

Privacy Policy of Blue Services Sp. z o.o.

This Privacy Policy sets out the basic principles of protection of your Personal Data used by us, that is by Blue Services Sp. z o.o., being the controller of your Personal Data, and as such it:

- defines the purpose, scope and period for which your Personal Data will be processed by Blue Services Sp. z o.o.;
- describes to whom and on what terms and conditions Blue Services Sp. z o.o. may disclose your Personal Data;
- contains information about the rights you are entitled to in connection with the processing of your Personal Data by Blue Services Sp. z o.o.

This Privacy Policy contains, in particular, all necessary information required by Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (general regulation on data protection), whose provisions apply from 25 May 2018.

This Privacy Policy also describes the rules of use of cookies by Blue Services Sp. z o.o. in terms of storing information on your Devices and accessing this information.

I. Definitions

1. **You** – a user using the services provided by Blue Services Sp. z o.o. or providing access to their Personal Information to Blue Services Sp. z o.o. All provisions set out in this Privacy Policy, which by incorporation of the appropriate pronouns (or their variants) refer to such a user, e.g. your, yourself, yourselves, etc., shall also apply to the user.
2. **Blue Services Sp. z o.o. (or we)** – Blue Services Spółka z ograniczoną odpowiedzialnością with its registered office in Sopot, ul. Powstańców Warszawy 19, registered in the District Court for Gdańsk-Północ, 8th Commercial Division of the National Court Register under KRS no. 0000350284, Tax Identification Number (NIP): 204-000-24-95, with the share capital of PLN 60,700.00. All provisions set out in this Privacy Policy, which by incorporation of such pronouns as "us", "our" or "ourselves" (or their variants) refer to Blue Services Sp. z o.o., shall also apply to Blue Services Sp. z o.o.
3. **Privacy Policy** – a document prepared by Blue Services Sp. z o.o. that you are reading.
4. **Personal Data** – all information regarding you (e.g. your given name, surname, e-mail address or telephone number, etc.) that you personally provide to Blue Services Sp. z o.o., or which Blue Services Sp. z o.o. obtains from other sources.
5. **GDPR** – Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on Data Protection), whose provisions apply from 25 May 2018.
6. **Cookies** – IT data, in particular small text files, sent via the Blue Services Sp. z o.o. website and then saved and stored on your Device through which you use our website.
7. **Device** – your computer, telephone, tablet or other telecommunications end device through which you connect with and access the website, IT system or application of Blue Services Sp. z o.o.

II. Personal Data Processing

Blue Services Sp. z o.o. will process your Personal Data in accordance with the rules explained in Points 1-10 below, in which you will also find all the information the provision of which is required by the GDPR, and in particular by Art. 13 the GDPR.

1. Who is the controller of your Personal Data?

The controller of your Personal Data is Blue Services Spółka z ograniczoną odpowiedzialnością with its registered office in Sopot, ul. Powstańców Warszawy 19, registered in the District Court for Gdańsk-Pólnoc, 8th Commercial Division of the National Court Register under KRS no. 0000350284, Tax Identification Number (NIP): 204-000-24-95, with the share capital of PLN 60,700.00.

2. How can you contact the controller?

The processing of the Personal Data of all our customers, including your Personal Data, is overseen by the data protection officer appointed by us. You can contact the data protection officer:

- by sending an e-mail to the following address: odo@blueservices.pl
- or by sending a written message to the following address: Blue Services Sp. z o.o., ul. Powstańców Warszawy 19, 81-718 Sopot, with a note: personal data protection.

3. When does Blue Services Sp. z o.o. process your Personal Data?

Blue Services Sp. z o.o. processes your personal data:

- when you use the services provided by Blue Services Sp. z o.o. through our websites, IT systems or applications;
- when you contact Blue Services Sp. z o.o. to have your case or complaint considered;
- when Blue Services Sp. z o.o. sends you marketing information based on and within the limits of your consent;
- sometimes Blue Services Sp. z o.o. may also process your Personal Data if they are lawfully provided or entrusted to us by another controller of your Personal Data.

