

PERSONAL DATA PRIVACY POLICY (GDPR)

www.botagreenoffshore.pl

Valid from: 24.03.2024

§1

Identity of the data controller

1. The administrator of personal data provided during the use of the Website run under the name **www.botagreenoffshore.pl** is Bota Green Offshore Sp. z o.o. located in Gdańsk (80-299), Nowy Świat 38C Street, KRS 0000980705, NIP 5842820338, REGON 522497730.
2. The data is processed in accordance with the currently applicable law; i.e. 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 (hereinafter: GDPR), the Act of 10 May 2018 on data protection, as well as the Act of 18 July 2002 on the provision of electronic services.
3. The following Privacy Policy covers the rules for the processing of data by the User on the Website, as well as the persons concluding contracts with the Data Administrator, as well as data collected through contact with the Data Administrator (e-mail address or telephone) or traditional correspondence, as well as people who like and / or follow the Administrator's fanpage in social media, if it leads.

§2

Definitions used

1. The following definitions apply in this policy:
 - a) **Website** - Internet service available at **www.botagreenoffshore.pl** through which the User can: browse its content, contact the data administrator (contact form), subscribe to the newsletter,
 - b) **Personal data administrator** - the entity that decides on the purpose and means of data processing, in this policy it is understood as: Bota Green Offshore Sp. z o.o. located in Gdańsk (80-299), Nowy Świat 38C Street, KRS 0000980705, NIP 5842820338, REGON 522497730.
 - c) **User** - a natural person to whom the data relates and who uses the services available on the Website.
 - d) **Personal data** - any information that, without excessive time and cost, can lead to the identification of a natural person, including his identification, address and contact details.

§3

Purposes of personal data processing

2. The Personal Data Administrator processes personal data only when it is permitted by the currently applicable law, including for the purpose of:

- b) documenting the implementation of the application, including issuing an invoice or invoice for a natural person, keeping accounting and tax documentation, pursuant to Article 6(1)(c) of the GDPR, i.e. in order to perform the legal obligations incumbent on the Administrator of personal data, pursuant to Article 70 of the Act of 29 August 1997 Tax Ordinance,
 - c) take action at the request of the data subject, including answering questions asked by means of electronic communication or for the purpose of handling traditional correspondence, and this processing takes place on the basis of Article 6(1)(b) of the GDPR,
 - d) sending ordered marketing information by electronic means (newsletter) to the e-mail address provided by the User for this purpose, and this processing takes place on the basis of art. 6 par. 1 lit. a) GDPR, i.e. the consent of the data subject,
 - e) marketing of the Data Controller's own products and services by traditional means, pursuant to Article 6(1)(f) of the GDPR, i.e. in order to pursue legitimate interests in the data controller or data subject,
 - f) pursuing rights and claims by the Data Administrator or the data subject, pursuant to Article 6(1)(f) of the GDPR and takes place for a legally justified purpose.
3. Providing personal data is necessary for the performance of a distance contract, including the shipment of goods or the provision of a digital product and the issuance of an accounting document, pursuing claims, as well as answering questions. Providing personal data in the remaining scope is voluntary.
4. Failure to provide the required data makes it impossible to perform a distance contract, issue an invoice or invoice or contact at the request of the data subject.

§4

Ways of obtaining data

5. The User's personal data is collected directly from the person to whom the data relates, i.e. through:
- a) filling in the form with contact details when submitting an inquiry through the form on the website,
 - b) filling in the newsletter subscription form,
 - c) registration of an account on the Website,
 - d) providing data for the preparation and conclusion of the contract,
 - e) direct contact with the data administrator using contact details available on the website or in a traditional form at the place of business.

§5

Scope of processed data

6. The scope of personal data processed has been limited to the minimum necessary to provide services in the field of:

- f) submitting an inquiry via the contact form or using the contact details available on the website: e-mail address, telephone number, e-mail address, name, any other data provided voluntarily by the data subject,
- g) subscribe to the newsletter: name, e-mail address,
- h) registering an account on the Website: name and surname, e-mail address, password, login,
- i) issuing an invoice or the fact ofury: name and surname or name of the entity, address of the registered office, NIP,
- j) preparation and conclusion of the contract: name and surname, address, ID card number, etc.

