

PRIVACY POLICY

I. Who is the Privacy Policy intended for?

1. **Bacoli Properties sp. z o.o.** with its registered office in Warsaw, postal code 00-498, Książęca St. 19/3 („**Bacoli Properties**”, „**Company**”) takes the utmost care of the privacy of the www.mmgm.pl („**Website**”) users. If you are a user of the Website, this Privacy Policy is intended for you.
2. In the Privacy Policy you will find information about how we use the personal data provided by you, how we protect it and what are your rights and obligations.

II. Who is collecting my personal data

1. **Bacoli Properties sp. z o.o.** with its registered seat in Warsaw, postal code 00-498, Książęca st 19/3 is the controller of your personal data.
2. If you have any questions regarding the Privacy Policy of personal data protection in general, send us an e-mail at biuro@mmgm.pl, or write at: **Bacoli Properties sp. z o.o.**, Książęca St. 19/3, 00-498 Warsaw, Poland.

III. How is my personal data collected?

1. If you visit the www.piotrkowska155.pl Website, your IT data regarding your visit is collected automatically, especially:
 - a. IP address,
 - b. Type of operating system
 - c. Type of web browser

The visit on our Website does not require to provide neither any other information by you, nor any personal data.

2. The collecting of other personal data takes place voluntarily in other ways, e.g. by telephone, fax and e-mail only, when you want to provide us with such data, for example to obtain an offer or to subscribe for a newsletter. Through these measures you can provide us with your personal data, such as:
 - a. full name
 - b. e-mail address,
 - c. telephone number
 - d. postal address
3. Your personal data is being collected also through sending us your job application or by sending us a file with your CV.
4. To sum up, your personal data can be collected and furtherly processed for following purposes:

- a) answering your questions (if you called or mailed us with a request for our offer or for preparation of an offer)
- b) marketing of our own products (if you are our Client, we can process your personal data for marketing purposes based on the so called legitimate interest, on the same grounds we use the remarketing tools based on cookie files, in other cases our marketing activity is based on your consent);
- c) job application – if you sent us your application.

IV. **How does the process of automatic personal data collection work? What are cookie files?**

1. As we mentioned before, upon your visit to our Website we automatically collect some of your data. This data is collected by the so called cookie files (“**Cookies**”)
2. Cookies are files sent to your computer or other device while browsing the Website.
3. Cookies enables us to remember and check your preferences. Thanks to that, we can i.a. correct your search results and take care of the accuracy of information displayed by you.
4. Cookies do not alter or modify any settings of your device or software installed in your device.
5. Remember, that you have the right not to consent for the use of Cookies by us (you can block them).
6. If you intend to block Cookies, we recommend choosing proper options in your web browser settings. You will find more information regarding this topic at <http://wszystkooociasteczkach.pl>.
7. Usually, Cookies can be deleted from the web browser by the “delete history” option and selecting cookies in the check-box, as well as by blocking downloading cookies in your web browser.
8. We want to inform you, that using the Website by you means also your consent to the use of cookies by us. A proper window on this matter is displayed on the Website automatically on every user’s first visit. Blocking cookies or deleting them may cause difficulties in using the Website and some of its functions may not be available.
9. The automatically collected data will be used by us to analyze the behavior of Website’s users and to collect demographic data about the users, which enables us to adapt the content of the Website and display content regarding the Company on other websites visited by you (find more information in section VI below). If you do not consent for such personalization of content, please change your web browser settings, as mentioned in section V.6. You can always contact us at biuro@mmgm.pl – we will try to help you.

V. **What other technology is used to track actions taken on the Website?**

A. Google Analytics (cookies) website statistics analysis

1. Google Analytics uses the cookies technology to analyze the sources of traffic and how the visitors use the Website.
2. Google collects on its servers the data obtained from placing cookie files on the devices and uses this information in order to create reports, as well as to provide other services connected with traffic and using the Internet.
3. Google may also transfer this information to third entities, if it will be obliged to do so by law or in the event that these entities process this kind of information on behalf of Google.
4. This data serve only as a material for statistical analysis and the correction of system errors mechanisms which means that cookie files data are not, in any way, connected with any other data that you provide us.

