

# Privacy and cookie policy

1. This policy defines the rules of protecting and processing personal data which users submit in order to use services provided by **Apartamenty Św. Jakuba** website (henceforth referred to as "Website").
2. The Administrator of personal data processed on the Website is **3MT sp. z o.o., Toruń 87-100, ul. Św. Jakuba 11/3**, entered into the entrepreneurs' registry under **TIN: 9532234772** (henceforth referred to as "Administrator").
3. For personal data safety, the Administrator relies on the internal procedures and recommendations that comply with applicable legislation, in particular with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on protection of individuals with regard to the processing of personal data and on the free movement of such data as well as the repeal of Directive 95/46 WE.
4. The Administrator protects data subjects' interests with due diligence. The Administrator in particular makes sure that:
  1. the data are collected for specified and legitimate purposes and are not processed further in a way that is discordant with the intended purposes,
  2. the data are processed in a lawful manner,
  3. the data are factually correct and suitable for the purposes of their processing,
  4. the data are kept in the form which allows for data subjects' identification for as long as it is necessary for the purposes of their processing.
5. Personal data are processed based on the Website's user consent and in the cases where the provision of the law in force authorize the Administrator to process personal data.
6. The Administrator processes personal data provided by the Website's users willingly solely for the purpose of:
  1. responding to users' queries sent via contact form,
  2. accepting online bookings,
  3. providing services offered by the Administrator under Article 6(1) (f) GDPR,

4. marketing, including sending commercial information via email provided the user has given his/her consent for it by ticking the appropriate box in the booking process or by sending a query via the contact form. The consent for processing personal data for marketing purposes and sending commercial information can be revoked at any time by clicking an appropriate link in the received e-mail or by sending a relevant notification to the Administrator's email address,
5. pursuing a legitimate interest of the data Administrator in specific cases on the basis of Article 6(1) (f) GDPR, e.g. vindication or visual monitoring of the movements around the facility's premises.
7. Personal data can be used by authorities, institutions, subjects authorized by law, and subjects providing services for the Administrator (e.g. subjects providing legal, IT, marketing, and accounting services, as well as other subjects participating in processing of the requested service).
8. The Administrator reserves the right to use automated decision-making, such as profiling, for marketing purposes and for matching the offer with the users' needs.
9. The Website's user has the right to review their data which is processed by the Administrator. The user has the right to have their data rectified or erased, as well as to demand restricting or stopping the processing of his/her personal data at any time.
10. The Website's user has the right to revoke his/her consent at any time without affecting the legality of personal data processing conducted on the basis of the previously expressed consent to do so.
11. In order to exercise his/her rights as indicated in point 8 above, the Website's user should contact the Administrator via the following e-mail: **apartamenty@torun-jakuba.pl** using the same e-mail address or telephone number which he/she sent to the Website.
12. Every user has the right to file a grievance with the Office for Personal Data Protection.
13. The Administrator obtains information on users and their behaviour by:
  1. having user willingly fill in the forms,
  2. collecting cookies.

14. Upon the first visit to **Apartamenty Św. Jakuba** Website, the user is notified of the use of cookies. Staying on the Website, the user accepts the use of cookies. Not changing the privacy settings of the user's browser equals giving consent to the use of cookies.
15. Installing cookies is necessary for the proper provision of the Website's services. Cookies contain information necessary for proper functioning of the Website, in particular information which require authorization. The user can change the settings of his/her browser relating to using and saving cookies at any time.
16. The Website uses the following types of cookies:
  1. session cookies - erased when the user closes or logs out of the Website using cookies,
  2. persistent cookies - remain on the user's browser until he/she erases them or until the predetermined time set out in cookies' parameters.
17. In regard to data purpose, cookies can be divided into:
  1. conversion files which allow to analyse the effectiveness of various sales channels,
  2. tracking files which, along with conversions, allow to analyse the effectiveness of various sales channels,
  3. marketing files used for personalizing and targeting ads,
  4. analytics tools which help make using the Website more convenient thanks to understanding its users' behaviour,
  5. necessary files which are fundamental for proper functioning of the Website's basic elements. Cookies that we use help us develop our Website.
18. Some cookies can be used by the Website and online booking system owner exclusively for the purpose of:
  1. improving and supporting bookings,
  2. analysing and collecting statistical data on the Website's and online booking system's usage to improve them
19. The Website might contain links leading to other websites which operate independently of the Website and are not supervised by it. These websites might have their own regulations and privacy policies in place, which we advise to read carefully.

20. The Administrator reserves the right to change the Website's privacy policy as a result of technological development, possible changes to already existing personal data protection laws, and Website's development. Users will be notified of said changes in a visible and intelligible manner.