App. 2 - RODO - Privacy Policy and the usage of "cookies" files in the internet Store [www.shop.monksandals.com](http://www.shop.monksandals.com)

Basic information

This document defines the rules of the Policy privacy on the Internet Store (hereinafter “Internet Store”). The Administrator of the Internet Store is Danuta Łężniak running business activity at Monk Sandals.  
Danuta Łężniak is registered at the Entrepreneur Records of the Central Record and Information on Business Activity run by the Minister for Enterprise and Technology at the address: ul. Chopina 29/2, 55-050 Sobótka, NIP: 8971338800, REGON:363808962.

Words with capital letters have meaning assigned to them in the regulations of this Internet Store.  
  
Personal data collected by the Administrator of the Internet Store is processed according to the rules of Enactment of European Parliament and (UE) Board 2016/677 dated 27.04.2016 regarding the protection of physical people in regards to personal data processing and in regards to a free flow of such data as well as abolishing the directive 95/46/WE (general ordinance on data protection) (Official Journal UE L 119, page 1), hereinafter known as RODO.

The Administrator of the Internet Store makes the highest effort in order to protect the privacy and the information passed on to him, which concern the Clients of the Internet Store. The Administrator selects and uses appropriate technical means, including those of software engineering and organisational character, which secure the data protection and especially it protects the data from being shared to unauthorised people, from the data being leaked, lost or damaged, unauthorised modification, as well as its processing in a way that violates the governing law regulations.

The Addressee of possibility of using the Goods and Services available on the website cannot be children below 16 years old. The administrator of personal data does not provide for intended collecting of data concerning the children below 16 years old.

Personal Data

The administrator of your personal data

The administrator of your personal data is:

Monk Sandals Danuta Łężniak  
ul. Chopina 29/2, 55-050 Sobótka

Regarding your personal data you can contact personal data Administrator using:

* electronic mail: [biuro@monksandals.pl](mailto:biuro@monksandals.pl)
* traditional post: ul. Chopina 29/2, 55-050 Sobótka
* phone: +48 721 293 708  
    
  The objectives and the legal basis of processing of personal data  
  The Administrator of personal data can process your personal data for the following purposes and scopes:
* taking on the action before concluding the Agreement on your demand (e.g. setting up an account), meaning the data filled in in the registration form on the Internet Store, meaning email address and having set up the password, sex; if the registration of the Account happens using an external authenticating service (e.g. Google+, Facebook)
* we collect your name and surname and if you register while buying the Goods we collect your name, surname and the data given in order for the order to be carried out such as delivery address; in order to be rendering the Services requiring setting up the account such as: maintaining record-keeping of the orders, informing on the order status, we process your data given in the Account and upon buying the Goods;
* we collect your name and surname given upon placing the order such as the delivery address; in order to be rendering services that require for you to have an account set up such as:
* in order to be rendering the Services not requiring setting up the Account and buying the Goods, such as browsing web pages of the Internet Store, the Goods browser, we process your personal data regarding your activity in the Store, i.e. the data related to the Goods browsed by you, the data related to the session of your device, the operational system, the browser, location and a unique ID, IP address;
* in order to fulfil the Sales Agreement of the Goods (e.g. delivering the ordered Goods), we process personal data given by you upon placing the Orders, such as name and surname, email address, postal address information, payment information, and if you are making your purchase using your Account also the password you’ve set up.
* for the statistic purposes of using specific functionalities available on the Internet Store, facilitating the usage of the Internet Store as well as ensuring that the information security is provided, we process personnel data regarding your activity in the Internet Store and how much time you spend on each of the subpages of the Internet Store, your browsing history, location, IP address, ID of your device, data related to your internet browser and operational system;
* in order to determine, investigate and enforce the demands as well as protect against them in the legal proceedings and other executive bodies, we can process your personal data given upon buying of the Goods or setting up the account as well as other information indispensable to prove the existence of the demand or which result from a legal requirement, court warrant or other legal procedure;
* in order to consider the complaints, claims and motions as well as answers to Client’s questions, we process personal data given by you in the contact form, complaints, claims and applications; either in order to give you the answer to the questions given in another form as well as some of the personal data given by you in the Account and other information related to ordering the Goods and other Services rendered by us which were the subject of the complaint, claim, or the motion as well as the information included in the documents attached to the complaints, claims and motions;
* in order to market our Goods and Services as well as our clients’ and partners’, including re-marketing, we process personal data given by you upon setting up the account and its actualisation, data related to your activity in the Store including placing orders which are registered and stored by using cookie files, especially order history, search history, number of clicks in the Internet Store, login and and registering data, history and your activity related to our communication with you. In case of re-marketing, we use the data on your activity in order for our marketing information to reach you outside of the Internet Store, and for that purpose we use services of the external suppliers. Those services consist in displaying our announcements on the internet pages other than that of the Internet Store. The details on this you will find in the records concerning Cookie Files;
* in order to organise contests and loyalty programs meaning notifications of the points earned, notification of the win as well as marketing our offer, we use your personal data given in the Account and upon registering in the contest or loyalty program. Specific information on this is given each time in the conditions of participation of a given contest or loyalty program;
* in order to survey the market and opinions by us or by our partners, i.e. information on the order, your data given in the Account or during the purchase of the Goods, email address. The data collected as part of the market and opinion survey are not used by us for marketing purposes. Specific guidelines are given within the information on a specific survey or on the spot where you fill in the data.
* contact data;
* data regarding the activity in the Internet Store;
* data regarding orders in the Internet Store;
* data regarding claims and motions;
* data regarding marketing services.  
    
