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## PRIVACY POLICY ( ver. 2023-04-03 )

FLOW360 sp. z o.o. (hereinafter referred to as "FLOW360") makes every effort to protect the privacy of users of its website (flow360.design). FLOW360 uses all necessary means to secure data against loss, destruction, disclosure, unauthorized access, or improper use. On this page, you will find basic information about the data we use..

### 1. Who is the controller of my data?

The controller of your data is FLOW360 sp. z o.o. with its registered office in Ruśiec, Katowicka Avenue 119/121, 05-830 Nadarzyn, registered in the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw, XIV Economic Department of the National Court Register, KRS number: 0000809157, NIP: 5342610000, REGON: 384651398.

You can contact the controller via email at [design@flow360.design](mailto:design@flow360.design) or in writing to the company's registered address.

### 2. What data is processed by FLOW360?

Currently, FLOW360 collects and processes personal data solely in the context of professional contacts with individuals representing companies and organizations. The collected data includes:

- Name,
- Email address,
- Phone number (only if you choose to provide it to us),
- The name of the company you represent,
- Data regarding the surface area of the company you represent.

### 3. What is the purpose of data processing by FLOW360?

FLOW360 uses your data for the following purposes:

Purpose of processing	Processing basis
1. Responding to inquiries sent by email or through a contact form on the FLOW360 website - if such a form is used.	Your consent

One of the ways we process your data is through profiling. Profiling involves using the data we collect to create a general profile of a customer/potential customer. This enables us to tailor our advertising messages to the known or predicted needs and expectations of our customers/potential customers. Importantly, profiling does not occur entirely automatically, meaning that there is human involvement in every case of profiling.

### 4. How do we obtain data?

All the data we have comes directly from you, meaning you provide the data by filling out the contact form or sending us an inquiry via email.

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5. Do I have to provide my data?

Providing your data is entirely voluntary. However, if you do not provide them, we will not be able to respond to questions submitted via the contact form or email.

6. How long do we process personal data?

The length of time we process your personal data is up to you. If you object to the processing of your data, your data will be deleted immediately.

7. Do we share data with other entities?

FLOW360 does not share your data with other entities. However, the data we collect may be entrusted to entities providing data processing services (but only on the basis of a contract and in accordance with the administrator's instructions), such as:

companies dealing with marketing process automation,  
hosting companies,  
Google LLC based in Mountain View, California, United States (provider of Google Analytics and Google AdWords services). In this case, your data may be transferred to recipients from third countries outside the European Economic Area.

8. What are my rights related to data processing?

In addition to the right to object to the processing of your data, you also have the right to:

access your data,  
correct your data,  
delete your data,  
restrict the processing of your data,  
transfer your data.

Regardless of the above, you can lodge a complaint with the national supervisory authority (currently the GODO, and in the future the President of the Personal Data Protection Office) if FLOW360 violates the provisions 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 (General Data Protection Regulation).

9. Cookies

The FLOW360 website uses cookies. Cookies are stored on your computer or other device when you browse the FLOW360 website..

Cookies are used for the following purposes:

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analyzing your behavior on the FLOW360 website to tailor presented content and advertising messages to your individual interests,  
analyzing statistical data regarding the behavior of other FLOW360 website users to optimize the website's performance,  
ensuring the safety and reliability of the FLOW360 website.

Two types of cookies are used within the FLOW360 website:

- "Session" cookies, and,
- "Persistent" cookies.

"Session" cookies are temporary files that are stored on the user's end device until they log out, leave the website or turn off their software (internet browser).

"Persistent" cookies are stored on the user's end device for the period of time specified in the cookie parameters or until they are deleted by the user.

You can change the settings related to cookies at any time, by specifying the conditions for their storage and access by cookies to your device. These settings can be changed using your internet browser settings or the service configuration. You can modify these settings in such a way as to block the automatic handling of cookies in your internet browser settings, or to be notified each time cookies are placed on your device. Detailed information on the possibilities and ways of managing cookies is available in the software settings (internet browser).