

## PRIVACY AND COOKIES POLICY WWW.AGENCJAUP.PL

### 1. General Information

1. The operator of the website [www.agencjaup.pl](http://www.agencjaup.pl) is Up Tomasz Graszewicz, Nabelaka 6/16, 00-743 Warszawa, Poland.
2. The Service gathers information about users and their behaviour in one of the following ways:
  - a. through information which users enter in forms voluntarily,
  - b. through cookie files saved in end-devices ("cookies"),
  - c. through collecting web server logs by web the hosting provider – Home.pl, operating at the given address: [www.home.pl](http://www.home.pl).

### 2. Information in forms

1. The website gathers information which the users provide voluntarily.
2. The website can save information about connection settings (i.e. time, IP address), too.
3. The data in the forms is not shared with third parties unless agreed upon with the users.
4. The data provided in the forms may be a set of potential customers, registered by the website operator in the register kept by the Inspector General for Personal Data Protection.
5. The data provided in the forms may be forwarded to subjects implementing certain technical services – this concerns the provision of information about the owner of a registered domain to subjects that are operators of Internet domains (primarily the Research and Academic Computer Network j.b.r. – NASK), services supporting payments and other subjects which cooperate in this field with the website operator.
6. The data contained in the forms is processed to meet the aim of a specific form; for example, to contact sales clients.

### 3. Information about cookies

1. The website uses cookies.
2. Cookie files ("cookies") are computer data, mainly text files, which is stored in the end-devices of the user and is intended for use with the pages of the web service. Usually cookies contain the name of a website that they come from, their storage time on end-devices and a unique number.
3. The website operator places cookies in the users' end-devices and has direct access to them.
4. Cookies are used for the following purposes:
  - a. creating statistics which help in understanding how the users use website, which may lead to improvement of the structure and its content;
  - b. determining users' profiles in order to display advertising materials that are matched to this profile, particularly Google Network.
5. The website uses mainly two types of cookies: session cookies and persistent cookies. Session cookies are temporary files stored in the user's end-device until leaving the website or turning off web browser. Persistent cookies are stored in the end-device of the user for a specified time determined in cookie parameters or until the user deletes them.
6. Software for browsing websites (a browser) usually allows storing cookies on users' end-devices by default. Website users can change these settings; the browser allows deleting cookies. It is possible to block cookies automatically, too. Details on how to do so may be found in the browser's help section or documentation.
7. Restrictions on the use of cookies may influence some of the functions which are available on the website pages.
8. Cookies placed on the users' end-devices can be also used by the advertisers and partners cooperating with the website operator.
9. It is recommended to read the privacy protection policies of these companies to be aware how cookies may be used in statistics: Google Analytics Privacy Policy, <https://www.google.com/analytics/terms/us.html>.

10. Cookies may be used by the ad networks, especially Google, to display ads matched to the specific use of the website. They may keep the information about the user's navigation paths and time spent on a given page for this purpose.

11. In terms of information on user's preferences gathered by the Google ad network, each user can view and edit the information with the use of the following tool:

<https://www.google.com/ads/preferences/>.

#### **4. Server logs**

1. Information about some users' behavior is subject to logging-in into the server layer. This data is used only to administer the website and provide the most efficient use of hosting services.

2. Browsed resources are identified by URL addresses. Moreover, the following may also be saved:

- a. request time,
  - b. reply sending time,
  - c. information about errors that occurs during implementation of the HTTP transaction,
  - d. name of the client's station - the identification is carried out by the HTTP protocol,
  - e. URL address of the previously visited page (referrer link) – in case the website was entered through a reference link,
  - f. information about the user's browser,
  - g. IP address.
3. Data mentioned above is not associated with individual persons viewing the pages.
4. Data mentioned above is used only for server administration purposes.

#### **5. Providing data**

1. The data can be shared with third parties only within limits legally allowed.
2. Data that enables identifying a given user can be shared only upon the user's consent.
3. The operator may be required to provide the information gathered by the website to authorized bodies based on legitimate demands arising from the demand.

#### **6. Managing cookies**

1. If the user does not wish to receive cookies, they may change the browser settings. Disabling cookies that are necessary for the processes of authentication, security, maintenance and user preferences can hinder, or, in some cases, prevent the user from viewing web pages.

2. To manage the cookies settings, users should choose the web browser/system from the list below and follow the instructions:

- a. Internet Explorer
- b. Chrome
- c. Safari
- d. Firefox
- e. Opera
- f. Android
- g. Safari (iOS)
- h. Windows Phone
- i. Blackberry