular by informing the User at the time of data collection, about the processing of data, its purpose and the legal grounds. The Administrator shall ensure that the data is collected only to the extent necessary for the indicated purpose and only for the necessary duration of its processing. The Administrator shall ensure security and confidentiality when processing the data, and shall guarantee the concerned User access to this data.

3. Contact with the Administrator

The Administrator can be contacted via the email address: export@auto-france.com.pl or in writing at the address: Auto-France sp. z o.o. sp. k., ul. Wiśniowa 8, 55-330 Lutynia, Poland.

The Administrator has appointed a Data Protection Officer who can be contacted in all cases regarding data processing at the email address: kg@auto-france.com.pl.

4. The purpose and legal basis of data processing by the Administrator

a. Data processing in connection with using the Online Store or browsing the Website

i. Registration in the Online Store

Using the Online Store is available only to registered Users (i.e. natural persons / entities with an account in the Online Store). To register in the Online Store it is required to provide data necessary for creating and operating the account, i.e.: company name, registered office address, tax identification number, delivery address if different from the registered office address, first and last name of the contact person for the Administrator, email address, phone number. Providing the above data is voluntary, but necessary to conclude and perform the contract for the provision of services by electronic means. Personal data is

processed in order to conclude and perform the contract for the provision of services by electronic means (provision of services related to the managing and handling of an account in the Online Store, contact for purposes related with the provision of services).

The legal basis for processing the data is the necessity of performing the contract for provision of services by electronic means (art. 6 section 1 (b) of the GDPR).

ii. **Placing an order in the Online Store**

Placing an order (purchasing goods) by the User in the Online Store is associated with the processing of their personal data provided during registration or while placing the order. Providing the data referred to in item "i" is voluntary, but necessary to conclude and perform the sales contract. Regardless of the form of placing the order (on-line, by phone or via email), personal data is processed in order to:

1. conclude and perform sales contracts (including, among others, contacting for purposes related to the implementation of the order, shipment of goods, handling of returns and complaints) - the legal basis for processing is the necessity in order to perform the sales contract (art. 6 section 1 (b) of the GDPR),
2. performing legal obligations by the Administrator (including, among others, tax and accounting obligations) - the legal basis for processing is the legal obligation of the Administrator (art. 6 section 1 (c) of the GDPR),
3. establishing or pursuing possible claims or defending against such claims - the legal basis for processing is the Administrator's legitimate interest in protecting their rights (art. 6 section 1 (f) of the GDPR),
4. defining the interests of people using the Online Store by monitoring the searched keywords to adapt the Online Store's offer to the needs of Users - the legal basis for the processing of data is the legitimate interest of the Administrator (art. 6 section 1 (f) of the GDPR).

iii. **Marketing activities**

The Administrator shall process Users of the Online Store personal data in order to carry out marketing activities, which may include:

1. displaying marketing content to the User that is not adapted to their preferences - the legal basis for the processing of data is the Administrator's legitimate interest (art. 6 section 1 (f) of the GDPR),
2. conducting direct marketing activities, consisting of sending commercial information by electronic means and notifications about interesting offers (*Newsletter*), as well as undertaking telemarketing activities - the legal basis for the processing of data is the User's consent (art. 6 section 1 (a) of the GDPR).

If the User of the Online Store agreed to receive marketing information to the provided email address or phone number (direct marketing), the Administrator shall process personal data in order to send such information. Consent may be withdrawn by the User at any time. Withdrawal of consent does not affect the processing activities carried out by us on the basis of consent before the withdrawal.

iv. **Contact Form**

The Administrator shall allow Users of the Online Store to contact them using an electronic contact form. Using the contact form requires providing the following personal data: name and surname, email address. Providing the above data is necessary to contact the User

and reply to their request. Personal data is processed in order to identify the sender and service their request.

