

## Privacy policy and the use of "cookies" on the tuning-files.org website

### General information

This document sets out the rules of the Privacy Policy on the tuning-files.org website (hereinafter referred to as the "Website"). The administrator of the Website is Grzegorz Kondzior running a business under the name AGROTRONIC GRZEGORZ KONDZIOR, entered into the Register of Entrepreneurs of the Central Register and Information on Economic Activity kept by the Minister of Development, at the address: Księżyno, ul. Niewodcka 26, 16-001 Kleosin, NIP: 9661786893, REGON: 200444890.

Capitalized words have the meaning given to them in the regulations of this Website.

Personal data collected by the Website Administrator are processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/2016 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) (Official Journal of the EU L 119, p. 1), hereinafter referred to as: GDPR.

The Administrator of the Website makes special efforts to protect the privacy and information provided to him regarding the Users of the Website. The administrator selects and applies appropriate technical measures, including those of a programming and organizational nature, to ensure the protection of the processed data with due diligence, in particular, protects the data against unauthorized access, disclosure, loss and destruction, unauthorized modification, as well as against their processing in violation of applicable law.

The possibility of using the Services available on the website is not addressed to children under 16 years of age. The personal data administrator does not provide for the purposeful collection of data regarding children under 16 years of age.

### Personal data

#### Personal data administrator

The administrator of your personal data is:

Grzegorz Kondzior conducting business activity under the name AGROTRONIC GRZEGORZ KONDZIOR, entered into the Register of Entrepreneurs of the Central Register and Information on Economic Activity kept by the Minister of Development, at the address: Księżyno, ul. Niewodcka 26, 16-001 Kleosin, NIP: 9661786893, REGON: 200444890.

Regarding your personal data, you can contact the Personal Data Administrator via:

- e-mail: [orders@tuning-files.org](mailto:orders@tuning-files.org),
- traditional mail: Księżyno, ul. Niewodcka 26, 16-001 Kleosin,
- phone: +48 666 300 800,
- contact form at: <http://tuning-files.org/en/contact/>.

## Purposes and legal grounds for processing personal data

The personal data administrator processes your personal data for the following purposes and scope:

- take action before concluding the contract at your request (e.g. setting up an Account), i.e. data provided in the registration form on the Website, i.e. e-mail address and password, gender; if the Account is registered via an external authentication service (e.g. Google+, Facebook), we collect your name and surname; in order to provide Services that require setting up an Account, we process your data provided in the Account, including data on services provided and paid services;
- in order to provide Services that do not require setting up an Account, i.e. browsing the Website's pages, searching for content or Services, we process personal data regarding your activity on the Website, i.e. data regarding the content or Services you browse, data regarding your device session, system operating, browser, location and unique ID, IP address;
- performance of the Agreement for the provision of Services and the use of functionalities both requiring and not requiring the creation of an Account, i.e. registering and storing Packages under the Account, placing Orders,
- enabling contact between the Service Provider and Users, negotiations or other arrangements, informing about the status of the Order, Account or Order history, we process personal data provided by you in the Account and as part of Order and contact forms, as well as data regarding your activity on the Website, i.e. data about the Services you view, as well as data about the session, your device and operating system, browser, location and unique ID. Providing certain data is a condition for using individual Services and functionalities (obligatory data). Our system automatically marks mandatory data. The consequence of not providing this data is the inability to provide certain Services and functionalities. Apart from the data marked as obligatory, providing other personal data is voluntary;
- for statistics on the use of individual functionalities available on the Website, to facilitate the use of the Website and ensuring the IT security of the Website, we process personal data regarding your activity on the Website and the amount of time spent on each of the subpages on the Website, your search history, location, IP address, device ID, data regarding your web browser and operating system;
- in order to establish, pursue and enforce claims and defend against claims in court proceedings and other enforcement authorities, we may process your personal data provided when registering on the Website (setting up an Account), ordering services and other data necessary to prove the existence of a claim or which result from a legal requirement, court order or other legal process;
- in order to consider complaints, complaints and requests and to answer Users' questions, we process the personal data provided by you in the contact form, complaints, complaints and requests, or in order to answer questions contained in a different form and some personal data provided by you in the Account as well as data on the Services we provide, which are the cause of the complaint, complaint or request, as well as data contained in the documents attached to the complaint, complaint or request;
- in order to market our Services and the services of our partners, including remarketing, for this purpose we process personal data provided by you when creating an Account and updating it, data regarding your activity on the Website, including activities that are registered and stored via files cookies, in particular the history of activity, ordered services, search history, clicks on the Website, login and registration dates, history and your activity related to our communication with you. In the case of remarketing, we use data about your activity to reach you with our

marketing messages outside the Website and we use the services of external providers for this purpose. These services consist in displaying our messages on websites other than the Website. Details on this subject can be found in the records regarding Cookies;

