

## **PRIVACY POLICY OF THE WEBSITE (ALMOSTHEAVEN.PL)**

1. For the Owner of this website, the protection of Users' personal data is of the utmost importance. It makes every effort to ensure that Users feel safe when entrusting their personal data when using the website.
2. User is a natural person, a legal person or an organizational unit without legal personality, which is granted legal capacity by law, using electronic services available on the website.
3. This privacy policy explains the principles and scope of processing of the User's personal data, his rights as well as the obligations of the data administrator, and also informs about the use of cookies.
4. The Administrator uses the latest technical measures and organizational solutions to ensure a high level of protection of processed personal data and protection against access by unauthorized persons.

### **I. PERSONAL DATA ADMINISTRATOR**

The administrator of personal data is the Entrepreneur Mr. Piotr Witkowski, running a business under the name: almost heaven Piotr Antoni Witkowski, based at: 74-201 Warnice 112, NIP: 8531521842 (hereinafter referred to as: "**Owner**").

### **II. PURPOSE OF PROCESSING PERSONAL DATA**

1. The Administrator processes the User's personal data in order to:  

In order to properly establish contact with the client.
2. This means that this data is needed in particular for
  - a. concluding a contract;
  - b. make settlements;
  - c. delivery of goods ordered by the User or provision of services;
  - d. the User exercises all consumer rights (e.g. withdrawal from the contract, warranty).
3. The User may also consent to receiving information about new products and promotions, which will result in the administrator also processing personal data in

order to send the User commercial information, including: new products or services, promotions or sales.

4. Personal data is also processed as part of the fulfillment of legal obligations imposed on the data controller and the implementation of tasks in the public interest, including: to perform tasks related to security and defense or storing tax documentation.

5. Personal data may also be processed for the purposes of direct marketing of products, securing and pursuing claims or protection against claims of the User or a third party, as well as marketing of services and products of third parties or own marketing, which is not direct marketing.

### III. DATA TYPE

1. The administrator processes the following personal data, the provision of which is necessary for:

a. making purchases via the website:

- name and surname;
- sex; - delivery address; - telephone number; - e-mail address;

b. Data provided by the User optionally:

- date of birth;
- PESEL number (in case of requesting an invoice); - NIP number (in case of requesting an invoice for the entrepreneur).

2. In the event of withdrawal from the contract or acceptance of a complaint, and the refund is made directly to the User's bank account, we also process information regarding the bank account number in order to refund the amount due.

3. In addition, the administrator also processes the following data:

- Bank account number

### IV. LEGAL BASIS FOR THE PROCESSING OF PERSONAL DATA

1. Personal data are processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /EC (General Data Protection Regulation), OJ EU L 119, 4/05/2016, pp. 1–88, hereinafter referred to as: "**GDPR Regulation**".

2. The Administrator processes personal data only after obtaining the User's consent at the time of confirmation of the transaction made on the website.

3. Consent to the processing of personal data is completely voluntary, however, failure to consent makes it impossible to make purchases via the website.

## **V. RIGHTS OF THE USER**

1. The user may at any time request information from the administrator about the scope of personal data processing.

2. The User may at any time request correction or rectification of his or her personal data.

3. The user may withdraw his/her consent to the processing of his/her personal data at any time, without giving a reason. The request not to process data may concern the specific purpose of processing indicated by the User, e.g. withdrawal of consent to receive commercial information, or concern all purposes of data processing. Withdrawal of consent for all purposes of processing will result in the User's account being deleted from the website, along with all the User's personal data previously processed by the administrator. Withdrawal of consent will not affect actions already performed.

4. The User may at any time, without giving a reason, request that the administrator delete his data. A request to delete data will not affect any activities performed so far. Deleting data means simultaneous deletion of the User's account, along with all personal data previously saved and processed by the administrator.

5. The User may object to the processing of personal data at any time, both in terms of all the User's personal data processed by the administrator, and only to a limited extent, e.g. regarding the processing of data for a specific purpose. The objection will not affect any actions taken so far. Filing an objection will result in deletion of the User's account, along with all personal data saved and processed by the administrator so far.

6. The User may request that the processing of personal data be limited, either for a specified period of time or without a time limit, but to a specific extent, which the administrator will be obliged to comply with. This request will not affect any actions performed so far.

7. The User may request that the administrator transfer the User's processed personal data to another entity. For this purpose, the User should write a request to the administrator, indicating to which entity (name, address) the User's personal data should be transferred and what specific data the User would like the administrator to provide. After the User confirms his/her wish, the administrator will provide the User's personal data in electronic form to the indicated entity. The User's confirmation of the request is necessary due to the security of the User's personal data and to ensure that the request comes from an authorized person.

8. The Administrator informs the User about the actions taken within one month of receiving one of the requests listed in the previous points.

## **VI. PERSONAL DATA STORAGE PERIOD**

1. In general, personal data is only stored for as long as necessary to fulfill the contractual or statutory obligations for which it was collected. These data will be deleted immediately when their storage is no longer necessary, for evidentiary purposes, in accordance with civil law or in connection with a statutory obligation to retain data.
2. Information regarding the contract is stored for evidentiary purposes for a period of three years, starting from the end of the year in which the business relationship with the User ended. The data will be deleted after the statutory limitation period for pursuing contractual claims has expired.
3. In addition, the administrator may retain archival information regarding concluded transactions, as their storage is related to the User's claims, e.g. under warranty.
4. If no contract has been concluded between the User and the Owner, the User's personal data is stored until the User's account is deleted on the website. The account may be deleted as a result of the User submitting a request, withdrawing consent to the processing of personal data, or raising an objection to the processing of this data.

## **VII. ENTRUSTING DATA PROCESSING TO OTHER ENTITIES**

1. The administrator may entrust the processing of personal data to entities cooperating with the administrator, to the extent necessary to complete the transaction, e.g. to prepare the ordered goods and deliver shipments or provide commercial information from the administrator (the latter applies to Users who have agreed to receive commercial information).
2. Apart from the purposes indicated in this Privacy Policy, Users' personal data will not be made available to third parties in any way, nor will they be transferred to other entities for the purpose of sending marketing materials of these third parties.
3. Personal data of website users are not transferred outside the European Union.
4. This Privacy Policy is consistent with the provisions arising from Art. 13 section 1 and section 2 of the GDPR regulation.