    
  Voluntary giving of personal data  
  Giving by you the required personal data is voluntary and it constitutes a condition of rendering the services by the Personal Data Administrator by hand of the Internet Store.  
  Data processing times  
  Personal data will be processed through the period indispensable to process the orders, services, marketing activities as well as other services performed for the Client. Personal data will be removed in the following instances:
* when the person, who concerns the data asks for its removal or withdraws the given consent;
* when the person, who concerns the data does not take any action for over 10 years (inactive contact)
* after gaining the information, that the data stored is no longer valid or inaccurate.  
  Some of the data such as: email address, name and surname, can be stored for the period of 3 following years for profit-making purposes, investigating the complaints, claims and demands related to the services rendered by the Internet Store - this data will not be used for the marketing purposes.  
  Data concerning the orders of the Goods and paid services, contests and loyalty programs will be stored for 5 years from the date of delivering the order.

Data concerning the unlogged Clients are being store by us for the whole period corresponding to the life cycle recorded on the cookie files software or until the time they are deleted in the Client’s device by the Client.  
Your personal data regarding preferences, behaviours and the choice of marketing content can be used as a basis to taking automated decisions in order to establish sales capabilities of the Internet Store.  
Recipients of the personal data

|  |  |
| --- | --- |
| PayU S.A. with headquarters in Poznan | Completing the payment |
| PayPal Polska sp. z o. o. with headquarters in Warsaw | Completing the payment |
| Poczta Polska S.A. with headquarters in Warsaw | Completing the order |
| DPD Operator with headquarters in Warsaw | Completing the Order |
| InPost S.A. with headquarters in Warsaw | Completing the order transfer |
| Sendit S.A. with headquarters in Poznan | Completing the Order |
| GP Kancelaria Poniatowska-Maj Strzelec- Gwóźdź sp. p. with headquarters in Cracow | Presentation of Certificate of Consensus by hand of the Internet Store [solidnyregulamin.pl](http://solidnyregulamin.pl) |
| Google Inc. (Google Cloud, Google Analytics, Google Analytics 360, Fabric Software) with headquarters in USA | Measuring of the traffic on the webpages, reporting on the application mistakes, creating statistics |
| Google Inc. with headquarters in USA | Defining Client’s profile - Google AdSense and GoogleAdwords |
| Google Inc. with headquarters in USA | Analysing Client’s activity |
| Google Ireland Ltd (Google Adwords, Double Click Manager, Double Click Search, Remarketing Service, Firebase) with headquarters in Ireland | Measuring the effectiveness of the promotion campaigns, promotion campaigns management |
| Facebook Ireland with headquarters in Ireland | Promoting the Internet Store using social service [facebook.com](http://facebook.com) |
| Instagram LLC. with headquarters in USA | Promoting the Internet Store using social service instagram.com |

We share your personal data to the following type of recipients:

* State agencies, e.g. prosecutor's office, Police, PUODO, UOKiK President, unless they turn to us asking for it.
* service providers, which we are using while running the Internet Store e.g. in order to complete the order. Depending on conventional arrangements and on the circumstances, those subjects either work to our order or they individually define the goals and the ways of processing them, you can find a full providers’ list on the online page of our store under the link: …..

The rights of a person, to whom the data concerns

Based on RODO you have the right to:

* demand the access to your personal data;
* demand for your personal data to be corrected;
* demand for your personal data to be deleted;
* demand for limiting of processing your personal data;
* raise an objection against personal data processing
* demand for transferring personal data

The administrator of the personal data without unnecessary delay - in any case within a month’s period since obtaining the claim - provides you with the information on the actions taken in regards to the demand reported by you. Should there be a need, the monthly deadline can be extended to two more months considering a complicated character of the demand or the number of the demands.

