

# Privacy Policy

## General Information

This policy concerns the website [www](http://www.outofplace.space), operating at the URL: [outofplace.space](http://outofplace.space). The operator of the service and the Administrator of personal data are Marcel Bogdan and Filip Maszota, located at Żabia 4, 18-400 Łomża. The operator's email contact address is [support@outofplace.space](mailto:support@outofplace.space). The Operator is the Administrator of your personal data concerning voluntarily provided data on the website.

The service utilizes personal data for the following purposes:

- Handling inquiries through forms
- Fulfilling ordered services
- Presenting offers or information

The service performs information gathering about users and their behavior in the following ways:

- Through voluntarily entered data in forms, which are entered into the Operator's systems.

- By saving cookie files (so-called "cookies") on end devices.

## Selected Data Protection Methods Used by the Operator

Login and personal data entry locations are protected in the transmission layer (SSL certificate). This encrypts personal and login data entered on the website on the user's computer, which can only be read on the target server.

The Operator periodically changes their administrative passwords.

Regular software updates are a crucial part of data protection, involving all software used by the Operator to process personal data, particularly regular updates of programming components.

## Hosting

The service is hosted (technically maintained) on the operator's servers: Netlify. The

hosting company maintains server logs for technical reliability. Logs may include:

- Resources specified by URL identifier (addresses of requested resources – pages, files)
- Time of the request
- Time of sending the response
- Client station name – identification performed by the HTTP protocol
- Information about errors that occurred during the execution of HTTP transactions
- URL address of the page previously visited by the user (referer link) – in case the transition to the service occurred through a link
- User's browser information
- IP address information
- Diagnostic information related to the process of independently ordering services through recorders on the website
- Information related to the handling of email directed to the Operator and sent by the Operator.

## Your Rights and Additional Information on Data Usage

In certain situations, the Administrator has the right to transfer your personal data to other recipients if it is necessary to fulfill the contract with you or to fulfill obligations imposed on the Administrator. This applies to such recipient groups as the hosting company on the basis of entrustment.

Your personal data processed by the Administrator will not be processed for longer than necessary to perform activities related to them, as specified by separate regulations (e.g., accounting regulations). Regarding marketing data, the data will not be processed for more than 3 years.

You have the right to request from the Administrator:

- Access to your personal data,
- Their correction,
- Deletion,
- Processing restrictions,
- And data portability.

You have the right to object to the processing specified in point 3.2 regarding the processing of personal data for the purposes of the legitimate interests pursued by the Administrator, including profiling. However, the right to object cannot be exercised if there are valid legal grounds for processing that override your interests, rights, and freedoms, especially the establishment, exercise, or defense of legal claims.

A complaint can be filed with the President of the Personal Data Protection Office, ul.

Stawki 2, 00-193 Warsaw, against the actions of the Administrator.

Providing personal data is voluntary but necessary for the operation of the service.

Actions may be taken involving automated decision-making, including profiling, to provide

services under the concluded contract and for direct marketing by the Administrator.

Personal data may be transferred to third countries within the meaning of the personal data protection regulations. This means that they are transmitted outside the European Union.

## Information in Forms

The service collects information voluntarily provided by the user, including personal data, if provided. The service may save information about connection parameters (time indication, IP address).

In some cases, the service may save information facilitating the linking of data in the form with the email address of the user filling out the form. In such a case, the user's email

address appears within the url address of the page containing the form.

Data provided in the form is processed for the purpose resulting from the specific form function, e.g., to carry out the process of handling a service request or commercial contact,

service registration, etc. Each time, the context and description of the form clearly inform what it is used for.

## Administrator's Logs

Information about user behavior on the website may be subject to logging. This data is used for service administration.

## Significant Marketing Techniques

The Operator uses statistical analysis of website traffic through Google Analytics (Google Inc. based in the USA). The Operator does not provide personal data to the service

operator, only anonymized information. The service is based on the use of cookies on the

user's end device. Regarding user preference information collected by the Google

advertising network, the user can view and edit information resulting from cookies using

the tool: <https://www.google.com/ads/preferences/>

## Information about Cookies

The service uses cookies.

Cookies (so-called "cookies") are computer data, in particular text files, that are stored on the end device of the Service User and are intended for use on the website of the Service.

Cookies usually contain the name of the website they come from, the time of storing them on the end device, and a unique number.

The entity placing cookies on the end device of the Service User and accessing them is the operator of the Service.

Cookies are used for the following purposes:

- Maintaining the user's session on the Service (after logging in), thanks to which the user does not have to re-enter the login and password on each subpage of the Service
  - Achieving the goals specified above in the "Significant Marketing Techniques" section
- Two main types of cookies are used within the Service: "session" (session cookies) and "persistent" (persistent cookies). "Session" cookies are temporary files stored on the end device of the Service User until logging out, leaving the website, or turning off the software (web browser). "Persistent" cookies are stored on the end device of the Service User for the time specified in the parameters of the cookies or until they are deleted by the User. Web browsing software (web browser) usually allows cookies to be stored on the Service User's end device by default. Service Users can change their settings in this regard. The web browser allows you to delete cookies. It is also possible to automatically block cookies. Detailed information on this subject is provided in the help or documentation of the web browser.

Limiting the use of cookies may affect some functionalities available on the website of the

Service.

Cookies placed on the end device of the Service User may also be used by entities

cooperating with the operator of the Service, in particular, this applies to companies:

Google (Google Inc. based in the USA), Facebook (Facebook Inc. based in the USA),

Twitter (Twitter Inc. based in the USA).

## Managing Cookies – How to Express and Withdraw Consent in Practice

If the user does not want to receive cookies, they can change their browser settings.

Please note that disabling the support for cookies necessary for authentication processes, security, and user preference maintenance may make it difficult, and in extreme cases, impossible to use the websites.

To manage cookie settings, select the internet browser you are using from the list below and follow the instructions:

- Edge
- Internet Explorer
- Chrome
- Safari
- Firefox
- Opera

## Mobile devices:

- Android
- Safari (iOS)
- Windows Phone