4. Which your Personal Data are processed by Blue Services Sp. z o.o.?

Blue Services Sp. z o.o. processes your Personal Data:

- which you have made available to us, e.g. by completing a form or registering in our website, IT system or application;
- which we have developed ourselves, or which have been made available to us by the device you use when using our services, websites, IT systems or applications, e.g. via cookies or other tools used by us;
- which have been lawfully provided or entrusted to us by other controllers of your Personal Data.

Blue Services Sp. z o.o. – in accordance with the provision of the GDPR obliging us to minimize the processed personal data – takes due care to process only such of your Personal Data that are adequate, relevant and necessary for the purposes for which they are collected and processed.

5. For what purpose does Blue Services Sp. z o.o. process your Personal Data?

Blue Services Sp. z o.o. processes your Personal Data for the following purposes:

- If you use the services provided through our websites, IT systems or applications and conclude a contract with Blue Services Sp. z o.o. by accepting the terms and conditions of these services provision, we process your Personal Data in order to take action at your request prior to this contract conclusion or in order to perform this contract, including handling of your complaints.

- Blue Services Sp. z o.o. processes some of your Personal Data if it is necessary to fulfill our obligations under the law, for example these concerning the transfer of personal data to authorized public bodies or law enforcement authorities; or these concerning the obligation to collect or keep some personal data for a certain period of time resulting from such laws as the Tax Acts, the Accounting Act, the Act on Counteracting Money Laundering and Terrorism Financing; Act on the Out-Of-Court Resolution of consumer disputes or the Telecommunications Law Act.
- Blue Services Sp. z o.o. may also process your Personal Data for other purposes resulting from the legitimate interests of the controller, including in order to:
 - determine, exercise or defend any claims related to the services we provide or to our business;
 - monitor, prevent and detect any fraud or abuse committed through our services or through our websites, IT systems or applications;
 - direct marketing of products or services of Blue Services Sp. z o.o., thanks to which we can inform you about our offers or provide you with other commercial information;
 - monitor your activity in our websites, IT systems or applications using cookies or other tools applied by us;
 - profile your interests and needs (also using cookies) in order to send you only offers or commercial information that may be of interest to you.
- If you give your consent to Blue Services Sp. z o.o., we will be able to process your Personal Data in order to contact you by phone or to send you information about our offers or other commercial information to your e-mail address or to your mobile phone.
- If you are interested in offers or other commercial information about our partners with whom we cooperate and you agree to receive such information, we will be able to process your Personal Data in order to send you such information on behalf of our partners or to share your Personal Data with our partners so that they could send such information themselves to you.
- If we were to process your Personal Data for a purpose other than the one for which we have collected them and about which we have previously informed you, we will at first inform you about it and ask for your consent, if it is required by the law.

6. On what basis does Blue Services Sp. z o.o. process your Personal Data?

The legal basis for processing your Personal Data by Blue Services Sp. z o.o. is:

- a contract concluded between you and us and its implementation, or
- your consent, or
- execution of legally justified interests of Blue Services Sp. z o.o. (the controller), or
- fulfillment by Blue Services Sp. z o.o. of the obligations arising from applicable regulations of law – depending on the circumstances, these may include: the Act on the Provision of Electronic Services; the Telecommunications Law Act; the Act on the Out-Of-Court Settlement of Consumer Disputes; the VAT Act; the Act on Counteracting Money Laundering and Financing of Terrorism.

And above all Blue Services Sp. z o.o. processes your Personal Data in accordance with the applicable provisions of law on the protection of personal data, in particular in accordance with the provisions of the GDPR.

7. Who will Blue Services Sp. z o.o. share your Personal Data with?

The principle adopted by Blue Services Sp. z o.o. is that we do not share your Personal Data with any third parties or entities.

