



## PRIVACY AND COOKIES POLICY

As part of our Privacy Policy, we inform you that personal data provided to us by users of the [www.sigmamtl.pl](http://www.sigmamtl.pl), [www.sigmamtl.com](http://www.sigmamtl.com) website are processed in accordance with applicable law, including Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (RODO).

These data are exclusively used for the purpose of fulfilling orders, answering questions or informing about current promotions and offers of our company.

We care about data security and use appropriate technical and organizational measures to protect them against loss, destruction, unauthorized access and other forms of unauthorized processing.

Our Privacy Policy is effective from April 18, 2023.

Our website uses cookies to improve the quality of services provided and to adapt them to the individual needs and preferences of users.

### 1. BASIC INFORMATION

The administrator of personal data is Sigma MTL Sp. z o. o. with headquarter in Kleszczów (44-164), at Osiedleńcza Street 26A, entered into the National Court Register by the District Court in Gliwice, 10th Commercial Division of the National Court Register under the number: 0001034734, REGON number 525279955, NIP number 6312713061, share capital in the amount of PLN 5.000,00 represented by Łukasz Wojtczak - President of the Management Board.

Any questions, comments or requests regarding the processing of personal data can be sent to the e-mail address: [team@sigmamtl.pl](mailto:team@sigmamtl.pl).

### 2. PRINCIPLES OF PERSONAL DATA PROCESSING

All personal data is processed in accordance with applicable legal regulations and principles of fairness, transparency, and confidentiality. We only collect personal data that has been voluntarily provided by the individuals to whom the data pertains.

We assure that every individual whose personal data we process has the right to access, correct, delete, or limit the processing of their personal data. They also have the right to data portability and the right to lodge a complaint with the supervisory authority.

We ensure that personal data is processed securely, in accordance with the law, and not shared with third parties without explicit consent from the individual to whom the data belongs, unless required by law or for the performance of a contract or service.

The administrator processes personal data while respecting the following principles:

- 1) based on a legal basis and in accordance with the law (legality);
- 2) honestly and fairly (fairness);
- 3) Transparently to the individual whose data is concerned (transparency);
- 4) for specific purposes and not "just in case" (minimization);
- 5) not more than necessary (adequacy);
- 6) with care for the accuracy of the data (accuracy);
- 7) no longer than necessary (timeliness);
- 8) ensuring appropriate data security (security).

### 3. PURPOSES, LEGAL BASIS AND SCOPE OF DATA PROCESSING

Personal data is processed to enable the use of services offered by Sigma MTL Sp. z o.o. in the field of printing and polygraphic services. This includes order fulfillment, responding to inquiries, and contacting clients regarding order processing and other matters related to the company's activities.

We will process your data for the following purposes:

- a) for contact purposes, to respond to your message sent directly to us by e-mail or via the form on the basis of the Administrator's legitimate interest related to the need to respond to you;
- b) for technical purposes using cookies (technical cookies), based on the implementation of the Administrator's legitimate interest related to the proper operation and functioning of the Website;
- c) for statistical and analytical purposes if you have given consent for the use of cookies for analytical purposes (analytical cookies);
- d) for marketing purposes if you have given consent for the use of cookies for marketing purposes (marketing cookies);
- e) for purposes related to maintaining our company profile on social media platforms (such as Facebook / LinkedIn), according to the rules set by the platform owners, and

informing about our products, promotions, and other news related to our activities. This is considered our legitimate interest.

We process your data in the scope of:

- a) if you send us an e-mail, we will process the data contained therein. The transfer of data to us by e-mail takes place voluntarily. You can ask us to delete this data at any time;
- b) if you use the contact form on our website, we will process data in the form of your e-mail address and name. Providing this data is a condition for us to respond to your inquiry;
- c) other data that the Administrator processes is the IP address and other data saved in cookie files. You decide to what extent we will be able to use cookies with your data. The transfer of data to us in this way takes place voluntarily. You can change your preferences at any time. You can do this in your web browser or after deleting the saved cookies from our Website;
- d) if you like or otherwise join our profile in social media (e.g. Facebook), we will process your data that you provided in a given medium and to which we will have access. In order to complete the processing, you can unsubscribe from our profile;
- e) third-party API: Our website may use API (application programming interfaces) provided by third-party partners to integrate various functionalities, such as maps, analytics, advertising, and social media services. The use of these API may lead to the creation of additional cookies or the use of existing cookies to process user data. Third party partners may store and process this data in accordance with their own privacy policies.