In any case, personal data Administrator will inform you about such extension within a month from receiving the demand with the reasons for the delay.  
The right to access personal data (art. 15 RODO)  
You have the right to obtain from personal data Administrator information on whether your personal data is processed.  
If the Administrator processes your Personal data, you have the right to :

* access your personal data
* obtain information on the purposes of processing and the categories of the processed personal data, on the recipients or on recipient categories of this data, on the planned period of storing your data or on criteria of determining such period, on the rights you are entitled to based on Rodo as well as the right to lodge a complaint to supervisory organ about the source of such data, on automating the decision making process, including profiling and on the protection applied regarding transmitting this data outside of EU;
* getting a copy of their personal data  
  If you would like to get an access to your personal data send your demand to the address: biuro@monksandals.pl  
  The right to correct your personal data (art. 16 RODO)  
  If your personal data is incorrect you have the right to claim from the Administrator an immediate correction of your personal data. You also have the right to demand that the Administrator corrects your personal data. If you want to demand correcting your personal data or filling it in, raise your claim to the following address: biuro@monksandals.pl.  
  If you’ve registered on the Internet Store your personal data then you can correct it and fill it in by yourself after logging on to the Internet Store. The right to delete your personal data, ‘right to be forgotten’ (art. 17 RODO)  
    
  You have the right to demand that the personal data Administrator removes your personal data when:
* your personal data are no longer needed for the purposes for which they had been collected or precessed in other ways;
* you withdrew a specific consent , in regards to which your personal data was being processed based on your consent;
* your personal data was process unlawfully;
* you raised an objection against your data being processed for the direct marketing purposes including profiling, in the scope in which processing of the personal data is related to direct marketing;
* you raised an objection agains processing of your personal data in regards to processing indispensable to completing the task executed in the public interest or processing indispensable for purposes resulting from lawfully justified interests carried out by personal data Administrator or a third party.   
  Despite raising a claim for the personal data to be removed, personal data Administrator can continue to process your data in order to establish, vindicate or protect the demands, of which you will be informed.  
  If you would like to demand for your personal data to be deleted, report your demand to the address: biuro@monksandals.pl  
  The right to raise a claim to limit personal data processing (art. 18 RODO)  
  You have the right to demand to limit the processing of your personal data when:
* you dispute validity of your personal data - personal data Administrator will limit processing of your personal data for the time which allows checking validity of that data;
* when the processing of your data is unlawful and instead of deleting this data you demand to limit the processing of your personal data
* your personal data is no longer necessary for the processing purposes, but it is needed in order to establish, investigate or protect your claims;
* when you’ve raised an objection against processing your personal data - until ascertainment if lawfully reasoned interests on the personal Administrator’s party are superior to the foundations indicated in your objection.  
  If you would like to claim to limit the processing of your personal data, report this claim to the following address: biuro@monksandals.pl.  
  The right to the objection against personal data processing (art. 21 RODO)  
  You have the right to raise an objection in any given moment against processing of your personal data, including profiling, in regards to:
* processing necessary for completing the task which is being executed in the public interest or processing indispensable for purposes resulting from lawfully justifiable interests executed by personal data Administrator or a third party
* processing for direct marketing purposes. If you would like to raise an objection against processing your personal data, submit your demand to the address:   
  biuro@monksandals.pl.

You have the right to receive from personal data Administrator your personal data in a structured, commonly used format available for machine reading and send it to another personal data Administrator.  
  
You can also demand for personal data Administrator to send your data directly to another admin (if it is technically possible).  
  
You can withdraw the granted consent to process your personal data at any given moment.  
  
Withdrawal of the consent to process personal data does not influence legality of the processing made based on your consent before the withdrawal.  
  
If you would like to withdraw the consent to process your personal data submit your demand to the address biuro@monksandals.pl or use applicable functionalities in your account.  
  
Complaint to the supervisory organ  
  
If you think that processing of your personal data violates RODO, you have the right to file a complaint to the supervisory organ, especially in the member country of your usual, your place of work or stay or the place of committing the alleged violation.  
  
General information  
  
Upon browsing the internet pages of the Internet store, ‘cookies’ files are being used, hereinafter called Cookies, meaning small text information, which is recorded on your final device in relation to the usage of the Internet Store. Their usage is for the proper running of the Internet store web pages.  
  
Those files enable identifying the software used by you and adjusting the Internet store specifically to your own needs.  
  
“Cookies” files usually contain the domain name from which they derive, the time they have been stored for on a device as well as the assigned value.