But there may be exceptions to this rule in cases:

- when you voluntarily agree to disclose your Personal Data – while you may revoke your consent at any time;
- when such disclosure of your Personal Data is necessary in order to perform the service ordered by you – in this case, the recipients of your Personal Data may be such entities as:
 - a telecommunications operator – within the scope of your Personal Data necessary to provide a telecommunications service (e.g. your mobile phone number necessary for sending text messages);
 - a bank or other payment service provider – within the scope of your Personal Data necessary to complete a transaction or a payment service.

In special cases your Personal Data may be made available by us at the request of entities authorized to receive them on the basis of the generally applicable provisions of law, e.g. authorized state bodies or law enforcement agencies. We guarantee that any such request for access to your Personal Data is thoroughly investigated by us, and the transfer of your Personal Data takes place only if, as a result of such an analysis, we find that there is an important and effective legal basis to request disclosure of your Personal Data to these entities.

At the same time, we inform you that Blue Services Sp. z o.o. may use the help of external entities in the execution of certain tasks or services, e.g. destruction of documents, marketing services, handling of payment transactions, provision of telecommunications services. In this case, and only for a specific purpose, we may entrust the processing of your Personal Data to entities being our subcontractors, while we will still remain the controller of your Personal Data and be liable for their security.

8. How long will Blue Services Sp. z o.o. process your Personal Data?

Blue Services Sp. z o.o. will process your personal data as short as possible.

For individual cases of Personal Data processing, the processing time may be:

- if Blue Services Sp. z o.o. processes your Personal Data on the basis of a contract concluded with you – the processing of your Personal Data will continue as long as the contract is in force and for the period of prescription of any possible claims that may arise in connection with this contract.
- If you have agreed to the processing of your Personal Data by Blue Services Sp. o.o. for a specific purpose – we will process your Personal Data until you cancel your consent.
- In the case when Blue Services Sp. z o.o. processes your Personal Data as a part of execution of the legitimate interest of the controller – we will process your Personal Data as long as this interest continues. In the specific cases when we process your Personal Data for purposes of direct marketing, including profiling, we will process it until you object to such processing.
- In the case when Blue Services Sp. z o.o. processes your Personal Data in order to comply with the obligations arising from the applicable regulations of law – we will process your Personal Data for as long as it complies with these regulations of law.

9. Do you have to provide Blue Services Sp. z o.o. with your Personal Data?

In general, you do not have to provide your Personal Data to Blue Services Sp. o.o. and any provision of your Personal Data by you is always voluntary.

However, some of your Personal Data may be necessary for you to conclude an agreement with Blue Services Sp. z o.o. and to enable us to properly provide services to you, or to meet the requirements set out by the law that we must observe. In other words, if – in specific cases – you do not provide us with your Personal Data, we will not be able to provide services to you.

10. Will your Personal Data be subject to an automated decision-making process (including profiling)?

For some services Blue Services Sp. z o.o. uses automated decision-making processes, including profiling.

- In particular, Blue Services Sp. z o.o. may perform profiling as part of the provision of lead acquisition and verification services (Personal Data provided for a specific marketing purpose), carried out through our website / BlueLead IT system. In the BlueLead system, subject to profiling may be your Personal Data that: (i) were provided by you voluntarily via the form made available by Blue Services Sp. z o.o. on the Internet, or (ii) are information about you collected by the BlueLead system automatically (e.g. statistical, systemic or behavioral data), or (iii) are your other Personal Data or information about you obtained legally by Blue Services Sp. z o.o. from other sources, including from business partners of Blue Services Sp. z o.o. The consequence of profiling in the BlueLead system is the provision to you of specific offers or other commercial information tailored to your needs based on the profiling performed.
- In the case when Blue Services Sp. z o.o. processes your Personal Data as a part of the legitimate interest of the controller and for this purpose subjects your Personal Data to profiling, you can object to such processing and profiling of your Personal Data at any time.

