

## **PRIVACY POLICY**

### **General**

Kupecz ip attaches great importance to the protection of personal data received and therefore handles the processing of personal data with care.

Kupecz ip advises you to read this privacy policy carefully and, if you have any questions or comments, to contact us via [info@kupecz-ip.com](mailto:info@kupecz-ip.com).

### **What are personal data?**

Personal data are data that can be directly or indirectly traced back to a person. For example: a name, address, date of birth, telephone number, or e-mail address.

### **Why does Kupecz ip process personal data?**

Kupecz ip collects personal data in order to be able to provide its services and for the proper performance of the assignment provided and to look after your interests.

This means that we must be able to reach you and communicate with you, keep our financial administration in order, and be able to provide data to counterparties, judicial authorities and other interested parties.

### **On what basis does Kupecz ip process personal data?**

Kupecz ip processes personal data because it is necessary for the performance of its services pursuant to the agreement with you as a client, and possibly and alternatively on the basis of its legitimate interest in the normal performance of its business processes.

### **What kind (categories of) personal data do we process?**

Kupecz ip collects personal data that are necessary for the execution of our agreements. This includes data such as your name, address, telephone number, e-mail address, position, company name, bank account number data of counterparties or third parties and all other personal data necessary for the execution of the order and data that we are required to ask you on the basis of a legal obligation.

### **Sharing personal data with third parties and (categories of) recipients**

Kupecz ip only shares personal data with third parties if this is necessary for our services; there is a legal obligation to do so, or if Kupecz ip is expressly requested to do so by the client.

In addition, Kupecz ip will provide personal data to a supervisory authority or another body vested with public authority, if and insofar as there is a statutory obligation to do so, and will not share personal data with third parties for commercial purposes.

#### **How long do we store personal data?**

Kupecz ip does not store personal data for longer than is necessary for the aforementioned purposes of data processing or is required by law and regulations.

#### **Right to revoke consent, inspection, rectification, erasure and transfer of personal data**

You have the right to revoke your consent regarding the processing of personal data by Kupecz ip, the right to inspect and rectify processed personal data, and the deletion and transfer of personal data processed/stored by Kupecz ip. You may also submit a complaint about the processing of personal data to the Personal Data Authority.

#### **Cookies**

A cookie is a small file that is stored on your computer or phone.

Kupecz ip only uses functional cookies, including Google Analytics, to collect statistical data about visits to its website.

#### **Security**

Since Kupecz ip attaches great importance to the protection of personal data received, Kupecz ip also pays great attention to the security of the personal data relating to its users that it holds in its possession.

Kupecz ip uses appropriate technical and organizational measures to protect these personal data against misuse.