# **Privacy policy**

FOCUS GARDEN sp. z o.o., owner of the Hardmaister brand, attaches great importance to the protection of your data when using our website. The processing of personal data generated through this website and our social media profiles fully complies with the principles set out in Polish law on the processing of personal data, including the regulations of the General Data Protection Regulation (RODO).

You can also read the Cookies Policy below [click to read].

## **PRIVACY POLICY**

The purpose of this Privacy Policy is to explain the principles on which the personal data provided to us is processed and to discuss your basic rights related to our processing of your personal data.

The Administrator of the personal data is FOCUS GARDEN sp. z o.o. with its registered office in Poznań (61-144), 3 Krzywoustego Street, registered by the District Court Poznań Nowe Miasto and Wilda, under KRS no.: 0000928047, REGON: 382006469, NIP: 7642696142.

The Administrator has appointed a Personal Data Inspector in the person of Jacek Izydorek, who can be contacted at ochrona.danych@focusgarden.pl.

## General principles of personal data processing

The principles governing the processing of personal data provide a framework which guarantees that personal data will be used in an appropriate manner. FOCUS GARDEN sp. z o.o. is committed to ensuring that personal data is:

- 1. processed fairly, lawfully and transparently;
- 2. correct, appropriate and not excessive in quantity;
- 3. accurate and up-to-date inaccurate or incomplete personal data will be corrected or deleted or its further processing will cease;
- 4. stored for no longer than necessary;
- 5. processed only for specified, explicit and legitimate purposes and in accordance with the purpose for which it is collected;
- 6. safe.

## Types of personal data

We will in many ways collect and process personal data provided to us through various communication channels, including our website. Some personal data is necessary for us to

provide our services as requested by the user, while the provision of other personal data is voluntary.

We always let you know which personal data are required (for example by marking them with an asterisk (\*)) and what the consequences will be if you do not provide us with such data - this may for example result in us not being able to (fully) fulfil your requests. The personal data we collect and process can be broadly divided into the following categories:

- 1. contact details such as name, address, telephone number, e-mail address, etc;
- 2. information provided to us via online contact forms;
- 3. profile data when you create a profile or account administered by us, including your username and encrypted password;
- 4. information about you, such as technical usage and browsing data, including IP addresses from which you visit our websites or applications, including those of third parties.

### Purposes of processing personal data

We process your personal data for lawful purposes and generally do so only if:

- 1. you have given your consent to the processing of your data;
- 2. processing is necessary for the performance of the contract;
- 3. processing is necessary for compliance with a legal obligation;
- 4. processing is necessary for our legitimate interests or the legitimate interests of third parties and is not considered to be prejudicial to you, including our interests in developing, evaluating, offering and selling our products and services, establishing, developing and maintaining business relationships with our customers, suppliers and other business contacts.

We process your personal data to:

- 1. facilitate use of our website, products and services and to contact you as part of our standard service;
- 2. provide a wide range of customer service and technical support
- 3. personalise web content and search results
- 4. establish relationships with potential clients;

#### Disclosure, communication and availability of personal data to external parties

Our disclosure and transfer of your personal data to external parties is kept to a minimum and subject to the existence of an adequate level of data protection.

We reserve the right to disclose or share personal data with external parties in the following circumstances:

1. where external parties provide services on our behalf, such as IT support and hosting services, recruitment, administration, etc. Such third parties may process personal

data disclosed, transferred or made available to them only on the terms specified by us and on the basis of a written data processing outsourcing agreement;

- 2. legal advisers to establish, exercise or defend our rights;
- 3. where you have given your prior consent to the disclosure of your personal data to third parties.

If the recipient of your personal data is located in a non-EU/EEA country that does not provide an adequate level of data protection, your personal data will be transferred to such recipient only after we have entered into a written data transfer agreement with them based on standard contractual clauses adopted by the European Commission.

### Your consent

Some of our information processing activities will be carried out on the basis of your consent. If so, you have the right to withdraw your consent at any time. If you withdraw your consent, we will cease processing your personal data unless further processing or storage is permitted or required by applicable Polish law. Please note that the withdrawal of your consent will not affect the lawfulness of the processing of your data before its withdrawal. Moreover, withdrawal of consent may consequently prevent us from fulfilling your expectations or providing you with services.

## **Cookies Policy**

The Cookies Policy discusses the different types of cookies used in the provision of our services on this website and explains how you can control them.

- We may collect data using cookies or similar technologies. As part of our web and mobile services, we use technologies that enable us to collect information and improve the experience of users of our website. We refer to these technologies, which also include cookies, collectively as "cookies".
- 2. By clicking accept you agree to our storage and use of cookies in accordance with this policy. If you have any further questions or concerns, you can contact us about this at: ochrona.danych@focusgarden.pl.
- 3. Cookies are small text files stored on your device (for example computer or phone), commonly used to make websites and web services work better and more efficiently. This is possible because websites and online services can read and store these files, allowing them to recognise your device and remember important information that enables you to use them more conveniently (for example remember your website settings).
- 4. We may use the following types of cookies on our website:
  - a. 'Necessary' cookies are essential for our services to function properly, enabling you to navigate and use the functionality of our services. Without these cookies, the services you want to use, such as access to secure areas of

the website, cannot be provided. We also use cookies to prevent the unlawful use of your login details. These cookies are necessary to use our services, but can be disabled by you. However, we want you to know that disabling them

may have a significant and negative impact on the way in which we are able to provide our services to you.

- b. Performance improvement cookies often include analytical cookies, which collect information about your use of our website and allow us to improve their performance, for example these cookies show the most visited parts of our website. We also use these cookies to help you navigate our website and return to the pages you have visited.
- c. In certain situations, we may use functional cookies, which allow us to remember choices you have made as part of your use of our site and provide you with improved, more personalised features, such as site customisation.
- 5. Third party advertisers and other organisations may use their cookies to collect information about your use of the Services and/or the advertisements you click on. Such information may be used by them to deliver advertisements that may be of interest to you based on content you have viewed previously or to measure the effectiveness of such advertisements. We have no control over such cookies, so if you wish to disable or reject them, you should contact the relevant third party via their website.
- 6. You can disable cookies at any time. Simply select the appropriate setting in your browser on your computer or mobile device that allows you to block the acceptance of cookies or similar technologies. Remember, it is up to you to decide. More information on how you should configure your browser to use cookies in the way you choose can be found on your browser provider's website accessible through the help screen. Please note that if you disable cookies, some features of our website may not function as intended.