- in order to organize competitions and loyalty programs, i.e. notifications about accumulated points, notifications about winnings and advertising our offer, we use your personal data provided in the Account and when registering in a competition or loyalty program. Detailed information on this subject is provided each time in the terms of participation of a given contest or loyalty program;
- for the purpose of market and opinion research by us or our partners, i.e. information about services, your data provided in the Account or when using services, e-mail address. Data collected as part of market research and opinion research are not used by us for advertising purposes. Detailed instructions are given in the information about the given survey or in the place where you enter your data.

#### Categories of relevant personal data

The personal data controller processes the following categories of relevant personal data:

- contact details;
- data on activity on the Website;
- data regarding orders on the Website;
- data on complaints and requests;
- marketing services data.

#### Voluntary provision of personal data

Providing the required personal data by you is voluntary and is a condition for the provision of services by the Personal Data Administrator via the Website.

#### Data processing time

Personal data will be processed for the period necessary to perform orders, services, marketing activities and other services performed for the User. Personal data will be deleted in the following cases:

- when the data subject asks for their removal or withdraws their consent;
- when the data subject has not taken any action for more than 10 years (inactive contact);
- after becoming aware that the stored data is outdated or inaccurate.

Some data in the field of: e-mail address, name and surname may be stored for the next 3 years for evidence purposes, consideration of complaints, complaints and claims related to the services provided by the Website - these data will not be used for marketing purposes.

Data on orders for paid services, competitions and loyalty programs will be stored for a period of 5 years from the date of delivery of the order.

We store data on Users who are not logged in for a period of time corresponding to the life cycle of cookies saved on devices or until they are deleted on the User's device by the User.

Your personal data regarding preferences, behavior and selection of marketing content may be used as a basis for making automated decisions in order to determine the sales opportunities of the Website.

#### Recipients of personal data

We transfer your personal data the following categories of recipients:

- state authorities, e.g. the prosecutor's office, the Police, GODO, the President of the Office of Competition and Consumer Protection, if they ask us for it,
- service providers that we use when running the Website, e.g. in order to fulfill an order. Depending on contractual arrangements and circumstances, these entities act on our behalf or independently define the purposes and methods of their processing.

#### Rights of the data subject

Based on the GDPR, you have the right to:

- request access to your personal data;
- request rectification of your personal data;
- request removal of your personal data;
- requests to limit the processing of personal data;
- object to the processing of personal data;
- requests to transfer personal data.

The personal data administrator, without undue delay - and in any case within one month of receiving the request - provides you with information about the actions taken in connection with your request. If necessary, the one-month period may be extended by another two months due to the complexity of the request or the number of requests.

In any case, the Personal Data Administrator will inform you about such an extension within one month of receiving the request, stating the reasons for the delay.

#### Right of access to personal data (Article 15 of the GDPR)

You have the right to obtain information from the Personal Data Administrator whether your personal data is being processed.

If the Administrator processes your personal data, you have the right to:

- access to personal data;
- obtaining information about the purposes of processing, categories of processed personal data, recipients or categories of recipients of this data, the planned period of storing your data or the criteria for determining this period, about your rights under the GDPR and the right to lodge a complaint with the supervisory authority, about the source this data, about automated decision-making, including profiling, and about the safeguards applied in connection with the transfer of this data outside the European Union;

- obtain a copy of your personal information.

If you want to request access to your personal data, submit your request to: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/>.

Right to rectification of personal data (Article 16 of the GDPR)

If your personal data is incorrect, you have the right to request the Administrator to immediately rectify your personal data.

You also have the right to request the Administrator to supplement your personal data.

If you want to request rectification or supplementation of personal data, submit your request to: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/>.

If you have registered on the Website, you can correct and complete your personal data yourself after logging in to the Website.

The right to delete personal data, the so-called “right to be forgotten” (Article 17 of the GDPR)

You have the right to request the Personal Data Administrator to delete your personal data when:

- your personal data is no longer necessary for the purposes for which it was collected or otherwise processed;
- you have withdrawn a specific consent to the extent that personal data was processed based on your consent;
- your personal data has been unlawfully processed;
- you have objected to the processing of your personal data for the purposes of direct marketing, including profiling, to the extent that the processing of personal data is related to direct marketing;
- you have objected to the processing of your personal data in connection with the processing necessary to perform a task carried out in the public interest or processing necessary for purposes arising from legitimate interests pursued by the personal data Administrator or a third party.