Safety

“Cookie” files used by us are safe for your devices. Especially it is not possible to get to your devices through the “cookie” files viruses or other malware or unwanted software.  
  
Types of cookie files:

* Session cookies: they are stored on your device and they remain there util the moment they are deleted from it. Ending the session of a given browser or turning off the device does not delete them from your device. Permanent cookies mechanism does not allow to collect any personal data nor any private information from your device.
* Persistent cookies: they are stored on your device and they stay there until the moment they are deleted. Ending the session for a given browser or turning off the device does not delete them from your device. Persistent cookies mechanism does not allow to collect any personal data nor any private information from your device.  
    
  Goals  
  We also use external parties “cookie” files for the following purposes:
* configuring of the Internet Store
* presenting the Certificate of Consensus by the use of the online service [solidnyregulamin.pl](http://solidnyregulamin.pl), whose administrator is GP Kancelaria Poniatowska-Maj Strzelec-Gwóźdź sp. p. with the premises in Cracow, Privacy Policy is available under the following link: - <http://solidnyregulamin.pl/polityka-prywatnosci/>;
* creating the statistics, which help to understand, in what way the Clients of the Internet Store use the web pages which allows for developing their structure and content by using analytical tools Google Analytics, whose administrator is Google Inc with the premises in USA, Policy of Privacy Protection Google is available under the following links: http://www.google.com/intl/pl/policies/privacy/, <http://www.google.com/intl/pl/policies/privacy/partners/>;
* determining Client’s profile in order to project the suitable content on the marketing networks, with the use of the internet ad tool called Google AdSense, whose administrator is Google Inc. with the premises in the USA, Policy of Privacy Protection Google is available under the following links: http://www.google.com/intl/pl/policies/privacy/, http://www.google.com/intl/pl/policies/privacy/partners/.
* defining Client’s profile in order to show him custom made content in the marketing networks with the usage of internet ad tool Google Adwords, whose administrator is Google Inc. with the premises in the USA, Policy of privacy protection Google is available under the following links:   
  http://www.google.com/intl/pl/policies/privacy/, <http://www.google.com/intl/pl/policies/privacy/partners/>.
* popularising the Internet Store with the help of [facebook.com](http://facebook.com), whose administrator is Facebook Inc. with premises in the USA or Facebook Ireland with the premises in Ireland, Policy of privacy protection is available under the following link: <https://www.facebook.com/help/cookies/>.
* Trusted Shops GmbH with the premises in Cologne (50823) at Subbelrather Strasse 15c enrolled in Trade Register led by the District Court in Cologne, Germany, under the number 32735, NIP UE: DE 812 947 877, in order to inquire about the opinions on the customers level of satisfaction from the purchase made or protecting the buyer’s shopping
* presenting and giving opinions on the web pages of the internet store of the external internet service [ceneo.pl](http://ceneo.pl), whose administrator is [ceneo.pl](http://ceneo.pl) sp z o. o. with the premises in Poznan, Cookies policy is available under the following link: <http://info.ceneo.pl/polityka_plikow_cookies>.
* Skąpiec Sp. z o.o. with the premises in Wrocław at ul. Powstańców Śląski 2-4, 53-33, enrolled in the entrepreneur register of Nationwide Court Register by the District Court for Wrocław - Fabryczna in Wrocław VI Economic Department of Nationwide Court Register under the number KRS 0000412961, with initial capital of 100.000, 00 PLN, with NIP number 8971781582 and REGON number 021834370.
* presenting of the opinions on the web pages of the Internet Store, which are downloaded from the external internet portal opineo.pl, whose administrator is opineo.pl sp. z o. o. with the premises in Wrocław, cookies Policy is available under the following link: http://www.opineo.pl/i/informacje-o-ciastkach.
* popularising the Internet Store with the help of social media service Instagram LLC whose administrator is Instagram LLC with the premises in the USA, Policy of Privacy Protection Instagram.com is available under the following link: https://help.instagram.com/155833707900388.

In order to familiarise yourself with rules on how to use the Cookies, we advise that you read privacy policies of the aforementioned companies.

In order for you to browse and edit the information on your preferences gathered through the marketing network Google, you can use the tool placed under the link: https://www.google.com/ads/preferences/.

With the help of internet browser settings or with the help of service configuration you can independently change the settings regarding Cookies by defining the conditions of their storage and getting the access through Cookies to your device. Those settings you can change in such a way, so that it blocks the automatic Cookies run in the internet browser settings or inform about their each and every time insertion on your device. Specific information on the possibility and ways of using the Cookies are available in the settings of your software (internet browser).