III. Personal Data protection and safety

1. Blue Services Sp. z o.o. cares about the security of your Personal Data by using appropriate technical and organizational security measures that ensure, in particular, confidentiality, protection against unauthorized or unlawful processing and accidental loss, destruction or damage to your Personal Data.
2. Blue Services Sp. z o.o. declares that in order to protect the Personal Data processing it uses properly secured IT systems, applies current and proven technologies and appropriate security procedures, in accordance with applicable legal standards, security requirements and confidentiality rules.
3. The basic means of protection of Personal Data is the use of secure connections (e.g. SSL protocols), data encryption and the use of other technical, programming or organizational solutions (e.g. restriction and control of access to Personal Data).
4. Moreover, Blue Services Sp. z o.o. ensures that your Personal Data are processed only by authorized persons and entities.

IV. Your rights related to the processing of your Personal Data

In connection with the processing of your Personal Data by us, Blue Services Sp. z o.o. has obligations to you that you may enforce from us – your rights are described below.

Please be advised that if you exercise certain rights, including the right to withdraw your consent, the right to erase your Personal Data, the right to restrict processing, the right to object or the right not to be subject to automated decision-making; there is a possibility that Blue Services Sp. z o.o. it will not be able to provide some services to you (in full or in part) for the provision of which processing of certain Personal Data is necessary.

1. Right to withdraw the consent

You have the right to withdraw your consent at any time, based on which Blue Services Sp. z o.o. processes your Personal Data. Processing of your Personal Data by us on the basis of your prior consent will be lawful by the time you withdraw your consent.

Where possible, Blue Services Sp. z o.o. may also enable you to use a separate, dedicated, secure IT system, available remotely via the Internet, through which:

- you will have the opportunity to obtain information on what consents, with what content and in which websites, IT systems or applications can be collected by Blue Services Sp. o.o. – after you have correctly provided a login and password for these websites, IT systems or applications; or
- you will be able to get information about your previous consents; or
- you will be able to withdraw the consents given to us earlier; or
- you will be able to give consent to processing by Blue Services Sp. z o.o. of your Personal Data for specific purposes.

2. Right to access your Personal Data

You have the right to obtain information from us about your Personal Data being processed, for what purpose we process them, which categories of your Personal Data we hold, what recipients or categories of recipients of your Personal Data are and how long we plan to store your Personal Data (and when it is not possible to determine that, the criteria for determining this period).

You have the right to request Blue Services Sp. z o.o. to provide and we will provide you with a copy of your Personal Data subject to processing at your request. We have the right to charge you with a reasonable fee resulting from administrative costs for all subsequent copies you request.

To request a copy of your Personal Data processed by us, please send an e-mail to the e-mail address of the data protection officer: odo@blueservices.pl.

3. Right to rectification

You have the right to request us to rectify your Personal Data that is inaccurate or to supplement incomplete Personal Data.

4. Right to erasure

You have the right to request erasure of your Personal Data processed by us. We will promptly satisfy your request, unless we are required by law to further process your Personal Data, the law indicates an obligation that we must fulfill, or if your Personal Data are necessary for us to determine, assert or defend any claims. We will erase your Personal Data at your request if:

- your Personal Data is no longer necessary for the purposes for which it was collected or otherwise processed; or
- you have withdrawn your consent to the processing of your Personal Data if we processed them only on the basis of your consent and there is no other legal basis that authorizes us to further process your Personal Data; or
- you objected to the processing of your Personal Data as part of the legitimate interest of the controller and there is no other legal basis that authorizes us to further process your Personal Data; or
- your Personal Information have been processed unlawfully by us; or

- your Personal Data must be erased due to an obligation under the law.

5. Right to restriction of processing

You have the right to request restriction of your Personal Data processed by us in the following cases:

- when you report to us that your Personal Data processed by us is inaccurate – the restriction takes place for a period that allows us to verify the accurateness of your Personal Data;
- if we do not have a legal basis to process your Personal Data, and you will object to definitively erase them and you ask to restrict their processing in return;
- if we no longer need your Personal Data for the purposes for which we have collected them, but you need them to establish, exercise or defend claims;
- if you objected to the processing of your Personal Data – the restriction occurs until it is established whether there is a legally justified legal basis on our side that overrides your objection, allowing us to further process your Personal Data.