Despite submitting a request to delete personal data, the Personal Data Administrator may process your data further in order to establish, pursue or defend claims, about which you will be informed.

If you want to request the deletion of your personal data, submit your request to: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/>.

The right to submit a request to limit the processing of personal data (Article 18 of the GDPR)

You have the right to request the restriction of the processing of your personal data when:

- you question the correctness of your personal data - the personal data administrator will limit the processing of your personal data for a period of time that allows you to check the correctness of this data;
- when the processing of your data is unlawful, and instead of deletion of personal data you request restriction of data processing processing your personal data;
- your personal data are no longer needed for the purposes of processing, but they are needed to establish, pursue or defend your claims;
- when you have objected to the processing of your personal data - until it is determined whether the legitimate interests of the Personal Data Administrator override the grounds indicated in your objection.

If you want to request the restriction of the processing of your personal data, submit your request to the following address: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/>.

Right to object to the processing of personal data (Article 21 of the GDPR)

You have the right to object at any time to the processing of your personal data, including profiling, in connection with:

- processing necessary to perform a task carried out in the public interest or processing necessary for purposes arising from legitimate interests pursued by the Personal Data Administrator or a third party;
- processing for direct marketing purposes.

If you want to object to the processing of your personal data, submit your request to: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/>.

The right to request the transfer of personal data (Article 20 of the GDPR)

You have the right to receive your personal data from the Administrator in a structured, commonly used, machine-readable format and to send it to another personal data administrator.

You can also request that the personal data administrator send your personal data directly to another administrator (if it is technically possible).

If you want to request the transfer of your personal data, submit your request to: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/>.

Right to withdraw consent

You can withdraw your consent to the processing of your personal data at any time.

Withdrawal of consent to the processing of personal data does not affect the lawfulness of the

processing carried out on the basis of your consent before its withdrawal.

If you want to withdraw your consent to the processing of your personal data, submit your request to the following address: [orders@tuning-files.org](mailto:orders@tuning-files.org) or via the contact form at: <http://tuning-files.org/en/contact/> or use the appropriate functionalities in account.

#### Complaint to the supervisory authority

If you believe that the processing of your personal data violates the GDPR, you have the right to lodge a complaint with the supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged violation.

In Poland, the supervisory authority within the meaning of the GDPR is the Inspector General for Personal Data Protection (GIODO).

#### Cookies General information

When browsing the websites of the Website, "cookies" are used, hereinafter referred to as Cookies, i.e. small text information that is saved on your end device in connection with the use of the Website. Their use is aimed at the correct operation of the Website's websites.

These files allow you to identify the software you use and adapt the Website individually to your needs.

"Cookies" usually contain the name of the domain they come from, their storage time on the device and the assigned value.

#### Security

The "cookies" we use are safe for your devices. In particular, it is not possible for viruses or other unwanted software or malware to get to your devices through cookies.

#### Types of "cookies"

We use two types of cookies:

- Session cookies: they are stored on your device and remain there until the end of the browser session. The saved information is then permanently deleted from your device's memory. The session cookies mechanism does not allow you to download any personal data or any confidential information from your device.
- Persistent cookies: they are stored on your device and remain there until you delete them. Ending the session of a given browser or turning off the device does not delete them from your device. The mechanism of persistent cookies does not allow you to download any personal data or any confidential information from your device.

#### Goals

We also use third-party cookies for the following purposes:

- creating statistics - helping to understand how Users use the Website, which allows improving its structure and content through Google Analytics analytical tools - by Google Inc. based in the USA,
- popularizing the Website via the Internet service YouTube LLC based in the USA,

- popularizing the Website using the twitter.com social networking site - by Twitter Inc. based in the USA,
- popularizing the Website and creating marketing campaigns using DoubleClick tools, whose administrator is Google Inc. based in the USA,
- creating statistics and content performance and protection against anti-DDoS attacks, via Cloudflare, whose administrator is Cloudflare Inc. based in the USA.

To learn about the rules of using Cookies, we recommend that you read the privacy policies of the above-mentioned companies.

Cookies may be used by advertising networks, in particular the Google network, to display advertisements tailored to your preferences. For this purpose, information about the way you move around the web or when you use the website may be stored.

To view and edit information about your preferences collected by the Google advertising network, you can use the tool available at the link <https://www.google.com/ads/preferences/>.

Using the web browser settings or using the service configuration, you can independently and at any time change the settings for Cookies, specifying the conditions for their storage and access by Cookies to your device. You can change these settings so as to block the automatic handling of Cookies in the settings of your web browser or to inform about them each time they are placed on your device. Detailed information about the possibilities and ways of handling Cookies are available in the settings of your software (web browser).