

# Privacy policy

This Privacy policy was published on January 31st, 2019.

## GDPR compliance

At Codeloop we are committed to protect and respect your privacy in compliance with EU-General Data Protection Regulation (GDPR) 2016/679, dated April 27th, 2016. This privacy statement explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. This Privacy Policy applies to the use of our services, products and our sales, but also marketing and client contract fulfillment activities. It also applies to individuals seeking a job.

## Controller of your personal data

The controller of your personal data collected by the Website is Codeloop Krzysztof Zwierzyński, Młodych Patriotów Street 8/29, 44-122 Gliwice, Poland and Softwareberg Michał Kowol, Przybylskiego Street 11/18, 02-777 Warszawa, Poland ("Codeloop", "We", "Our" or "Us").

In all cases regarding your personal data you can contact Us:

- by postmail - Przybylskiego Street 11/18, 02-777 Warszawa, Poland,
- by phone - +48 531 636 541,
- by e-mail - [contact@codeloop.eu](mailto:contact@codeloop.eu).

## The purposes of the processing and legal basis

We will process your personal data that we collect from you when you are using Our website in order to:

- answer to your contact requests when you use contact forms on the Website – on the grounds of Our legitimate interests as a data controller,
- analyse the way our Website is used and to improve its functioning – on the grounds of Our legitimate interests as a data controller,
- exercise our defend against legal claims, whether in court proceedings or in an administrative or out-of-court procedure – on the grounds of Our legitimate interests as a data controller,
- business communication.

## The scope of personal data being processed

Your following personal data will be processed for the purposes indicated below:

- when you use a contact form: name, e-mail address, date and time of sending Us your request and all information that you decide to provide us with by sending your request,
- each time you use Our Website: the IP address of the device you are using, information on how you use Our Website.

We also use third party service providers delivering the following services:

- conversion funnels - to find the biggest opportunities for improvement and testing by identifying on which page and at which step most visitors are leaving the website,
- form analysis - to improve online form completion rates by discovering when and why your visitors abandon your forms,
- Google Analytics, to record and collect data on how you use our Website. This information is not personalised and helps Us improve the functioning of Our Website.

Your personal data will be kept:

- for the purposes of answering your contact request – from the day you submit your request and up to the time your request is answered or otherwise resolved,
- in case your personal data is processed on the basis of your consent – from the day you give your consent and up to the day you withdraw your consent,
- for archiving purposes and to exercise or defend against claims - from the day you submit your data and up to the day our legitimate interest is valid.

You have the right to:

- access your personal data, to receive copy of your personal data and to obtain the rectification of inaccurate data, deletion or restriction of processing,
- in case when the legal basis of processing your data is Our legitimate interest as a data controller you have the right to object to processing of your personal data,
- in case your personal data is processed on the basis of your consent you have the right to withdraw your consent at any time – this will not affect the lawfulness of processing based on consent before its withdrawal,
- in case your personal data is processed on the basis of your consent you have the right to receive the personal data concerning you, which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller,
- to lodge a complaint with a supervisory authority and to an effective judicial remedy.

In order to execute any of the abovementioned rights please contact Us in one of the ways indicated at the beginning of this document.

Providing your personal data is voluntary.