
Privacy Policy and Policy for Cookie Files

Welcome!

If you are here, it certainly means that you treasure your privacy. We perfectly understand it and therefore we have prepared this document with the intention to provide you with the principles governing the processing of the personal data and the use of the cookie files in relation to the use of the website <https://www.lech-tkaniny.pl>

First, let's start with a piece of legal information - the administrator of the website is Lech Świątek, operating a business enterprise under the name of PPUH "LECH", ul. Krajowa 17, 62-025 Kostrzyn, NIP: 782-000-03-33.

If you have any doubts concerning the privacy policy, you are free to contact us any time by sending a message to biuro@lech-tkaniny.pl

Brief Version - Key Information

We take care of your privacy but also of your time. Therefore we have prepared a brief version of the most important privacy protection principles.

1. By submitting an order through our ordering system, setting up a user account in this system, submitting a claim concerning the purchased items, withdrawing from a concluded agreement, subscribing to a newsletter or simply contacting us, you provide us with your personal data and we guarantee to you that your data shall remain confidential, safe and not revealed to any third parties without your express consent.
2. We entrust the processing of the personal data only to proven and trustworthy entities providing personal data processing services.
3. We use the Google Analytics analytical tools which collect the information about your visits to the website such as subpages displayed by you, the time spent by you on the website or transfers between particular subpages. This is done by means of Google LLC cookie files associated with the Google Analytics service.
4. We use own cookie files to ensure the proper operation of the website, particularly the user account service and the ordering process, and to use the abandoned cart recovery mechanism.

If you do not consider the above information to be sufficient, you may find further details below.

Personal Data

The **administrator** of your personal data within the meaning of the general data protection regulations is Lech Świętek, operating a business enterprise and the name of PPUH „LECH”, ul. Krajowa 17, 62-025 Kostrzyn, NIP: 782-000-03-33.

Purposes, legal grounds and the period of the personal data processing are indicated separately for each purpose of the processing of the personal data (see: description of the particular purposes of the personal data processing).

Rights GDPR gives you the following potential rights related to the processing of your personal data:

- 1) right of access to personal data,
- 2) right of rectification of personal data,
- 3) right to erasure of personal data,
- 4) right to restrict the personal data processing,
- 5) right to object the personal data processing,
- 6) right to data portability,
- 7) right to lodge a complaint to a supervisory body,
- 8) right to withdraw their consent for the personal data processing if you have given such consent.

The principles related to the exercise of specific rights are described in detail in art. 16 - GDPR. We encourage you to make yourself familiar with these regulations. We consider it necessary to explain to you that the rights indicated above are not absolute and you will not be entitled to them with regard to all operations in which your personal data are processed. For your convenience, we have made every effort to make sure that the description of each personal data processing operation indicates the rights to which you are entitled with regard to these operations.

We wish to emphasize that you are always entitled to one of the rights indicated above - if you see that we have violated the personal data protection regulations while processing your personal data, you can lodge a complaint to a supervisory body (the President of the Personal Data Protection Office).

You can always demand that we provide you with information on what data of yours we possess and for what purposes we process them. It will be enough if you send your message to biuro@lech-tkaniny.pl. However, we have made every effort to comprehensively present the information you find interesting in this privacy policy. You can also use the above e-mail address if you have any questions concerning the processing of your personal data.

Safety We guarantee full confidentiality of your personal data provided to us. We ensure that all measures have been undertaken for the safety and protection of the personal data as required by the personal data protection regulations. The personal data are collected with due diligence and they are properly protected from being accessed by unauthorised persons.

Recipients of Data Your data may be processed by our subcontractors, that is, entities whose services we use while processing the data and providing services to you or fulfilling orders through the on-line store.

