

## **Privacy Policy of the application Locatick 01.02.2022**

### **Personal data**

Administrator of personal data processed in the application is the Agent, using the Services of Locatick, defined in the Agreement for the service provision.

### **General information**

We take care for privacy and security of Your personal data and we allow You full control over it.

Using the services of Locatick sp. z o.o., Agents transfer different information to us, including personal data. In this privacy policy they will learn, first of all, which services we provide, which personal data we process, in what manner we use it and protect it.

We treat seriously protection of Your privacy, thus devote some time to familiarize with our practices. If You have any questions, contact us [info@locatick.com](mailto:info@locatick.com)

### **Purposes and legal bases for data processing**

On the mobile device the following data is stored:

1. transferred data necessary to certify the user;
2. registered GPS data and events (eg. Notes);
3. photos added to notes.

Information on locations is collected in the background.

The User may at any time cease sending the data on GPS position. The application informs when the data is sent.

Information on brand, model and ID of the mobile equipment is sent in the registration process of the equipment to the infrastructure, on which the Software Locatick is installed and used for identification of the application and mobile device.

Depending on the mobile device, the application may obtain the access to the following rights on the mobile device:

1. information on location;
2. apparatus to add the photos to the notes,
3. memory (to record data in the local data base);
4. information on the phone– ID of the phone;

Anonymous data concerning activity of the users in the application Locatick may be processed by Locatick sp. Z o.o. for statistical purposes. The issues connected with the data processing are properly settled in the agreement with the agent, including the issues connected with processing

Personal data.

## **HOW WE USE PERSONAL DATA**

In the services provided by us we always use the personal data exclusively for the purpose for which it was transferred to us and about this purpose we always clearly inform the User.

The data delivered by the user is necessary for the functioning of the application. Processing data by other entities

Locatick sp. z o.o. is authorised to automatic and manual processing personal data also by means of the indicated processing entities. Personal data/ will be made available exclusively to authorised employees of Locatick or the clients only in the scope necessary for the processing purposes.

## **COOKIES**

We use cookie files to assure for our users and clients possibly best services. Cookie is a small file which is stored by the Internet service on the hard disc of the user and is used for obtaining data on the Users (obtained information may cover address IP of the computer, from which the connection is made or the type of the search engine used) but to differentiate particular users entering the sites of Locatick.

Our site may also contain cookies files of external entities which are used by Locatick for obtaining anonymous statistics of traffic and typical conduct of the Users on particular sites. As a rule the third persons do not store any personal data in connection with using the cookie files, as they do not know the identity of the user (provided the user is not the registered user of such products of third companies, e.g. Google).

In the settings of the search engine the user may turn off the service of the cookies, however such an option will affect the proper displaying of the site.

## **HOW DO WE PROTECT YOUR DATA**

Locatick undertakes all technical and organizational means to assure the protection of personal data in the manner defined in the act or other obligatory law provision and exclude the possibility of prohibited or accidental access to the personal data, its change, destruction or loss, prohibited transfer, other unauthorized processing as well as other abuse of personal data. The obligation is applicable event after the completion of the processing of personal data.

Personal data is under constant control, electronic and natural. We applied modern mechanisms of safety and control, assuring maximum protection for data. We established control of access to the data against unauthorised access. All the persons who have contact with personal data of the clients within performing the work or obligations resulting from the agreement, are subject to legal or contractual obligation of confidentiality.

Upon the demand of Locatick sp. z o.o. shall be obliged to transfer Your personal data also to the state bodies (e.g Police, state bodies within the control conducted, if need be, etc.).

## **YOU ALWAYS CONTROL YOUR DATA**

Each user of our services is entitled to the following rights which we fully respect in Locatick:

### **Transparency**

Introducing personal data within the services of Locatick always in transparent manner we instruct the user about the purpose for which the data introduced may be used who processes it and who manages it. This document is a part of each such instruction to which it refers.

### **Right of access to personal data**

The person to whom the data refers is entitled to the right to obtain the confirmation from the administrator whether the personal data concerning him is processed or not and if yes, he has the right of access to this personal data. Upon the demand we always will transfer to our users all information concerning processing personal data where we are administrator of personal data (upon the demand one may send via e-mail to the address [info@locatick.com](mailto:info@locatick.com)). If the user of our services wants to obtain the information on personal data which the agent entrusted to us, he should contact the agent who is the administrator of personal data.

### **Right to correct**

If the applicant states that his personal data is improper or invalid he has the right immediately to correct it (the demand one may send via e-mail to the address [info@locatick.com](mailto:info@locatick.com) and we transfer such a message immediately to the Agent. For the correction and updating the data of the user, the Agent is responsible as the Administrator of data in the application.

### **Right to delete („right to be forgotten”)**

If personal data is processed for realization of the goal and is not necessary anymore, automatically we remove it. If processing personal data takes place on the basis of the consent, and the person to whom it refers, withdraw the consent, we will remove personal data. It also should be marked that the right to delete is not absolute and if we have objective obligation to keep the data (e.g. conducting accounts) the personal data will not be removed. The applications for removing data may be sent via email to the address [info@locatick.com](mailto:info@locatick.com), and we transfer such a message immediately to the Agent. For the deletion of the data of the user, the Agent is responsible as the Administrator of data in the application.

The person to whom the data refers has also right to lodge a complaint to the supervision body namely the Office of Personal Data Protection.

## **CHANGES IN PRIVACY POLICY**

The policy is reviewed on a current basis and if need be updated. The current version of the Policy was accepted and is applicable from 01.01.2022 on.