The legal basis for processing the data is the necessity to perform the contract for the provision of services by electronic means (art. 6 section 1 (b) of the GDPR).

v. **Browsing the Website or using the Online Store**

While browsing the Website or using the Online Store, additional information may be downloaded, such as the IP address assigned to the User's computer or the external IP address of the internet provider, navigation data reflecting the User's activity in the Online Store, and also other identification data and information collected via cookies.

vi. **Cookies**

Cookies are small text files installed on the User's end device (computer, smartphone, tablet, etc.) in connection with browsing the Website or using the Online Store. The Administrator uses two types of cookies: session and permanent. Session files (temporary files) are stored on the device until the User logs out or closes the browser. Permanent files are stored in the device for the time specified in the parameters of these files or until they are deleted.

Own cookies:

1. basic - these files allow the Online Store to function properly, log in (remember the password), navigate the Online Store (maintain the User's session (after logging in), thanks to which the User does not have to re-enter the login and password on each subpage of the Online Store), make purchases. Saving them is necessary to use the Online Store,
2. functional - files that enable remembering the User's settings and preferences,
3. statistical - allow for collecting statistical information regarding use of the Online Store, determining the interests of people using the Online Store,
4. files ensuring the security of transactions carried out in the Online Store.

Third-party cookies:

1. The Administrator uses third-party cookies to present a map on the Website indicating the location of the Administrator's business address using the website maps.google.com

Personal data collected via cookies is processed by the Administrator in order to conclude and perform a contract for the provision of electronic services, in particular to improve the quality and functionality of these services, to effectively provide Users with content contained on the Website or Online Store, ensure security and proper functioning of IT systems, creating statistical analyses used for adapting the Online Store's offer to Users' interests.

The legal basis for processing the data is the necessity to perform the contract for the provision of services by electronic means (art. 6 section 1 (b) of the GDPR).

The User may at any time decide whether to allow cookies to be saved on their end device by configuring their web browser. Detailed information on managing cookies is available in the settings of your web browser. In particular, the User may limit the saving of cookies to specific types, and also completely disable cookies for a particular website or in general.

The Administrator hereby informs that disabling / limiting the use of cookies in the web browser settings may hinder or prevent browsing the Website and using the Online Store.

b. The processing of data in connection with placing an order (purchase of goods) outside the Online Store

Placing an order for goods (purchase of goods) offered by the Administrator requires the processing of personal data of the person placing the order / making the purchase, as well as persons authorized to act on their behalf (e.g. employees). Regardless of the form of ordering (by phone, via email or at the Administrator's premises) personal data is processed in order to:

- i. conclude and perform sales contracts (including, among others, contacting for purposes related to the implementation of the order, shipment of goods, handling of returns and complaints)
 - the legal basis for processing is the necessity of processing to perform the sales contract (art. 6 section 1 (b) of the GDPR),
- ii. performing legal obligations by the Administrator (including, among others, tax and accounting obligations) - the legal basis for processing is the legal obligation of the Administrator (art. 6 section 1 (c) of the GDPR),
- iii. establishing or pursuing possible claims or defending against such claims
 - the legal basis for processing is the legitimate interest of the Administrator (art. 6 section 1 (f) of the GDPR) - the protection of their rights.

c. Personal data in business relations not directly related to the Administrator's activity

In connection with their operations, the Administrator collects and processes personal data of potential business partners and business partners for the following purposes:

- i. related to establishing and maintaining business contacts - the legal basis for processing is the Administrator's legitimate interest (art. 6 section 1 (f) of the GDPR), consisting of creating a network of contacts in connection with the conducted activity,
- ii. conclusion and performance of contracts allowing the Administrator to connect with a business partner - the legal basis for processing is the necessity of processing to perform the contract (art. 6 section 1 (b) of the GDPR),
- iii. performing legal obligations by the Administrator (including, among others, tax and accounting obligations) - the legal basis for processing is the legal obligation of the Administrator (art. 6 section 1 (c) of the GDPR),
- iv. establishing or pursuing possible claims or defending against such claims - the legal basis for processing is the Administrator's legitimate interest in protecting their rights (art. 6 section 1 (f) of the GDPR) - the protection of their rights.

