

## Privacy policy of the Ebordi website

[www.ebordi.pl](http://www.ebordi.pl)

### Dear User!

We care about your privacy and want you to feel comfortable when using our services. Therefore, below we present you the most important information about the principles of our processing of your personal data and cookies that are used by our Website. This information has been prepared taking into account the GDPR, i.e. the General Data Protection Regulation.

### PERSONAL DATA ADMINISTRATOR

EBORDI LLC with its registered office at 8 Firmowa st, 62-023 Robakowo, Poland entered into the National Court Register - register of entrepreneurs by the District Court for Pozna Nowe Miasto and Wilda in Poznan, 9th Commercial Division of the National Court Register, under KRS number 0000975970, NIP 7773269274, REGON number 36538472700000, share capital PLN: 5000,00

If you want to contact us regarding our processing of your personal data, please write to us at the following e-mail address: [office@ebordi.pl](mailto:office@ebordi.pl)

### YOUR RIGHTS

You have the right to:

- request access to your personal data, including obtaining a copy of your data (Article 15 of the GDPR or - if applicable - Article 13(1)(f) of the GDPR),
- correct your personal data (Article 16 of the GDPR),
- delete your personal data (Article 17 GDPR),
- limit the scope of processing your personal data (Article 18 of the GDPR),
- transfer of your personal data to another administrator (Article 20 of the GDPR).

And you also have the right:

- to raise an object against the processing of your data at any time:
  - for reasons related to your particular situation regarding the processing of personal data concerning you, based on Art. 6 (1) (f) GDPR (i.e. on our legitimate interests) (Article 21(1) of the GDPR);

Contact us if you want to exercise your rights. You can object to our use of cookies (read about them below), especially using appropriate browser settings.

If you believe that your data is being processed illegally, you may submit a complaint to the President of the Office for Personal Data Protection.

### PERSONAL AND PRIVATE DATA

Below you will find detailed information on the processing of your data depending on the activities you undertake.

## 1. Using the free services offered on the Website

| For what purpose?  |  |
|--|--|
| implementation of the contract for the provision of services offered on the Website  |  |
| On what basis?   |  |
| contract for the provision of services (Article 6(1)(b) of the GDPR)   |  |
| How long?  |  |
| for the duration of the contract   | until our obligation expires<br>legal, related to accounting |
| in addition, your data will be processed until the expiry of the period in which it is possible to pursue claims by you or us<br>(more information on this subject can be found in the last table of this section) |  |
| What happens if you don't provide your data?   |  |
| you will not be able to use our services   |  |

## 2. Contacting us (e.g. to ask a question)

| For what purpose?  |  |
|--|--|
| handling your inquiries or reports   |  |
| On what basis?   |  |
| contract or actions taken at your request, aimed at concluding it (Article 6(1)(b) of the GDPR) if your inquiry or notification concerns a contract to which we are or may be a party                              | our legitimate interest in processing your data for the purpose of communicating with you (Article 6(1)(f) of the GDPR) if your inquiry or notification is not related to the contract |
| How long?  |  |
| for the duration of the contract or if the contract is not concluded - until the expiry of the claim settlement period, see the last table of this section*  | until the claim settlement period expires, see the last table of this section - or until we take into account your objection to processing*  |
| in addition, your data will be processed until the expiry of the period in which it is possible to pursue claims by you or us<br>(more information on this subject can be found in the last table of this section) |  |
| What happens if you don't provide your data?   |  |
| we will not be able to respond to your inquiry or report   |  |

\*depending on which is applicable in a given case

## 3. Taking an action or inaction that may give rise to a claim related to the Website or our services

| For what purpose?  |  |
|--|--|
| establishing, pursuing or defending any claims related to the concluded contract or services provided                                |  |
| On what basis?   |  |
| our legitimate interest, consisting in the processing of personal data for the above-mentioned purpose (Article 6(1)(f) of the GDPR) |  |
| How long?  |  |
| until the limitation period for claims expires or until we accept your objection to processing*                                      |  |
| What happens if you don't provide your data?   |  |
| inability to establish, pursue or defend claims  |  |

\*depending on which is applicable in a given case

## DATA SECURITY

When processing your personal data, we use organizational and technical measures in accordance with applicable law, including encryption of the connection using an SSL/TLS certificate.

## COOKIES

Our Website, like most websites, uses the cookies. These files:

- are saved in the memory of your device (computer, phone, etc.);
- do not change the settings of your device.

Cookies are used on this website for the following purposes:

- remembering your session

To learn how to manage cookies, including how to disable cookies in your browser, you can use your browser's help file. You can read information about this by pressing the F1 key in your browser. Additionally, you will find relevant tips on the following subpages, depending on the browser you are using:

- [Google Chrome](#)
- [Opera](#)
- [Safari](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)

Below you will find information about the functions of the cookies we process and their duration validity.

| cookie name | cookie validity period | cookie function              |
|-------------|------------------------|------------------------------|
| '_ga'       | session duration       | remembering the User session |

Using the appropriate options of your browser, you can at any time:

- delete cookies,
- block the use of cookies in the future.

In such cases, we will no longer process them.

## EXTERNAL SERVICES/DATA RECIPIENTS

We use the services of external entities that support us in running our business. We entrust them to process your data, these entities process data only on our documented instructions.

Below you will find a list of recipients of your data:

| ACTION  | DATA RECIPIENTS   | TRANSFER OF DATA OUTSIDE THE EUROPEAN UNION |
|---|---|---|
| <b>any action in connection with the Website</b>                  | hosting provider  | not applicable                              |
| <b>taking advantage of free services available on the Website</b> | accounting office   | not applicable                              |
|   | software provider facilitates running a business (e.g. software accounting) | not applicable                              |
|   | standard office software supplier (including e-mail box)                    | not applicable                              |
| <b>contacting us (e.g. asking a question)</b>                     | standard office software supplier (including e-mail box)                    | not applicable                              |