B. Google AdWords (cookies)

1. Google AdWords uses cookies technology – text files put into your device to remember which websites were browsed from your device.
2. Google collects on its servers the data obtained from placing cookie files on the devices and uses this information to display ads on other website visited by you.
3. Because we use the Google services as ad providers, we do not have the access to cookie files saved on your device, but we can commission ads to the recipients choses by us, e.g. to all users, that have visited our website in the last 7 days.
5. Google may also transfer this information to third entities, if it will be obliged to do so by law or in the event that these entities process this kind of information on behalf of Google.
6. This data serves only as a material for statistical analysis and we commission the ads only based on collective criteria (to specified recipients and not to the specified user), thus the cookie files data is not, in any way, connected with any other data that you provide us.

C. Facebook conversion pixel

1. We use the so called „Facebook conversion pixel” in order to manage the ads displayed on Facebook and Instagram and also to take remarketing actions.
2. We obtain only statistical data from Facebook, without reference to particular persons. That way we can monitor the effectiveness of the as on Facebook and Instagram for statistical purposes and market research. If you have a Facebook or Instagram account,

we point out the personal data information on pages:
<https://www.facebook.com/about/privacy/> and
<https://help.instagram.com/155833707900388>.

3. The Facebook pixel is intended to track the visits and behaviour of users of the Website. Thus, one can display ads to persons, who have previously visited the Website (remarketing) on any of the Website's subpages.
4. This data serves only as a material for statistical analysis and we commission the ads only based on collective criteria (to specified recipients and not to the specified user), thus the Facebook pixel data is not, in any way, connected with any other data that you provide us.

VI. What purposes are the personal data not deriving from cookie files intended for? Are they transferred to someone?

1. Personal data, that you provide us, is used for purposes, as follows:
 - a. taking marketing actions,
 - b. receiving your questions and objections,
 - c. job application process, if this was the purpose of providing us information about yourself.
2. If it is necessary to fulfill the actions as above, your data may be transferred to other entities. Such transfer may happen only on our consent, based on a concluded agreement and only to those, who can ensure the safety and legal processing of your data. This means, that your personal data are being transferred to:
 - a) the entity handling our Webpage,
 - b) the provider, which keeps our Webpage on its servers,
 - c) the IT company which keeps the back-up copy of our Webpage,
 - d) agHR agencies, if we commission them to run the recruitment process.
3. We do not transfer your personal data outside the European Economic Area.
4. If you are not our Client and you did not give your consent for sending you marketing information by e-mail, text message or by phone, your personal data provided to us (e.g. to our employee or consultant) directly can be used exclusively to contact you and provide you with any necessary help in order to execute an agreement concluded by Us and You or your business.
5. If you are our Client, on grounds of so called legitimate interest we can contact you in order to promote our own products. However, if you do not wish phone or e-mail contact, we can send you only written materials by mail.

VIII. Do I have access to my personal data? Can I withdraw an earlier consent to receive marketing information?

1. Remember, that in any time you have the right to access your personal data. You can obtain a free copy of your personal data in our possession.
2. You can also always obtain information regarding:
 - a. the purpose of processing of your personal data,
 - b. what kind of data do we process,
 - c. to whom we transfer your data,
 - d. for how long we intend to keep your data.
3. You have the right to:
 - a. correct your data,
 - b. delete or reduce your data if it is no longer needed for purposes, that you originally provided them for and if you withdraw your consent for their processing by us or you file dan objection to processing your data for marketing purposes.
4. You can also file an overall objection to processing your data for marketing purposes.

IX. How is my personal data secured?

1. Your data is secured by using organisational and technical measures, necessary and appropriate to avoid the risk of breaching your rights and freedoms.
2. We especially secure your personal data from disclosing it to unauthorized persons and also from their damage of loss.
3. The security of data transfer is ensured by using the SSL transmission protocol (Secure Socket Layer v3). SSL is based on encrypting your data before it is sent from your web browser and decrypting it after delivery to the Webpage's server.

X. General Provisions

1. The rules described in the Privacy Policy are governed by Polish law.
2. You can always files a complaint on our handling of your personal data. The complaint should be filed at the Polish personal data authority (Prezes Urzędu Ochrony Danych Osobowych).
3. This privacy Policy comes into force on May 25th, 2018.