

## PRIVACY POLICY

### PERSONAL DATA:

1. Personal data provided by you in connection with registration at [www.unibase.pl](http://www.unibase.pl) and conclusion of a lease agreement (in particular, name, surname, address, email address, telephone number, ID card number or passport) are processed by **NNS limited company with responsibility based in Krakow**, at ul. Radziwiłłowska 29/7, 31-026 Kraków, National Court Register: 0000558603, Taxpayer Identification Number: 6772389202, National Business Register Number: 361526892 ("Data Administrator"), tel.: +48 728 31 37 31, email address: [kontakt@unibase.pl](mailto:kontakt@unibase.pl)
2. The **basis** for processing of the above data is:
  - a. indispensability to perform the contract to which you are a party or to take action on your demand, before concluding the contract (art. 6 para. 1 (b)) of the GDPR - e.g., making a reservation, performing a lease agreement;
  - b. indispensability to fulfill the legal obligation of the Administrator (Article 6 (1) (c) of GDPR) - e.g., discharge of tax on the contract;
  - c. Your consent (art. 6 (1) (a) of GDPR).
3. The purpose of processing is:
  - a. taking steps to conclude a contract (making your reservation);
  - b. performance of contract and taking actions related to the concluded contract, in particular with its termination (e.g. deposit, other settlements);
  - c. conducting marketing activities (including sending a newsletter) - only if you consent to them.
4. Personal data provided by you will be **kept for the time necessary to perform activities referred to in sec. 3 above and 10 years after their completion** unless the applicable law requires the Data Administrator to keep personal data for a longer period.
5. **You are not obliged to provide this information.** Providing these data is not a statutory or contractual requirement. Not submitting these data may result in the inability to undertake activities aimed at the conclusion of the contract, inability to perform this contract and take actions related to it, as well as fulfill the legal obligations incumbent on the Administrator.
6. **Recipients of personal data are:** bodies providing services to the Administrator (e.g., accounting, IT, legal), state bodies, etc.
7. **You have the right to:**
  - a. withdraw consent at any time (but this does not affect the lawfulness of the processing of personal data before withdrawal of this consent and the lawfulness of processing of personal data on other legal grounds than consent);
  - b. object to the processing of your personal data;
  - c. request access to their personal data, rectify and delete them and request to limit the processing of personal data and their transfer;
  - d. file a complaint to the supervisory authority.

## **COOKIES**

1. Cookies are small files (in particular text files) containing information necessary for correct use of www.unibase.pl ("Website"), which are saved on the terminal device (computer, tablet, smartphone, etc.) during your use of the Website.
2. Cookies are used, in particular to:
  - a. remembering the login data (in order to not enter the login and password each time);
  - b. collecting statistical data (used to develop and improve the Website in accordance with customer preferences);
3. Cookie files do not contain data to determine the identity of the person using the Website. These files are not harmful to your device and do not change its settings or its software settings.
4. When you use the Website, the following types of cookies are used:
  - a. Session cookies - temporary files that are stored in your device until you log out of the Website;
  - b. Permanent cookies - stored in your device for the time specified in the parameters of these files or until they are removed by you;
5. While using your website, cookies are used that have the following functions:
  - a. necessary for the operation of the Website - these files allow it to function properly, log in, navigate and make reservations. Without saving them on your device, the use of the Website is impossible;
  - b. ensuring the security of transactions carried out within the Website - the lack of these files will make transactions impossible;
  - c. statistical - allow to collect statistical information about the manner in which you use the Website;
  - d. functional - files that allow you to remember settings and preferences. By saving these files on your device, among others it will not be necessary to enter the login and password every time;
  - e. social networking - enabling the integration of social networking sites (among others Facebook) that you use with the Website;
6. Browser settings usually allow cookies to be saved by default. If you do not agree to saving cookies, you should change your browser settings. Changes may consist in saving cookies or informing you each time you save them. It is also possible to manually delete cookies from your device. Detailed information about the possibilities and ways of handling cookies are available in the settings and in the "Help" section of the web browser. Please note that restrictions on the use of cookies may hinder or prevent the use of the Website.

## **FINAL PROVISIONS**

In case of any doubts regarding processing of your personal data, the use of the Website or its functioning (including the use of cookies), please contact the following e-mail address: [kontakt@unibase.pl](mailto:kontakt@unibase.pl)