

Dear User,

In connection with the upcoming changes in the protection of privacy, we would like to remind you of the goals and principles on which we process your personal data.

Who processes your data?

The administrator of your personal data is Kagero Publishing, ul. Akacjowa 100, 20-258 Turka, Poland (hereinafter: "Kagero Publishing").

Why do we process your data?

The processing of your data allows us to provide services, including maintaining your account, fulfilling your orders, contacting you as regards to your contract, as well as sending marketing information (including a newsletter).

In particular, we process your personal data:

- 1. in order to perform the contract for the provision of services** (including, among others, the implementation of orders, billing, communication related to the provision of services, communication via the contact form). The basis for processing is the necessity to perform the contract (Article 6 (1) (b) of the RODO). If during registration or while using the account you provided us with some data, the application of which is optional (eg by filling in an optional field of the form), the basis for their processing is consent (Article 6 (1) (a) of the RODO); **The processing of your data for this purpose only takes place if you have an account;**
- 2. to handle complaints and any other claims.** The basis for processing is the legitimate interest of Kagero Publishing (Article 6 (1) (f) of the RODO), consisting of securing information about operation (including, inter alia, the history of your orders, communication with us and payments) in order to handle any claims;
- 3. for analytical or statistical purposes.** The legal basis for processing is the legitimate interest of Kagero Publishing (Article 6 (1) (f) of the RODO), involving the use of financial and sales analyses for internal reporting and determining the optimal directions of our development;
- 4. to send marketing content to you from Kagero Publishing.** The legal basis for processing is the legitimate interest of Kagero Publishing (Article 6 (1) (f) of the RODO), consisting of the delivery of requested marketing communications, including newsletters ie emails containing information about current offers, promotions or contests. **The processing of your data for this purpose takes place only if you have agreed to receive marketing information (newsletters) by email.**

Your personal data will be processed in an IT environment, which means that they can also be temporarily stored and processed to ensure the security and correct operation of IT systems, eg in the context of security backups, tests of changes in information systems, detection of irregularities or protection against abuse and attacks.

How long do we keep your data?

Your personal data will be kept for the duration of the contract. Additionally, after the contract is terminated, your data will be stored due to the obligations arising from accounting and tax regulations, for their duration, and for reasons of legal security, until the time limit for any claims. To the extent that the basis for the processing of your data is consent, your data will be processed until it is withdrawn. You can withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing carried out prior to its withdrawal. If you want to withdraw consent to the processing of personal data, please send an email or letter to the address below.

Who do we share your data with?

In connection with the services that external entities provide to Kagero Publishing, these entities may gain access to your personal data to the extent necessary to perform these services. These entities are service and information systems providers, postal operators and couriers, payment operators.

What rights do you have?

Due to the processing of your data by Kagero Publishing you have a number of rights:

- you can get information about how and to what extent we process your data and additionally a copy of your personal data. In case your request includes copies of data, you can help us by indicating a copy of which data you would like to receive. Kagero Publishing may charge a fee for the second and subsequent copies, which you will be notified of. The amount of the fee will correspond to the costs of its preparation;
- you can request correction of your data (if they have been incorrectly saved or if they have changed), their deletion (if there is no reason for Kagero Publishing to process them) or processing restrictions (if you want Kagero Publishing to process your data only to a limited extent, the time of considering your opposition or request for correction of the data, and also if you want the data to be stored in connection with your claims);
- you can request the transfer of your data that you provided to us in a structured, commonly used, machine-readable format. You can give the data yourself to your chosen administrator. In addition, if it is technically possible, while maintaining the appropriate security standards, we can do it for you at your request.
- if the processing of your data by Kagero Publishing is based on a legitimate interest, you can object to such processing.

If you feel that processing your data violates your rights, please tell us. We try to respond to the comments and suggestions of our Users. You also have the right to lodge a complaint with the supervisory body (in Poland - the Inspector General for Personal Data Protection or the body established in its place).

How can you contact us?

Kagero Publishing has appointed a Data Protection Officer, who you can contact by sending a message to the email address: zakupyonline@kagero.pl in any matter regarding the processing of your personal data. In addition, you can always write to the following address: Kagero Publishing, ul. Akacjowa 100, 20-258 Turka, Poland or contact us via email address shop@kagero.pl