§6

Period of data processing

7. The period of data processing depends on the purpose for which the data was collected and amounts to:
- k) conclusion and implementation of a sales contract, including distance sales - for the period necessary to document the contract performed, including issuing an invoice or invoice - 5 years, counting from the end of the calendar year in which the taxpayment deadline expired, pursuant to Article 112 of the Act of 11 March 2004 on tax on goodsandservices, in connection with Article 70 of the Act of 29 August 1997 - Tax Ordinance,
 - l) for the period necessary to answer the question asked via the contact form or by phone, but not longer than for 6 months, unless the person decides to conclude an agreement with the Personal Data Administrator,
 - m) in order to pursue claims, pursuant to the Act of Article 118 of the Act of 23 April 1964 - Civil Code. Unless otherwise provided, the limitation period is six years and three years for claims for periodic benefits and for claims relating to business activity.

§7

Recipients of data

8. The User's personal data may be entrusted to other entities in order to perform services at the request of the data administrator, in particular to entities in the scope of:
- a) website hosting ,
 - b) service and maintenance of IT systems in which data is processed, including for the purpose of newsletter automation, invoicing, order handling, etc.,
 - c) providing accounting services,
 - d) conducting office services,
 - e) courier service broker,
 - f) dropshipping and/or logistics of orders.
9. The User's personal data may also be made available to entities supporting the data controller, including entities providing courier and postal services, online payment services.
10. The User's personal data may be transferred to third countries or international organizations in connection with cooperation with partners conducting business outside the Polish and/or having

their registered office there, and / or registered activity. The basis for the transfer of data in third countries will be the European Commission Decision 2021/914 on standard contractual clauses for the transfer of personal data to third countries. The data controller and the service provider will provide the highest guarantees for the protection of entrusted data. The processing will not violate the privacy of the individual.

11. Personal data may be processed outside the European Economic Area in the so-called third country, in particular in the United States of America in connection with the Administrator's use of IT solutions whose servers are located outside the European Economic Area. The basis for data processing in third countries will be the European Commission Decision 2021/914 on standard contractual clauses for the transfer of personal data to third countries. The data controller and the service provider will provide the highest guarantees for the protection of entrusted data. The processing will not violate the privacy of the individual.

§8

Rights of data subjects

12. Data subjects have the following rights:

- access to the content of personal data, including receiving the first copy of the content of personal data free of charge,
- to correct data,
- the right to delete data, unless other legal provisions apply that oblige the data controller to archive data for a specified period of time,
- the right to transfer data, provided that the basis for data processing is a contract or consent of the data subject and the data processing is carried out automatically,
- to revoke consent to the processing of personal data - if the basis for this processing was the consent of the data subject. The revocation of consent does not affect the compliance of the processing that was carried out before its withdrawal,
- to object to the processing of data – for reasons related to the special situation with regard to the processing of personal data based on Article 6(1)(e) or (f) of the GDPR, as well as the right to limit processing,
- the right not to be subject to automated profiling if the controller would make decisions based solely on automated profiling and producing legal effects for the data subject or similarly affecting him,
- the right to control the processing of data and information on who is the data controller, as well as to obtain information about the purpose, scope and method of data processing, the content of this data, the source of the data, as well as the method of sharing, including recipients or categories of recipients in the data,

13. In order to exercise the right to information, access to the content of data, their correction, as well as other rights, you can contact the Data Administrator.

14. The data subject also has the right to lodge a complaint with the Office for Personal Data Protection (UODO) if the processing of data violates the provisions of the General Data Protection Regulation (GDPR). The complaint may be submitted in electronic or traditional form to the following address: Office for Personal Data Protection, 2 Stawki Street, 00-193 Warsaw.

§9

Final provisions

In the event of a change in the applicable privacy policy, in particular when it is required by the technical solutions applied or the change of the law in the field of privacy of the persons to whom the data relates, appropriate modifications will be made to this Privacy Policy, which will be effective within 14 days of their publication on the Website