In connection with cooperation with business partners, the Administrator shall also process the contact details of persons indicated as business contacts in relation to the Administrator. The Administrator shall collect and process the abovementioned data for ongoing communication with business partners and for maintaining contacts with them.

The legal basis of the processing of data is the justified interest of the Administrator (Art. 6 section 1 (f) of the GDPR) - communication with business partners.

d. E-mail correspondence or by traditional postal services

In the case of sending correspondence to the Administrator by email or by traditional means, not related to the concluded contract or services rendered, personal data contained in this correspondence is processed solely for the purpose of communication and handling the matter to which this correspondence relates.

The legal basis of the processing of data is the justified interest of the Administrator (Art. 6 section 1 (f) of the GDPR) - handling correspondence addressed to them in connection with the conducted business activity.

e. Telephone contact

In the event of contacting the Administrator by phone, in matters not related with the concluded contract or services rendered, the Administrator may request the provision of personal data only if it is necessary to handle the case to which the contact relates.

The legal basis of the processing of data is the justified interest of the Administrator (Art. 6 section 1 (f) of the GDPR) - the necessity to handle matters related to the business activity.

f. Recruitment

As part of employee recruitment, the Administrator requires the transfer of personal data only to the extent specified in the labour law. In the event that a job candidate includes additional data in their job application (CV, resume), the Administrator shall recognize that the candidate consents to their processing for the purpose of conducting the recruitment process. Personal data of candidates is processed in order for:

- i. the Administrator to perform obligations imposed on them by legal provisions, in particular labour law provisions, in connection with the employment process - the legal basis for processing is the legal obligation of the Administrator (art. 6 section 1 (c) of the GDPR),
- ii. establishing, pursuing possible claims or defending against such claims - the legal basis for processing is the Administrator's legitimate interest in protecting their rights (art. 6 section 1 (f) of the GDPR),
- iii. future recruitment - the legal basis for processing is consent (art. 6 section 1 (a) of the GDPR),
- iv. if the candidate provides additional data (not required by law), this data is processed for the purpose of recruitment - the legal basis for processing is consent (art. 6 section 1 (a) of the GDPR).

5. Rights of Data Subjects

In connection with the processing of personal data by the Administrator, the Data Subject has the right to:

- a. correct their data - if it is incorrect or incomplete,
- b. access their data - i.e. obtain information whether the Administrator processes their personal data, and if this is the case, then they have the right to:
 - i. gain access to this data,
 - ii. obtain information about the purposes of processing, categories of personal data processed, about recipients or categories of recipients of such data, the planned period of data storage or about the criteria for determining this period (when determining the planned period of data processing is not possible), about rights under the GDPR, in particular on the right to file a complaint with the supervisory authority, on the source of this data, on automated decision making, including profiling, and on the security measures in place in connection with the transfer of such data outside the European Economic Area,
 - iii. obtain a copy of the data,
- c. data transfer - to the extent that the data is processed in connection with the concluded agreement, consent or in an automated manner, the Administrator shall provide the data to the person who originally provided it and to whom it relates in a format that allows readout on a device or as requested by the data subject, and transfer this data to another entity (provided that this is

technically possible on the part of the Administrator and also the entity to whom the data is to be provided),

- d. data processing restrictions - in the following cases:
 - i. when questioning the correctness of their personal data - the Administrator shall limit the processing of this data for the time needed to check its correctness,
 - ii. data is processed unlawfully, but the data subject requests restricting the processing of their data instead of deleting it,
 - iii. when the data is no longer necessary to achieve any of the purposes for which it were collected, but is needed by the person to whom it relates in order to establish, assert or defend a claim,
 - iv. an objection, as referred to in item 6 "i." was raised against data processing - the Administrator shall limit the processing of data for the time needed to consider whether - in these particular circumstances - the protection of the interests, rights and freedom of the data subject prevails over the interests that the Administrator carries out by processing the data this person,
- e. withdrawal of consent - if the data is processed by the Administrator based on the consent of the data subject, they have the right to withdraw it at any time; withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal of consent,
- f. deletion of data - in the following cases:
 - i. the data is no longer necessary in relation to the purposes for which it was collected;
 - ii. consent for the processing of the data has been withdrawn (to the extent in which the data was processed based on the consent),
 - iii. an objection, as referred to in point 6 "ii", has been raised against the processing of the data,
 - iv. the data is processed unlawfully,
 - v. the data must be deleted in order for the Administrator to comply with legal obligation provided for in European Union law or in the law of a Member State,
 - vi. the data was collected in connection with offering information society services to a child.

