

Privacy Policy and Cookies

We protect the privacy of every user of our Website.

The controller of your personal data is Workshop Management sp. z o.o., with its registered office in Krzywica in the Klembów commune, at ul. Zgody 20, 05-205 Krzywica (Poland), registered in the Register of Entrepreneurs maintained by the District Court for the Capital City of Warsaw, XIV Commercial Division of the National Court Register, under the number KRS 0000993679, NIP 1251738666, with a share capital of PLN 15,000, e-mail: office@motoworkshop.com . Should you have any questions regarding our Privacy Policy or the processing of personal data by us, or if you wish to exercise any rights with respect to your data, please contact us at the above email address.

The terms defined in this document with an initial capital letter are as specified in the Terms and Conditions on provision of Services available on the Website.

I. Processed Personal Data, Purposes, Legal Bases, and Retention Periods

We may collect, store, and process the following types of data:

- (1) information about the user's computer, visits to the Website, and use of it (in particular: the IP address, information about the browser and operating system, approximate location, referral source to the Website, and history of Website usage). which are processed on the basis of:
 - (a) our legitimate interests to ensure the proper functioning of the Website, for a period until these purposes are fulfilled or until you submit a valid objection; and
 - (b) your consent to improve your Website user experience by remembering user-selected settings (such as certain appearance elements of the Website or login data), as well as to modify the Website and conduct marketing activities based on an analysis of how users interact with the Website, for as long as your consent is in effect. You may withdraw your consent at any time by selecting the appropriate option in the Website settings; however, this will not affect the lawfulness of the processing carried out on the basis of the consent before its withdrawal. Most of these data are provided via cookies or similar technologies. The consent is not mandatory apart from the data necessary for the proper functioning of the Website, so you may modify the extent of data sharing by adjusting the Cookies settings in your web browser or in the Website settings, though certain functionalities of the Website may not work correctly as a consequence;
- (2) information Necessary for the provision of Services in the Website (in particular: email address, password, first and last name, company name, address, tax identification number, bank account number, telephone number, and history of using the Services), which we process on the basis of:
 - (a) contracts concluded in the Website's Terms and Conditions and other terms and conditions available on the Website, for the purpose of entering into, performing, and terminating these contracts, for the duration of their conclusion and validity;
 - (b) our legitimate interests in order to conclude the aforementioned contracts, to protect against claims and to pursue related claims, direct marketing, and analysis of the use of our services, for a period of up to 6 years from the year in which the contract was performed or terminated, or until you submit a valid objection, but not less than until

the conclusion of any claims arising from the contract and the expiration of the claims limitation period;

- (c) our legal obligations arising from the Polish Accounting Act (Art. 4(2) and Art. 20–21, 71(1)), the Tax Code (Art. 88(1)), and the VAT Act (Art. 112–112a) in order to document transactions and settle taxes, for the periods specified in these acts (currently, according to Art. 74(2) of the Accounting Act, Art. 112 of the VAT Act, and Art. 70 § 1 of the Tax Code, this period is 5 years from the beginning of the year following the financial year to which the data relate).

The provision of these data is a contractual (items (a) and (b)) or statutory (item (c)) requirement and is necessary for using the services provided in the Website.

- (3) information related to subscribing to news services in the Website (email address), used primarily for sending you newsletters containing information related to the content of the Website, including marketing materials, on the basis of your consent, for as long as such services operate or until your consent is withdrawn. The provision of these data is not a statutory or contractual requirement but is necessary to use the subscription;
- (4) information necessary for communication (in particular: email address, first and last name, telephone number, data from social media platforms, and the content of correspondence), which we process on the basis of our legitimate interests for the purposes of communicating with users and to protect against claims and to pursue related claims for a period of up to 6 years from the year in which the communication ended, or until you submit a valid objection. The provision of these data is not a statutory or contractual requirement but is necessary for communication.

II. Cookies

The Website uses files called cookies or other similar technologies, hereinafter collectively referred to as “Cookies”. Cookies contain information sent by a web server to the user’s web browser and are stored within that browser. The information is then sent back to the server every time the browser opens a webpage from that server. This enables the server to identify and track the user’s browser by recording various types of activity on that site and then analyzing the data obtained.

In particular, the Website may use Cookies for:

- ensuring the availability of basic Website functionalities and its proper operation;
- preserving user preferences dependent on the user and the device used to access the Website, affecting Website’s appearance or operation, e.g. language settings or approximate location, as well as saving user login data;
- tracking and analyzing statistics of using the Website by its users, in order to introduce improvements and other changes to the Website;
- carrying out marketing activities, including displaying advertisements using user profiling (see Section III of this Privacy Policy).

