

Soteam Service Privacy Policy

Dear user!

We take care of your privacy and we want you to feel comfortable while using our services. Therefore below, we present you with the most important information about the rules of processing your personal data and cookies, which are used by our Service, and the application operating within its scope ("the Application"). This information has been prepared taking into account the GDPR, i.e. the General Data Protection Regulation.

Administrator of personal data

Adam Zakrzewski, conducting business activity under the business name Adam Zakrzewski Qlpage Creative Studio, ul. Dzieci Warszawy 11h/10, 02-495 Warsaw Poland, NIP 6030007091, REGON 200297703.

You are the administrator with regards to the personal data of members of your team or organization, which can be input into the Application. We process this data on your behalf and only on your documented order and, without such an order only in the event that we are obliged by law to do so.

Personal data and privacy

If you intend to create an account in the Application and use our services, you will be asked to provide us with your personal data. Your data is processed by us for the following purposes related to the functioning of the Website and the Application and the provision of the services offered therein.

Purpose of processing:

Depending on what you choose, it may be:

- provision of services offered on the Service or Application,
- direct marketing,
- sending a newsletter.

Basis of data processing:

- service contracts or actions taken at your request to conclude it (Article 6(1)(b) of the GDPR),
- a legal obligation, e.g. in relation to accounting (Article 6(1)(c) of the GDPR),
- your consent given on the Service or Application - if you choose to give it (Article 6(1)(a) of the GDPR),
- our legitimate interest in establishing, pursuing or defending our claims (Article 6(1)(f) of the GDPR),
- our legitimate interest (Article 6(1)(f) of the GDPR) in:
 - direct marketing,
 - processing of data for analytical and statistical purposes,
 - customer satisfaction survey.

Providing data:

- voluntary, but in some cases it may be necessary in order to conclude a contract.

Effect of not providing data:

Depending on the purpose for which the data is provided:

- No possibility to register in the Application,
- No possibility to use the Service,
- No possibility to receive information about promotions or special offers offered on the Service.
- No possibility to receive suggestions of services that you may be interested in.

Possibility of withdrawing consent:

- at any time

The processing of data until you withdraw your consent is legal.

Processing period

We will process your data only for the period in which we have a legal basis, i.e. until the moment in which:

- we no longer have a legal obligation to process your data, or
- the possibility of asserting claims related to the agreement concluded by the Service and the Parties will cease to exist, or
- you will withdraw your consent to the processing of your data if it was the basis for such processing, or
- Your objection to the processing of your personal data will be accepted - if the basis for processing your data was a legitimate interest of the controller or the data was processed for the purpose of direct marketing (including profiling)
- whichever is applicable and is the latest.

Data security

When processing your personal data, we use organizational and technical measures in accordance with applicable laws, including encryption of the connection using an SSL certificate.

Your rights

In addition, you have the right to demand:

- access to your personal data,
- changes to your personal data,
- deletion of your personal data,
- restriction of processing of your personal data,
- request the transfer of your personal data to another administrator.

And also the right:

- to object at any time to the processing of your data:
 - for reasons related to your specific situation - in relation to the processing of personal data concerning you, based on Article 6(1)(f) of the GDPR (i.e. on legitimate interests pursued by the controller), including profiling on the basis of these provisions,

- if personal data is processed for the purposes of direct marketing, including profiling, in so far as the processing is related to such direct marketing.

Contact us if you wish to enforce your rights. If you believe that your data is being processed unlawfully, you can file a complaint with the supervisory authority.

Cookies

Our Website, like most websites, uses so-called cookies. These files:

- are stored in the memory of your device (computer, phone, etc.),
- enable you to use all functions of the Service and the Application,
- do not change the settings of your device.

Using the appropriate options in your browser, at any time you can:

- delete cookies,
- block the use of cookies in the future.

In this Service cookies are used for the purposes of:

- storing information about your session,
- generating statistics,
- marketing,
- sharing the functions of the Service.

To learn how to manage cookies, including how to disable them in your browser, you can use your browser's help file. You can find out more about this by pressing F1 in your browser. In addition, you will find appropriate tips on the following pages, depending on the browser you are using:

- [Firefox](#)
- [Chrome](#)
- [Safari](#)
- [Internet Explorer / Microsoft Edge](#)

If you do not disable the use of cookies in your browser settings, you consent to their use. For more information about cookies, see [Wikipedia](#).

External services and recipients of data

We use the services of external entities to which your data may be transferred. Below is a list of possible recipients of your data:

- payment provider
- hosting provider[1]
- supplier of business support software (e.g. accounting software)
- an entity providing an e-mail box[1]
- an entity facilitating service optimization[1]
- marketing service providers[1]
- the entity providing us with technical support
- the relevant public authorities to the extent that we are obliged to provide them with the data.

[1] Therefore, your personal data may also be processed by entities outside the European Union. An adequate level of protection of your data, including through the application of appropriate safeguards, ensures the participation of these entities in the EU-US Privacy Shield, established by the European Commission as a set of rules guaranteeing adequate protection of your privacy.

Contact the administrator

Would you like to enforce your rights regarding personal data? Or maybe you just want to ask about something related to our Privacy Policy? Write to our e-mail address: contact@so.team