6. Right of objection

The Data subject has the right to object to the processing of data by the Administrator in the following cases:

- i. If the processing of data (including profiling) is based on the legitimate interest of the Administrator (e.g. for analytical or statistical purposes), the data subject may object to this processing at any time, whereby the objection should be justified and is subject to assessment by the Administrator.
- ii. If data processing is carried out for direct marketing purposes, the data subject may object to this processing (including profiling) at any time, without providing a reason.

7. Exercise of the rights referred to in items 5-6

Applications regarding the exercising of rights in the field of personal data processing should be submitted in writing to the following address: Auto-France sp. z o.o. sp. k. ul. Wiśniowa 8, 55-330 Lutynia, Poland or by email to export@auto-france.com.pl. The application should specify as precisely as possible which right the person submitting the application wants to exercise, which processing aspect the request relates to (e.g. receiving emails with commercial offers), which processing purposes the claim relates to (e.g. marketing purposes).

8. Complaints

Should it turn out that the processing of personal data by the Administrator violates the provisions of the GDPR or other provisions regarding the protection of personal data, the data subject has the right to file a complaint to the Chairman of the Office for Personal Data Protection.

9. Data sharing (data recipients)

Personal data collected by the Administrator is or may be disclosed to external entities, in particular:

- a. suppliers of ICT tools and entities responsible for operating ICT systems,
- b. software providers,
- c. payment processors, such as banks and payment operators,
- d. entities providing audit, legal, consulting, and accounting services, tax consultancy,
- e. entities conducting courier activities (in connection with the handling of orders),
- f. producers, distributors of goods, guarantors (in case of complaints regarding the goods),
- g. public authorities at their reasonable request.

10. Time of personal data storage

The period of data processing by the Administrator depends on the legal basis and the purpose of processing. If the legal basis for processing is:

- a. the necessity to conclude and perform the contract - the data is processed for the duration of the contract,
- b. a legal provision - the data is processed for the time specified by this legal provision, usually in order to perform legal obligations of the Administrator,
- c. the legitimate interest of the Administrator - the data is processed for a time enabling the implementation of this interest or until an objection is effectively made regarding data processing for this purpose,
- d. consent - the data shall be processed until consent is revoked.

The data processing period may be extended in the case of the necessity to establish, investigate or defend against possible claims (limitation period of claims), and after that time only to the extent that it is permitted or required by law.

11. Transmission of data outside the European Economic Area

The data shall not be transferred outside the European Economic Area by the Administrator.

12. Personal Data Processing

Personal data shall not be processed in an automated manner (including in the form of profiling).

13. Security regulations

The Administrator recommends the following security measures when browsing the Website or using the Online Store:

- a. establishing a login and password to access the account that are difficult to be decrypted by third parties (a minimum of 8 characters and numbers, uppercase and lowercase letters and a special character are recommended),
- b. logging out of the website sklep.auto-france.com.pl after each session,
- c. keeping the login and password secret,
- d. the use of anti-virus programs, including regular disk scanning for viruses,
- e. using the Website and Online Store only through trusted computers and other end devices (smartphones, tablets, etc.) on which only trusted software is installed.

14. Rules for deleting an account in the Online Store

At any time, the User may request the deletion of their account in the Online Store by sending an email to: export@auto-france.com.pl. The account shall be deleted as soon as the request is received, but not

earlier than after the orders assigned to it have been processed. It is not possible to later restore this account. In the above case, making further purchases in the Online Store requires re-providing personal data necessary to register and process the order.

15. Final provisions

Due to continuous technological development, the conditions set forth in this document may be subject to change.

This privacy policy is valid from 06/08/2020.