

PRIVACY POLICY

I. GENERAL INFORMATION

This privacy policy (hereinafter referred to as "Privacy Policy") specifies:

1. the method of personal data processing of Amex Coal Sp. z o.o. with the head office in Sopot,
2. types of cookies used on the Website and the rules for their use,
3. the rules of using the website <http://amexcoal.com> (hereinafter referred to as "Website") and the contents posted on it.

II. PERSONAL DATA

In the interest of the security of entrusted details, internal procedures and recommendations have been developed to prevent any breaches against personal data.

We kindly ask you to read the following information provided on the basis 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 "GDPR").

The Administrator of Personal data is Amex Coal Sp. z o.o. with the head office in Sopot, Al. Niepodległości, 809A, 81-810 Sopot, info@amexcoal.com (hereinafter referred to as: **Administrator**).

Depending on the relationship between the Administrator and the subject of data, personal data may be processed for different purposes:

1. Processing of Website users' data.

The cookies used by the Website do not process personal data, the data is only collected in the form of statistical data that cannot be assigned to any specific persons - more information about the types of the used cookies is available in Chapter III of this Privacy Policy.

In the case of any questions asked via e-mail – the personal data provided by the user will be processed in order to answer the questions asked by the user, to provide information and services related to such queries, proceedings before the conclusion of the contract and the possible conclusion of the contract.

The processing of user's personal data is based on: Art. 6 Par. 1 Let. b of GDPR (taking action upon the request of the subject of the data before concluding the contract).

The personal data of the user will not be transferred to any other entities, however, in connection with providing services to the Administrator by other entities, the access to them may be obtained by the web hosting provider, email server provider, cloud storage service provider, and IT services provider. Your personal data will not be transferred to any third countries.

Providing personal data is not a statutory requirement, however, providing them is necessary to ensure the correct provision of services by the Administrator and to ensure the correct functionality of the Website. Failure to provide personal data may prevent from achieving the objectives referred to in the previous paragraphs.

The User has the right of access to his/her personal data, their correction, deletion or restriction. The user may also object to processing and may request the transfer of personal data. The implementation of the rights mentioned above may be limited by other legal provisions.

The personal data of the user will be kept for the period necessary to achieve the goal they were collected for. Details will be deleted both if the goal is reached, as well as if it is not.

The User has the right to file at any time a complaint regarding the processing of his/her personal data to the supervisory authority, i.e. the President of the Personal Data Protection Office.

2. Processing data of clients, shipping contractors and any persons acting on their behalf.

The personal data will be processed in order to conduct our business activity which involves providing international forwarding and transport services, chartering, ship agency and trans-shipment terminal, whereas the orders received from our clients are often completed through subcontractors and their employees:

- **if you are an entrepreneur running a business:**

- i. Your data are processed by us for the purposes of execution of the contract concluded between us (Art. 6 Par 1 Let. b of GDPR), we do not exclude the possibility that your personal data will be processed for the purposes of legitimate interests of the Administrator of Personal Data (Art. 6 Act 1 pt. f of the GDPR) either, which involve:
 - a. the activities related to the execution of contracts and orders, in particular the transfer of information on the order or contract and the entities which are involved in the execution thereof: the initial and end clients or subcontractors,
 - b. a possible pursuance of claims and the protection of rights,
- ii. Your data may also be processed on the basis of Art. 6 Par. 1 Let. c of GDPR (the fulfillment of the Administrator's legal obligations) - e.g. the transfer of data to authorities, issuing VAT invoices,
- iii. Your personal data has been obtained from contracts, orders, commercial inquiries, commercial offers, public registers (CEIDG¹),
- iii. We process the following categories of your personal data: contact details, details necessary for billing and invoicing, identification numbers (NIP-VAT No., REGON-Co. Reg. No.), and in some cases it is also possible to process such details as the registration number of the vehicle (to the extent that it is necessary to "prenotify" the goods or the driver).

- **if you are a person employed by the entrepreneur or by any persons acting on their behalf:**

- i. Your personal data is processed by us in order to execute the contract concluded between us and the entrepreneur on whose behalf you act on the basis of the legally justified interest of the Administrator of Personal Data (Art. 6 Par 1 Let. f, GDPR) whereas this justified interest is:

¹ Central Register and Information on Economic Activity

1. ensuring the possibility of the execution of the contract concluded between the Administrator and the entrepreneur on whose behalf you operate, and your personal data is processed only for the purposes and to the extent necessary for the proper execution of this contract,
 2. a possible pursuance of claims against the entrepreneur and the protection of rights,
- ii. if you have not provided us with your personal data, it means that we have obtained it from contracts, orders, commercial inquiries, commercial offers, transport stock exchanges or directly from the entrepreneur on behalf of which you operate. Your data could also have been obtained from public registers (CEIDG, KRS), if your authorization to act on behalf of the entrepreneur was disclosed in such register,
 - iii. we process the following categories of your personal data: business contact details, e.g. name, e-mail address, telephone number

Recipients of personal data may be institutions authorized by law, co-workers, subcontractors, contractors and clients of the Administrator of Personal data, if it is necessary for the implementation of contracts, orders or legitimate interests of the Administrator, provider of mail server, a provider, IT service provider, entities providing accounting, postal and courier services, entities providing legal and debt collection services.

