

PRIVACY POLICY

regarding personal data

1. The administrator of your personal data is **Ichimoku Ltd.** located in Katowice. Our office's location: 1 Bolesław Krzywousty Avenue, Office 4, Katowice. You can contact us via our e-mail address: ido@ichimoku.eu

2. Why we process your personal data?

If you are our customer (including an online store customer), we process your personal data in order to perform the contract with you and for the purposes related to the implementation of tax obligations.

If you are a customer of our online store, we also process data related to your activity on the online store's website on a legal basis - legitimate interest. This processing includes:

- installing cookies in your browser, which, for a specified period of time, will result in displaying our store ads when browsing the Internet using this browser.

After obtaining a separate consent, we can process your personal data also for other marketing purposes (i.e. to invite you to take advantage of the organized promotions and send you other marketing information, as well as to invite you to the Group of Regular Customers).

You can withdraw your consent at any time (without affecting the processing law based on consent before its withdrawal) by unchecking the appropriate box in your account settings.

If you are the person **indicated as the recipient of goods purchased by customers of the online store** (sometimes the customer indicates a family member, neighbor, janitor or employee), the processing of your personal data is based on the legalization premise of **Art. 6 clause 1 letter f)** GDPR, i.e. on the premise of the legitimate interest of the administrator. This legitimate interest is our willingness to perform a contract with the customer who has indicated you as the recipient of the purchased goods. We assume that the customer has agreed with you before providing us with your data, or that receiving shipments is your business responsibility. We conclude that by processing your data in the manner described here, we do not do it for purposes other than those for which our customer obtained it from you.

3. What kind of personal data do we process?

We always try to process only the personal data that is necessary and to a minimum extent, nevertheless we have the right to process your personal data such as:

- if you are our **customer**:
 1. in case of a receipt – the data necessary to issue a receipt
 2. in case of an invoice – the data necessary to issue an invoice

sometimes also

3. contact details necessary in order to to perform the contract (correspondence address, e-mail address, phone number)
 4. data related to performing your warranty or guarantee rights
 5. date of birth (if you belong to our Customer Club)
- if you are a **customer of our online store**:
 1. name and surname
 2. login
 3. phone number

4. e-mail address
5. address
6. address to which the goods are to be sent
7. purchase history
8. in case of a receipt - the data necessary to issue a receipt
9. in case of a VAT invoice – moreover – the data necessary to issue an invoice

sometimes also

10. data related to performing the rights based on the warranty or guarantee, as well as complaints about services provided electronically (running an account in the online store and access to it)
- **if you are the recipient of the goods:**
 1. name and surname
 2. delivery address
 3. phone number

4. Who do we disclose your personal data to?

We disclose your personal data to the required extent to state administration bodies authorized by law (e.g. tax authorities).

Your personal data is processed in the IT system, located partly in the so-called public computing cloud provided by third parties. In contracts with these entities we have guaranteed that they will not be transferred to the so-called third countries (outside the European Economic Area) where GDPR does not apply.

You must also know that in our activities we use the support of specialized external entities that may or must have access to some of your data - these are entities providing us services in the field of:

- IT system support
- delivery (couriers, post office)
- online payment service
- information on insolvent debtors (e.g. KRD, BIG)

In the relevant agreements with these entities, we have guaranteed that your data entrusted to them will be protected in accordance with the GDPR and will not be transferred to third countries.

5. For how long will we be processing your personal data?

We will process your personal data only for as long as it is necessary for tax purposes, i.e. for 5 tax years in accordance with the currently applicable provisions of Polish law. You probably know that five tax years can mean six, and sometimes almost seven calendar years.

If we cooperate with you on a permanent basis (e.g. keeping an account for you in our online store), then of course we will process some of your data necessary for this purpose throughout the entire period of cooperation.

Also, if you have any after-sales rights based on the law or the contract (e.g. on warranty or guarantee), we must process your personal data throughout their duration to be able to assist you in this regard if necessary.

6. How do we enable you to implement your rights?

We try our best to make you satisfied with cooperation with us. Nevertheless, remember that you have numerous rights that will allow you to influence the way we process your personal data, and in some cases cause the cessation of such processing. These rights are:

- the right to access your personal data (regulated in Article 15 of the GDPR)
- the right to rectify your data (regulated in Article 16 of the GDPR)
- the right to delete your data (regulated in Article 17 of the GDPR)
- the right to limit processing (regulated in Article 18 of the GDPR)
- the right to object to processing (regulated in Article 21 of the GDPR)
- the right of data portability (regulated in Article 20 of the GDPR)

To exercise any of these rights, please contact us via email: ido@ichimoku.eu

7. Complaint to the supervisory authority

In accordance with Article 77 of the GDPR, you have the right to lodge a complaint with a supervisory authority, in particular in the member state of your habitual residence, place of work or place of alleged violation, if you think that the processing of your personal data violates the provisions of the GDPR.

8. Is providing your personal data necessary to conclude a contract with us?

We collect your personal data to the extent necessary to conclude and perform the contract. Part of the data is also necessary for us to fulfill our obligations arising from legal provisions (tax regulations, accounting regulations, after-sales obligations). Not providing us with your personal data will unfortunately prevent the conclusion and implementation of the contract.

9. Where do we get your personal data from?

If you are our **customer, including an online store customer**, we collect your personal data only from you.

We obtain **recipients'** personal data only from online store customers who have designated specific people as recipients of the purchased goods.

10. Automated processing and profiling.

We do not process your data in an automated manner and we do not profile them within the meaning of the GDPR.