1. Marketing agencies – to provide marketing operations, which may require your personal data to be processed,
2. Companies providing property and security monitoring services to physically secure the building and support the alarm and monitoring system, which may require your personal data to be processed
3. ERP software supplier – to use the ERP StreamSoft system in which your personal data can be processed,
4. IT subcontractor – to use the IT support provided by an external entity which may have access to your personal data due to the technical works,
5. Courier companies – to fulfil a order and the delivery against it, which may require your personal data to be processed,
6. Insurance companies – to process payment insurance and proceed with debt collection, which may require your personal data to be processed,
7. Warehouse operation software supplier – to implement and operate the WMS warehouse system, which may require your personal data to be processed,
8. Customs agencies – to provide customs services, which may require your personal data to be processed,
9. The subcontractor taking part in the sale process, which may require your personal data to be processed,
10. Monitoring institutions – to monitor business partners and debtors, which may require your personal data to be processed,

All entities to whom we entrust the personal data processing guarantee that they use adequate personal data protection and security measures as required by the law.

Purpose and Operations of Processing

User Account in the Ordering System. While setting up a user account, you must provide data necessary to set up the account such as e-mail address, full name, telephone number, company name, its NIP [tax payer ID] and address and delivery address (if different from the company address). The provision of the data is voluntary but necessary to set up an account. You may provide more of your personal data while editing your account data.

The data provided to us during the account set-up procedure are processed in order to set up and maintain the account under the agreement for the provision of electronically supplied services that is concluded by the registration of the account (art. 6 section 1 clause b of GDPR).

The data contained in the account shall be processed as long as the account exists. If you decide to delete the account, we shall also erase the data contained therein. However, remember that when the account is deleted this does not cause the information about the orders which you have submitted through the account to be erased.

You can rectify the data contained in the account at any moment. You can also decide to delete the account at any moment. You also have the right to data portability which is referred to in art. 20 of GDPR.

Orders. While submitting an order, you must provide data which are necessary for the order to be fulfilled, such as your full name, settlement address, e-mail address and telephone number. The provision of the data is voluntary but necessary to submit an order.

The data provided to us in relation to the order are processed to enable the order to be fulfilled (art. 6 section 1 let. b of GDPR), an invoice to be issued (art. 6 section 1 clause c of GDPR), include the invoice in our accounting documentation (art. 6 section 1 clause c of GDPR) and for archival and statistical purposes (art. 6 section 1 clause f of GDPR).

The data concerning the orders shall be processed as long as necessary for the order to be fulfilled and then until the limitation period for the claims under to the agreement concluded has expired. Furthermore, after the expiry of this period, we still may process the data for statistical purposes. Also, please remember that we are obliged to keep invoices containing your personal data for the period of 5 years following the end of the fiscal year in which the tax became chargeable.

In case of the order data, you are not able to rectify these data after the order has been fulfilled. You are also neither able to object to the processing of the data nor to demand the data to be erased until the limitation period for the claims under to the agreement concluded has expired. Similarly, you cannot object to the processing of the data nor to demand the data contained in invoices to be erased. Following the limitation period for the claims under the agreement, you may, however, object to our processing of your data for statistical purposes and to demand your data to be erased in our database.

With regard to the order data, you also have the right to data portability which is referred to in art. 20 of GDPR.

Complaints and Withdrawal from Agreement. If you lodge a complaint or withdraw from the agreement, it means that you provide us with personal data which are contained in the complaint or the statement of withdrawal from the agreement and which contain full name, address of residence, telephone number, e-mail address and bank account number. Provision of data is voluntary but necessary to submit a claim or withdraw from the agreement.

The data provided to us in relation to the complaint being lodged or withdrawal from the agreement are used to carry out the complaint procedure or the procedure of withdrawal from the agreement (art. 6 section 1 clause c of GDPR).

The data will be processed for as long as it is necessary to carry out the complaint procedure or the withdrawal procedure. Moreover, complaints and statements of withdrawal from the agreement may be archived for statistical purposes.

In case of the data contained in the complaints and statements of withdrawal from the agreement, you cannot rectify these data. You are also neither able to object to the processing of the data nor to demand the data to be erased until the limitation period for the claims under to the agreement concluded has expired. Following the limitation period for the claims under the agreement, you may, however, object to our processing of your data for statistical purposes and to demand your data to be erased in our database.