If you request to restrict the processing of your Personal Data, Blue Services Sp. z o.o. will only be able to store your Personal Data and will not be able to process it in any other way unless you give your respective consent, or it is necessary to establish, exercise or defend claims, or to protect the rights of another natural or legal person.

6. Right to Personal Data portability

You have the right to request to receive from Blue Services Sp. z o.o. your Personal Data that you provided to us, in a machine-readable format and to transmit those data to another controller.

The right to data portability concerns Personal Data processed in an automated manner, which Blue Services Sp. z o.o. processes on the basis of your consent, or on the basis of a contract concluded with you.

7. Right to object

You have the right to object to processing by Blue Services Sp. z o.o. of your Personal Data as part of the legitimate interest of the controller. We will immediately terminate such processing unless there is a legally valid basis for further processing of your Personal Data by us, which overrides the objection, or a basis for determining, exercising or defending any claims.

Your objection will, however, always be taken into account by Blue Services Sp. z o.o. in relation to the processing of your Personal Data by us for the purposes of direct marketing, including profiling, to the extent to which such processing is related to direct marketing. In this case, after receiving objection, Blue Services Sp. o.o. will cease to process your Personal Data for direct marketing purposes.

8. Right not to be subject to automated decision-making

You have the right not to be subject to the decision-making process performed by Blue Services Sp. z o.o., which is based solely on automated processing, including profiling, and produces legal effects concerning you or similarly significantly affects you.

Blue Services Sp. z o.o. may, however, use an automated decision-making process, including profiling, when such a decision:

- is necessary for entering, or performance of, a contract between you and us; or
- is authorised by separate provisions of law; or
- is based on your explicit consent.

In case you are subject to the process of automated decision making, including profiling, you have the right to request Blue Services Sp. z o.o. to obtain an intervention of our employee, who will additionally verify your situation and the decision made; in addition, you may express your point of view or contest the decision made.

9. Right to lodge a complaint with a supervisory authority

In case you decide that by processing your Personal Data Blue Services Sp. z o.o. has violated your rights or regulations of the GDPR, you have the right to lodge a complaint with a supervisory authority, i.e. the General Personal Data Inspector or his successor, i.e. the President of the Office for Personal Data Protection.

V. Unsolicited commercial information

1. Blue Services Sp. z o.o. will not send any unsolicited commercial information electronically to you.
2. Your Personal Data may be used by Blue Services Sp. z o.o. in order to send you our commercial information or commercial information from our business partners electronically only if you give us your respective consents. You can also withdraw such consents at any time.
3. In particular, Blue Services Sp. z o.o. complies with legal requirements regarding the ability to send you, based only on your consent, any commercial information:
 - by electronic means – in accordance with the provisions of the Act on the Provision of Electronic Services of 18 July 2002;
 - to your Device – in accordance with the provisions of the Telecommunications Law Act of 16 July 2014.

VI. Cookies

1. Blue Services Sp. z o.o. informs that when you use our websites, IT systems or applications, we may use cookies or similar technologies to send certain information (hereinafter collectively referred to as Cookies) to your Device, which you use when using our websites, IT systems or applications, and to store such information on your Device, as well as access this information. Thanks to the use of cookies, in particular, we can adapt websites to your individual preferences and to profile and monitor your activity on our websites.
2. Cookies used by Blue Services Sp. z o.o. :
 - are safe for your Device, in particular they are not viruses or other unwanted software;
 - under no circumstances make it possible to download any Personal Data or confidential information from your Device, but only allow access to certain information (Cookies) sent by us and stored on your Device;
 - contain the name of the domain they come from, their storage time on the device and the assigned value;
 - do not cause any configuration changes in your Device or in the software installed on your Device.
3. Blue Services Sp. z o.o. uses different types of Cookies, which differ in type and durability. These files can be divided due to the time of their storage on your Device into:
 - Session Cookies: they are stored on your Device and remain there until the end of a session of a specific software (in particular a web browser), and then the saved information is permanently deleted from the memory of your Device;