The personal data provided by you in the ordering process is necessary for us to:

- a) performance of the contract concluded with you, i.e. for the execution of orders placed in the printing house, consideration of any complaints (in accordance with Article 6(1)(b) of the GDPR 1(f) c) GDPR to the extent that it is provided for by specific provisions);
- b) on the basis of Article 6(1)(c) of the GDPR to the extent necessary for us to fulfill our legal obligation, e.g. keeping and storing accounting documentation, issuing invoices;
- c) on the basis of Article 6(1)(a), i.e. based on your consent to provide free samples, templates and other advertising materials and to conduct competitions and marketing campaigns and provide you with personalized commercial information, including e.g., information about products, services, offers, promotions, surveys, additional discounts, etc.;
- d) on the basis of Article 6(1)(f) to the extent necessary to implement our legitimate interests, including maintaining a properly and fully functional website, in particular adapting the content of the website pages to the user's preferences and optimizing the use of the website pages, analyzing and tracking data, determining the popularity of content, delivering advertisements and content in line with your interests as part of our services and and a better understanding of your activity on the site.

## Sharing/transferring data

The information we collect may be shared with other recipients who need it to perform work on our behalf i.e.:

- persons authorized by the Administrator - employees of Sigma MTL Sp. z o. o. (employees) who need to have access to personal data in order to perform their duties,
- business partners,
- entities providing hosting services for the website on which our company operates,
- entities providing courier and postal services,
- auditors,
- accounting office,
- payment transaction operators,
- other data recipients, e.g., certification authorities, banks, insurers, law firms, debt collection entities, public authorities.

In such cases, the amount of data transferred to companies cooperating with us is limited to the required minimum.

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All companies cooperating with us that gain access to the data provided by you have undertaken to protect them in accordance with applicable law and to train their employees in the processing and protection of the personal data obtained.

## 4. PERIOD OF STORAGE OF PERSONAL DATA

We process your personal data only for the period necessary to meet the purpose of their storage or as long as it is required of us by law, in particular until any claims expire or the archiving obligation under the law expires, including the obligation to store accounting documents.

In the event of processing personal data based on your consent, your data will be stored until it is withdrawn. At any time, it is possible to withdraw consents expressed on the website, including consent to the processing of data for marketing purposes of entities cooperating with the Administrator. Revocation of consent to processing will not affect the lawfulness of the processing that was carried out before its withdrawal.

In the case of processing your data on the basis of the legitimate interest of the administrator, the Administrator will stop processing data earlier if you effectively object to data processing.

## 5. USERS' RIGHTS

In connection with the processing of personal data, Users have the following rights:

- a) access to the content of your data;
- b) the right to rectify, delete, limit processing;
- c) the right to transfer data;
- d) the right to object;
- e) the right to withdraw consent to their processing at any time and in any form, unless the processing of your data takes place in order to perform the contract by the Administrator, in order for the Administrator to fulfill its legal obligations towards state institutions or to pursue the Administrator's legitimate interests.

In addition, the User also has the right to lodge a complaint with the President of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, Stawki Street 2, 00-193 Warsaw).

More information on the protection of personal data can be obtained on the website of the Office for Personal Data Protection: [www.uodo.gov.pl](http://www.uodo.gov.pl).

## 6. PRIVACY POLICY UPDATE

We reserve the right to make changes and updates to the Privacy Policy, if required by law, and to improve the operation and functionality of our website [www.sigmamtl.pl](http://www.sigmamtl.pl), [www.sigmamtl.com](http://www.sigmamtl.com).