Contact. By contacting us through the electronic mail, also by sending your inquiry through the contact form, you obviously give us your e-mail address as the message sender address. Moreover, you may also contain other personal data within the message. The provision of the data is voluntary but necessary to establish contact.

In this case, your data are processed to in order to contact you and the basis for the processing is art. 6 section 1 clause a of the GDPR, that is, your consent resulting from initiating the contact with us. The legal basis for the processing after the end of the contact is a legitimate purpose of archiving the correspondence for internal needs (art. 6 section 1 clause c of GDPR).

The content of the correspondence may be archived and we are not able to unequivocally specify when it will be erased. You have the right to demand to be presented the history of your correspondence with us (if it was to be archived) and to demand it to be erased unless it must be archived due to our overriding interests, e.g. defence against your potential claims.

Cookie Files and Other Tracking Technologies

Our website, similarly to almost all other websites, uses cookie files.

Cookies are small pieces of textual information which are stored on your end-user device (e.g. computer, tablet, smartphone) and which can be read by our IT and communication system (own cookies) or third parties' IT and communication system (third parties' cookies).

Some cookies used by us are erased after the end of the Internet browser session, i.e. after it has been closed (the so-called session cookies). Other cookies are kept in your end-user device and enable us to identify your browser next time you enter the website (persistent cookies).

More details are provided below.

Consent to Cookies When you visit the website for the first time, information about the use of cookie files is displayed to you. A special tool gives you the possibility to manage the cookie files from the website level. Furthermore, you are always able to change the settings of the cookies from the level of your browser or totally erase the cookie files. The browsers manage cookie files in various ways. To find information about changing the cookie file settings, go to the auxiliary menu of the Internet browser.

Remember that disabling or restricting the support of cookies may make it difficult to use our website as well as many other websites which use cookies.

Own cookies. We use own cookies to ensure the proper operation of the website, particularly of the user account service and the ordering process, and to use the mechanism for the recovery of abandoned carts.

Third Party Cookies Our website, similarly to most of the contemporary websites, uses functionalities provided by third parties, which is associated with the use of the cookie files provided by third parties. The use of this type of cookie files is described below.

Google Analytics. We use the Google Analytics tool provided by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Our operations are based on the our legitimate interest in creating and analysing statistics to optimise our websites.

Google Analytics automatically gathers information about your use of our website. The information so gathered are most often transferred to the Google server in the United States and stored there.

Considering the fact that we have activated the anonymisation of your IP address, your IP address is shortened before being forwarded. The full IP address is transferred to the Google server in the United States and shortened there only in special cases. The anonymised IP address provided by your browser under Google Analytics is, in principle, not linked with other Google data.

Considering the fact that Google LLC has its seat in the US and uses technical infrastructure located in the US, it has joined the EU-US-Privacy Shield programme to ensure the proper level of protection for the personal data as required by the European law. As part of the agreement between the US and European Commission, the latter has found the data protection level to be proper in case of enterprises holding the Privacy Shield certificate.

You may prevent the data on your use of our website that are collected in the cookie files from being registered by Google or processed by Google by installing a browser plug-in available at the following address: <https://tools.google.com/dlpage/gaoptout>.

We also collect demographic data and data about interests as part of Google Analytics. In the cookie file settings configured directly on our website level, you can decide whether you consent to the collection of such data or not.

If you are interested in details related to the processing of data as part of Google Analytics, we encourage you to get familiar with the explanations prepared by Google: <https://support.google.com/analytics/answer/6004245>.

Server Logs

As the website is used, inquiries are sent to the server where the website is hosted. Each inquiry addressed to the server is saved in the server logs.

The logs include your IP address, server date and time, information about the Internet browser and the operating system which you have been using. The logs are saved to and stored on the server.

The data saved in the server logs are not associated with specific persons using the site and we do not use them to identify you.

The server logs are only used as auxiliary material used to administer the website and their contents are not revealed to any persons other than those authorised to administer the server.