- Persistent Cookies: they are stored on your Device and remain there until they are deleted or have expired – the end of a session of a specific software (in particular a web browser) or turning off the Device does not delete them from your Device.
4. Due to the origin, Cookies used by Blue Services Sp. z o.o. can be divided into:
- Own Cookies: placed on websites, in IT systems or applications of Blue Services Sp. z o.o. directly by us;
 - External Cookies: placed on websites, in IT systems or applications of Blue Services Sp. z o.o. by third-party entities whose components (software) have been called by us (e.g. Google Analytics, Gemius SA, Crazy Egg).
5. Blue Services Sp. z o.o. uses Cookies, among others, for the following purposes:
- to configure our websites, IT systems or applications, including adjusting their content or functionality to your preferences and optimizing their operation;
 - to authenticate you in our website, IT system or application and to maintain your session after logging in, thanks to which you will not have to for example re-enter your login and password on every sub-page of our website;
 - to create anonymous statistics that allow us to analyze how users use our website, IT system or application, which allows us to improve their structure and content;
 - to obtain information about the source from which you came to our website (e.g. an advertising banner displayed on the third party's website, Google AdWords);
 - to adapt advertisements and our services presented through our website, IT system or application;
 - to ensure safety and reliability of our website, IT system or application.

6. Consent to the use of Cookies by Blue Services Sp. z o.o.

- Blue Services Sp. z o.o. may send cookies to your Device, save them and store them on your Device and access them only on the condition that you give your prior consent to such an action.
- In the event that the storage of information (Cookies) on your Device or access to them is necessary to provide to you the telecommunications service or service provided electronically, your consent to the use of Cookies by Blue Services Sp. z o.o. is not required.
- You can consent to the use of Cookies by Blue Services Sp. z o.o. through the software settings of the Device used by you to access our website, IT system or application, e.g. through the settings of the web browser used by you.
- You may refuse to give the consent to the use of Cookies by Blue Services Sp. z o.o. or, at any time, withdraw your prior consent, by changing the appropriate software settings of the Device used by you to access our website, IT system or application, e.g. by changing the settings of the web browser used by you (detailed instructions on disabling the support of Cookies are available in the settings of individual web browsers).
- In many cases, software that allows the use of websites (e.g. Internet browsers), by default, allow the handling and storage of Cookies on your Device. Therefore, we recommend that you check the settings of the software you are using and possibly make appropriate changes to these settings in accordance with your privacy preferences. In particular, you can change the settings of this software so to block the automatic handling of Cookies.
- If you agree that the settings of your software allow handling of Cookies, it will be equivalent to your consent to the use of Cookies by Blue Services Sp. z o.o. in our website, in the scope

specified in this Privacy Policy, within the meaning of Art. 173 Sec. 2 of the Telecommunications Law Act of 16 July 2004. In this case, Blue Services Sp. z o.o. will be entitled to use Cookies or similar technologies to send Cookies to your Device, to save and store them on your Device and to access them.

- However, Blue Services Sp. z o.o. informs that disabling Cookies by you may lead to difficulties in using some of the functionalities of our websites, IT systems or applications.

7. Consent for installation and use by Blue Services Sp. z o.o. of software for the provision of telecommunications services or services provided electronically

While providing telecommunications services or services provided electronically, Blue Services Sp. o.o. may also install some software on your Device intended for using these services or use this software, but only on condition that before this software installation you consent to its installation and use.

Before installing such software on your Device, Blue Services Sp. z o.o. will inform you about the purpose for which this software will be installed, how we will use this software and how you can remove this software from your Device.