Personal data in principle will not be transferred to third countries or international organizations, however, we cannot exclude that the implementation of a specific order or contract will require the transfer of personal data to countries outside the EU or the EEA, in which case you shall be informed.

Personal data will be stored for the period necessary to execute contracts and orders and fulfill the legitimate interests of the Administrator, and the billing details will be stored for a period of 5 years counted from the end of the year in which the settlement was made.

You have the right to demand access to your personal data, the right of correction, deletion or limitation, objection against processing, transfer of your personal data. The execution of the rights mentioned above may be limited by law.

Currently, your data are not processed on the basis of a consent; if the processing of data will take place on the basis of a consent, then, to such extent – the consent for the processing of personal data may be withdrawn at any moment. The withdrawal of consent will not affect the compliance of personal data processing before the withdrawal of consent.

Providing personal data is not a statutory requirement and it is voluntary, however, your personal data is necessary for the execution of contracts and orders, and the failure to provide them or failure to consent to their processing may prevent from the execution of an order or continuing cooperation with you or the entrepreneur on whose behalf you operate.

If in your opinion the processing of your personal data is unlawful, you have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office.

Personal data will not be a subject to automated decision making, including profiling.

In the case when the Administrator of Personal Data wants to use personal data for purposes other than the purpose for which they were transferred or collected, before such further processing, the Administrator of Personal Data will inform you of such other purpose and provide you with all the information required by the information right.

III. COOKIES

This Website uses cookies for its operation - these are IT data referred to in Art. 173 of the Act of 16th July 2004 on telecommunications law. Cookies are used on the Website to ensure that the Website works properly and adjust it to the users' needs.

1. The Website operator is the entity which places cookies on the Website user's end device and which gets access them.
2. Cookies are small files which are sent by the server through the Website. Then they are stored using a web browser on the user's device. On the basis of cookies, information about the user and his/her behavior on the Website is collected.
3. Cookies are used to improve the user's convenience and to obtain information on how the Website is used. Cookies help, including but not limited to, to optimize the Website and the contents displayed to the user. The primary purpose of cookies is to present the user with the Website which meets his/her needs. Cookies do not cause any configuration changes on the user's device neither on the software installed on it.
4. The website may use both session cookies which are deleted after closing the web browser window, as well as persistent cookies, saved for a specified period of time in the user's end devices.
5. The website uses the following cookies:
 - **_ga** - is used to distinguish between the users for the purposes of gathering information about their visits on the website. This cookie file helps to identify the areas of the Website that need improvement. The **_ga** cookie does not allow personal identification of the user, because no information or personal information is tracked,
 - **_gid, _gat** - are used to distinguish between the users for the purposes of gathering information about their visits on the website. This cookie helps to identify the areas of the site that need improvement. These files do not allow personal identification of the user, because no information or personal data are tracked,
 - **PHPSESSID** - is a session cookie file and provides information on the user's use of the website, including which pages are most frequently used and is used to improve the site, it is used while visiting the site and removed after closing the browser,
 - **nette-browser** - is used to maintain the session.
6. If the User does not accept the use of cookies by the Website, he/she may set the browser installed on their device so that it automatically rejects cookies or informs the user whenever the Website requests saving of cookies. The user can also delete previously saved cookies. Detailed information on deleting or rejecting cookie files should be sought from the provider of the browser used by the user. However, it is advised that in the case when the browser rejects cookies, this may have an adverse effect on the functionality of the Website.

IV. THE USE OF THE CONTENTS PUBLISHED ON THE WEBSITE

1. All the contents published on the Website, including the text, logos, images and graphics, trademarks, files, are protected by the Administrator's copyright and constitute their industrial property.
2. The User is not authorized to use or distribute any contents placed on the Website. The user is only authorized for any possible saving of the contents placed on the Website in order to get

familiar with the offer or the range of goods/ services offered by the Administrator or in order to undertake a possible cooperation with them.

3. Any unauthorized use or distribution of any contents placed on this Website will constitute the infringement of the Administrator's rights and may result in lodging claims against the user and instituting the proceedings described by law, including possible proceedings before the court or other authorities.

V. FINAL PROVISIONS

1. Links to other webpages may appear on the Website. Such webpages operate independently from the Administrator and are not supervised by them in any way. Such webpages may have their own documents regarding their privacy policy or regulations on providing online services and the Administrator is not responsible for them.
2. The Administrator reserves the right to modify the Website's Privacy Policy.
3. In the case of any doubts regarding any of the provisions of the Privacy Policy, the user should contact the Administrator via the contact details indicated in this Privacy Policy.