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This document is the implementation of information policy of NEUTRICA sp. z o.o. (the owner and operator of [www.stellis.co](http://www.stellis.co)) with its seat in Łódź towards users of website operating under the domain [stellis.co](http://stellis.co) ("Website") and towards all persons making contact with NEUTRICA sp. z o.o. with its seat in Łódź in all aspects of the processing and protection of personal data.

We attach great importance to the protection, collection, processing and use of your personal data in accordance with applicable regulations.

## 1. Information on the Administrator and the collection of personal data.

1.1. Administrator within the meaning of art. 4 point 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the Regulation) in relation to your personal data is NEUTRICA sp. z o.o. with its seat in Łódź, entered into the register of entrepreneurs of the National Court Register under KRS number: 0000441614, tax identification number: 726260949, statistical number: 101511136, Registry Court: District Court for Łódź-Śródmieście in Łódź, Commercial Court, XX Commercial Department of the National Court Register, address: ul. Wólczajska 125, 90-521, Łódź (hereinafter referred to as the Administrator).

1.3. Data processing when it is necessary for the performance of a contract to which the data subject is party, or to take action at the request of the data subject, prior to entering into a contract takes place on the basis of Art. 6 sec. 1 lit. b) of the Regulations. In addition, your data may be processed to the extent necessary for the following purposes: Administrator's own marketing, analytical purposes, financial reporting, pursuing claims, other contact with the Administrator – in terms of these purposes, processing is carried out on the basis of art. 6 sec. 1 lit. f) of the Regulations (processing is necessary for the purposes of the legitimate interests pursued by the Administrator).

1.2. The Administrator processes the personal data provided by you in the course of using the Website or in the course of the contact made with the Administrator in order to be necessary for the proper functioning of the Website and for the purpose of use of the Website, for the purpose conducting contacts with the Administrator, in particular in business purposes such as: negotiations, the conclusion of the agreement etc., as well as for own marketing of the Administrator. For these purposes, the Administrator collects your personal data provided by you such as: name, surname (last name), email address, phone number and other provided by you in above mentioned purposes.

1.4. With regard to your personal data, the Administrator does not make automated decisions, including decisions resulting from automated processing, including profiling within the meaning of the Regulation.

1.5. The Administrator stores your personal data only for the for the period necessary for the purpose for which they were collected and to comply with the requirements resulting from the applicable provisions. After these periods, your personal data will be deleted.

## 2. The rights of data subjects

2.1. You have the right to receive from the Administrator a confirmation whether they process your personal data. You have the right to demand access to your data and the right to obtain from the Administrator information on the purposes of the processing and the categories of processed personal data, information on the recipients and categories of the recipients to whom your personal data is disclosed, the planned period of storing your personal data and the source of data in the case when it was not obtained from the data subject. You have the right to obtain information whether the Administrator takes automated decisions concerning the data subjects, e.g. based on profiling. You also have the right to obtain copies of your data.

2.2. Moreover, you have the right to demand that your personal data be rectified, the right to demand that personal data be deleted, the right to demand restriction of processing, the right to transfer data and the right to object to processing. You may use these rights:

2.2.1. When it comes to demanding rectification of data: when your data is incorrect or incomplete

2.2.2. When it comes to demanding deletion of data: when your data is no longer necessary for the purposes for which it was collected by the Administrator, when you object to the processing of your data, when your data is processed unlawfully, data should be deleted for the purpose of fulfilling the obligation resulting from legal regulations, or data was collected in connection with offering information society services and if the data will be processed on the basis of consent, when you withdraw your consent to data processing

2.2.3. When it comes to restriction of data processing: when your data is incorrect – you may demand restriction of data processing for the period when the Administrator is able to check the correctness of the data, when processing of your data is performed unlawfully, but you do not want your data to be deleted, when your data is not needed by the Administrator, but you will need the data in order to establish, claim or prove damages, when you objected to data processing – until the time it is established whether the legitimate interest of the Administrator is superior to the basis for the objection

2.2.4. When it comes to the right to transfer data: when processing of your data is performed pursuant to your consent or on the basis of an agreement and when processing is performed in an automated way

2.2.5. When it comes to the right to make an objection: when processing of your personal data is performed on the basis of the legitimate interest and when your objection is justified by your particular situation, when your personal data is processed for the purpose of direct marketing and it is profiled.

2.3. You also have the right to make a complaint to the supervisory authority if you decide that processing of your personal data breaches the provisions of the Regulation. In Poland, the supervisory authority is the President of the Office for Personal Data Protection (2 Stawki Street, 00-193 Warsaw).

2.4. Due to the implemented security procedures you may be asked to confirm your identity before you execute your rights.

## 3. Consent for personal data processing

3.1. If the Administrator processes personal data that are not indispensable for the purposes referred herein or in other case where the processing of data is optional, data will be processed on the basis of consent, i.e. art. 6 par. 1 letter a) of the Regulation. In such case, you are always free to provide such data and you must express prior consent for personal data processing.

3.2. Consent is given after reading this policy. In this case, you consent to the collection and processing by the Administrator of the personal data is provided for the purpose expressly indicated when giving consent, in the manner specified in the consent e.g. by ticking the appropriate box.

3.3. You may withdraw your consent at any moment using the same way in which you granted your consent, i.e. by unticking the relevant box.

3.4. Besides, you may withdraw your consent by sending to the Administrator an appropriate declaration on withdrawing your consent using the method indicated in point 6 hereof.

3.5. Withdrawing your consent has no impact on the lawfulness of processing effectuated on the basis of your consent before your consent was withdrawn.

## 4. Information on personal data recipients /categories of personal data recipients

4.1. The Administrator also uses external service providers who may process personal data on behalf of the Administrator e.g. providers of hosting or email services, accounting services. Transfer of data may only be done for the purpose of providing such services. The Administrator uses the services only of such entities who provide sufficient guarantee of protection of data subjects' rights. Personal data processing by such entities is performed on the basis of written agreements concluded with the Administrator. Such entities follow the Administrator's guidelines and are subject to the Administrator's audits.

## 5. Security of personal data

5.1. The Administrator processes your personal data pursuant to the provisions of the Regulation. The Administrator uses appropriate technical and organizational measures for the purpose of ensuring security and sufficient confidentiality and integrity of personal data, including protection against unauthorized access to personal data, against illegal or unlawful processing or against accidental loss, unauthorized change, destruction or damage.

## 6. Contact data

6.1. Any requests, demands, notifications, or inquiries regarding personal data processing should be submitted by e-mail to [office@stellis.co](mailto:office@stellis.co) or by mail to the following address: NEUTRICA sp. z o.o. with its seat in Łódź, address: ul. Wólczajska 125, 90-521, Łódź.