

**Privacy policy**  
**for**  
**GLAMOUR EVENT WEDDING PLANNERS KAROLINA OSTACHOWICZ**  
**(hereinafter referred to as GLAMOUR EVENT)**  
**40-082 Katowice, ul. Sobieskiego 11/E6**  
**TAX ID.: 626-251-33-82**

The notions used in this Privacy Policy have the following meanings:

1. **Privacy Policy** - this is understood as this document, i.e. Privacy Policy applicable to GLAMOUR EVENT.

2. **Personal Data Administrator (PDA)** - a natural or legal person, public body, unit or other entity that independently or jointly with others sets the purposes and methods of personal data processing, i.e. here it is GLAMOUR EVENT with its registered office in Katowice at ul. Sobieskiego 11/E6,  
TAX ID.: 626-251-33-82

3. **RODO** - Regulation of the European Parliament and of the Council No. 2016/679 of 27 April 2016 on protection of physical persons concerning the processing of personal data and on free movement of such data and repealing Directive 95/46/EC (hereinafter: general data protection regulation).

4. **Personal data** - information about an identified or identifiable physical person ("subject of data"); an identifiable natural person is a person who can be directly or indirectly identified, in particular, based on an identifier such as name, identification number, location data, internet identifier or one or more specific factors determining physical, physiological, genetic, economic, cultural or social identity of a natural person.

5. **Processing** - an operation or a set of operations performed on personal data or personal data sets in an automated or non-automated manner, such as collecting, recording, organizing, storing, adapting or modifying, downloading, browsing, using, disclosing by sending, distributing or otherwise sharing, matching or linking, limiting, deleting or destroying.

6. **User** - any natural person visiting the Website or using one or several services or functionalities described in the Policy.

This document is intended to present how to collect, process and use all information about website users. We assure you that all User-related information using our website is used by us in accordance with the applicable law.

## **1. PERSONAL DATA ADMINISTRATOR DATA**

We kindly inform you that the PDA of your personal data is GLAMOUR EVENT, based in Katowice (40-082), ul. Sobieskiego 11/E6,  
TAX ID.: 626-251-33-82, hereinafter referred to as PDA. Contact with PDA is possible at: ul. Sobieskiego 11/E6, 40-082 Katowice, email: info@glamourevent.pl, phone: +48 791543001

## **2. GOAL AND LEGAL BASIS FOR PROCESSING OF YOUR PERSONAL DATA.**

Personal data of all Users using our site, including data about the IP address and other information collected by cookies are processed for the following purposes:

- 1) to undertake actions at the request of the data subject before concluding the contract,

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your personal data will be processed based on Art. 6, par. 1, letter b) of the general Data Protection Regulation, if such actions are taken by you through the contact form provided on the PDA's website,

2) if you contact us via the contact form provided on the PDA's website for purposes other than indicated in point 2), your personal data will be processed only if you consent to such processing in order to provide you with an answer to your request, the legal basis for such processing of personal data will then be Art. 6, par. 1, letter a) of the general data protection regulation,

3) if you consent to such processing, your personal data will also be processed pursuant to Art. 6, par. 1, letter (a) of the General Data Protection Regulation, to send you information about PDA's offers and news.

### **3. COOKIES.**

Cookies are small text files saved by a website in the Internet user's device. The PDA, like other entities, uses the so-called cookies on its website, i.e. small text files, installed on a computer, phone, tablet, or other device of the User browsing websites. They can be read by our system, as well as by systems belonging to other entities the services of which we use (e.g. Google, Facebook). On our website we have the so-called Facebook pixel, which allows you to visit our fanpage. However, to make this possible, we need to use the cookies provided by Facebook.

Cookies meet many functions on the website, including:

a) impact on the processes and efficiency of using the website - cookies are used to ensure that the website works efficiently and that you can use the available features, which is possible, among others, by saving the settings between subsequent visits on the website. Thus, you can efficiently navigate the website and individual subpages; b) state of session - cookies often contain information about how visitors use the website, e.g. which subpages are most often displayed. They also enable identification of errors displayed on some subpages.

Cookies, used to save the so-called "State of session", help to improve services and increase the comfort of browsing the pages and maintaining the state of a session - if the client logs in to the panel, cookies allow the session to be maintained. This means that after moving to another subpage, you do not have to enter your login and password again, which contributes to the comfort of using the website;

c) creating statistics - cookies are used to analyse how users use the website (how many open the website, how long they are on the website, which content arouses the most interest, etc.). Thanks to this, you can constantly improve the website and adapt its operation to users' preferences. To track activity and create statistics, we use Google tools, such as Google Analytics; in addition to reporting website usage statistics, the Google Analytics pixel can also be used, along with some of the cookies described above, to help display more relevant content to the user on Google services (e.g. Google search engine) and across the web;

Importantly, the content of cookies does not allow identifying the user, and cookies do not process or store your personal data. The cookie mechanism is not used to obtain any information about users.