The Website uses session cookies to track users during their visit to the Website, whereas persistent cookies are used to recognize returning users. Session cookies are deleted when the user’s browser is closed. Persistent cookies remain on the user’s computer until they are removed or until their expiration date.

Third parties, including our advertisers or payment service providers cooperating with us, may also use cookies in relation to users of the Website under the terms set forth on their own websites. In particular, to analyze how users utilize the Website, we use Google Analytics, a service provided by

Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland), which uses Cookies stored on users' computers to collect and analyze statistical and other information about the use of the Website, in order to gain insights into how the Website is used, including researching the effectiveness of marketing and the display of personalized advertisements (Google's Privacy Policy is available at: <http://www.google.com/privacypolicy.html>).

The use of cookies requires your consent, unless they are strictly necessary to deliver a service requested by you through the Website. Your consent to the use of Website Cookies is expressed through the settings you select in your web browser. Most browsers allow you to choose to reject all Cookies or third-party Cookies. For example, in the Chrome browser you can choose to reject all Cookies by selecting the "Privacy and security" section in "Settings," then "Cookies," and toggling the "Blocked" option. However, rejecting all cookies may hinder or even prevent the use of websites, especially when logging in. Additionally, we ask you to confirm your consent to the use of cookies when you visit the Website. You may withdraw your consent at any time by changing your browser settings or the consent settings available in the Website or by notifying us via email; however, this will not affect the lawfulness of any processing carried out on the basis of your consent before its withdrawal.

III. Automated Decision-Making

The data we process about you may be used by us or our partners (data recipients) to apply automated decision-making processes, including profiling, i.e. using personal data to assess personal factors such as your preferences or interests, in particular for the purpose of advertising our services on the Website or on other websites (our advertising partners who provide services to us using cookies may automatically create a profile of your preferences and display advertisements for our services on websites, because you have previously used these services or visited our Website). These activities do not require your consent as they do not produce legal effects or significantly impact you in a similar manner; however, profiling is carried out using cookies, which are used only after obtaining your consent (see Section II of this Privacy Policy).

IV. Data Recipients

Our employees and associates may have access to user data when necessary for the purposes set forth in this Privacy Policy, and they are obligated to protect such data appropriately.

We may disclose your data to entities with which we cooperate and which process such data on our behalf (data recipients) for the purpose of providing us with services in the fields of: hosting, IT, statistics and analytics, marketing, software for company management, contact database and electronic communications, online payments, social media, banking, accounting, and legal advice, as well as services that may assist in the management of an automotive workshop. These entities may combine the information disclosed to them with other data obtained from you or gathered during the use of their services.

Data may be transferred outside the European Economic Area only to countries or entities that provide a level of personal data protection corresponding to EU regulations, in particular those for which the European Commission has issued an appropriate decision or which apply the so-called standard contractual clauses set forth by the European Commission in Commission Implementing Decision No. 2021/914 of 4 June 2021.

Furthermore, we may disclose data to public entities only to the extent required by applicable law.

V. User Rights

As a user of the Website, you have the right to access your personal data, to rectify, erase, or restrict the processing of such data, as well as the right to object to its processing and to data portability. To exercise these rights, please contact us via email.

As a user of the Website, you also have the right to lodge a complaint regarding our processing of your personal data with the President of the Personal Data Protection Office in Poland or its counterpart in another EU Member State. We would appreciate it if you first share your concerns with us, thus giving us an opportunity to attempt to resolve the matter on our own.

VI. Data Security

We apply appropriate technical and organizational measures to prevent the loss, misuse, or alteration of users' data.

We store the data transmitted to us by users on our secure servers (protected by passwords and firewalls) and create backup copies. The transmission of confidential data and all electronic transactions are conducted via SSL technology.

Please note that data transmission over the Internet is inherently exposed to risks. Nevertheless, we employ various measures to secure personal data. If you wish to provide us with suggestions regarding the implementation of such security measures, we encourage you to contact us via the contact form or send us an email.

We advise users to keep their Website logins and passwords confidential for security reasons. We will never ask you to provide us with your passwords (except during the Website login process).

VII. Third-Party Websites

The Website contains links to third-party websites. The privacy policies or data processing practices of those sites are the responsibility of the entities operating them.