For your convenience, the website uses cookies and similar technologies to adapt the website to the needs of users and for statistical purposes. We kindly inform you that you can configure your web browser to completely or partially disable the storage of cookies on your computer's hard drive. However, you may lose the ability to use some of the Website's functionalities.

Below, we present the instruction to disable cookies in individual browsers:

#### Google Chrome

You have to click the menu (in the upper right corner), the Settings tab > Show advanced settings. In the "Privacy" section, you must click the Content Settings button.

#### Internet Explorer 6.0 and 7.0

From the browser menu (upper right corner): Tools > Internet Options > Privacy, Sites button. Use the slider to set the level, confirm the change with the OK button.

#### Mozilla Firefox

From the browser menu: Tools > Options > Privacy. Activate the Firefox program field: "Use user settings". Cookies are determined here by the Accept cookies function.

#### Opera

From the browser menu: Tool > Preferences > Advanced. Cookies are determined here by checking - or not - the Cookies position.

#### Safari

In the Safari drop-down menu, select Preferences and click the Security icon. Here you select the security level in the "Accept cookies" area.

### **4. RIGHT TO WITHDRAW THE CONSENT**

If the processing of your personal data is based on consent, you have the right to withdraw it at any time. To withdraw your consent, all you have to do is send an e-mail to the address or click the link in the e-mail message attached at the end of the message. At the same time, we would like to point out that the withdrawal of consent does not affect the legal nature of the processing which was made based on the consent before its withdrawal.

### **5. REQUEST FOR PERSONAL DATA.**

Providing your personal data is voluntary but in some cases it is necessary for us to meet your expectations in the use of our contact form, available on our website.

### **6. AUTOMATED DECISION MAKING AND PROFILING.**

We kindly inform you that we do not make automated decision-making based on profiling.

### **7. RECIPIENTS OF PERSONAL DATA.**

The recipients of your personal data are the PDA and representatives authorized by the PDA to process personal data, including in particular the entity providing the PDA e-mail hosting service, i.e. Gaf Design.

### **8. TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES.**

We kindly inform you that your personal data is not transferred outside the European Economic Area.

## **9. PERIOD OF PERSONAL DATA STORAGE.**

The period of storage of your personal data depends on the purpose and legal basis of processing:

- a) if processing your data to provide services electronically, pursuant to Art. 6, par. 1, letter b of the General Data Protection Regulation, your data will be stored by the PDA to make any claims obsolete, however, not less than 5 years from the beginning of the year following the financial year in which operations, transactions and proceedings were finally terminated, repaid, billed or expired,
- b) in the scope of processing of your personal data, in order to answer your question sent via the contact form available on the PDA's website - until you withdraw your consent to the processing of data,

## **10. RIGHT TO FILE A COMPLAINT.**

If you find that the processing of your personal data violates the provisions of the General Data Protection Regulation, you have the right to file a complaint with the supervisory authority.

## **11. ENTITLEMENTS OF ENTITIES WHOSE PERSONAL DATA IS PROCESSED.**

We kindly inform you that in accordance with the applicable law, you have the right to access your personal data, correct it and to delete your personal data - in cases specified in the provisions of Art. 17 of the General Data Protection Regulation. In cases specified in Art. 18 of the general regulation on personal data protection, you have the right to limit the processing of your personal data. In cases specified by law, you also have the right to object to the processing of personal data. In cases where the processing is done based on consent or contract, you also have the right to transfer your personal data.

## **12. PERSONAL DATA SAFETY.**

We would like to assure you that your personal data is processed by the PDA in accordance with applicable laws, including, in particular, the Regulation of European Parliament and Council (EU) No. 2016/679 of 27 April 2016 on protection of individuals in the processing of personal data and on the free flow of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation). The PDA conducts a risk analysis on an ongoing basis to assess the risk that is specific to the processing and implements appropriate measures - such as encrypting the PDA's website and any connections that minimize this risk. Our website has been encrypted by using an SSL certificate, which serves to confirm the owner of a given page and to encrypt communication between the user's web browser and the server. In addition, the PDA has implemented measures to ensure an adequate level of security, including confidentiality. When assessing data security risks, the PDA took into account the risks associated with the processing of personal data, including accidental or illegal destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data sent, stored or otherwise processed, and took appropriate measures to prevent the effects.

## **13. FINAL PROVISIONS.**

1. To the extent not covered by this Privacy Policy, personal data protection regulations shall apply.
2. This Privacy Policy applies from 25 May, 2018.