

## **PRIVACY POLICY**

### **Privacy and Cookies' usage policy on IQS websites**

IQS Sp. z o.o. located in Warsaw, Poland, prioritizes the privacy of the users visiting IQS services within the company's Internet domains. The data stored in the logs is used exclusively for administration. We never intend to identify users of IQS websites.

### **Data collection**

In accordance with the practice applied by most websites, we store HTTP queries directed to our server. The resources are identified based on URL addresses. Precise list of information stored in the log files of the website server:

- public IP address of the computer sending the query (can be the user's computer)
- client station – identification realized by HTTP, if possible,
- user name provided through authorization process,
- time of query,
- first row of the HTTP demand,
- HTTP response code,
- number of bytes sent by the server,
- URL address of the website previously visited by the user (referrer link) – if the IQS website was entered via a link,
- information on the user's browser,
- information on any errors that occurred during HTTP transaction realization.

This data is never connected to any specific individuals browsing IQS websites. To ensure highest quality of our services, we occasionally analyze the log files, to know which websites are visited most often, what websites are used, if the website structure doesn't contain errors, etc.

### **Data use**

The accumulated logs are stored for an unspecified amount of time as supportive material for administering the websites. The information in these logs is never disclosed to anyone besides people authorized to administer the servers and the IQS network. Some statistics may be generated based on the log files, to help administration. Aggregated statistics of this kind contain no attributes that enable identification of the people visiting our websites.

### **Cookies on IQS websites**

The mechanism of our own Cookies files is not used to acquire any information about users of the websites or to track their navigation. Own Cookies files used on IQS websites do not store any personal details or other information gathered from the users. IQS may use own Cookies only for the following reasons, which are essential for proper functioning of its websites:

- website configuration, adapting the content of the websites to actions the user has taken prior;
- user authentication and ensuring user session (maintaining the session after logging on);
- realization of processes necessary for complete functionality of websites;
- analyses and visitor monitoring;
- ensuring safety and constant operation.

External Cookies may be used for acquiring statistical data via analytical tools, for the purposes of analyzing website usage. Any statistics developed based on such information does not allow for identification of specific users.

IQS websites may use Google Analytics, as provided by Google LLC, located in Mountain View, California, United States. Google Analytics uses own Cookies for tracking interactions of users with other websites or apps. Data acquired by Google Analytics may include: approximate geolocation, demographic data, information on device used, system, browser, screen resolution, language, Internet provider, type of Internet connection, and the user's behaviors on the website. Detailed information on data collected by Google Analytics is described in the Google Analytics privacy policy available here: [https://support.google.com/analytics/topic/2919631?hl=pl&ref\\_topic=1008008](https://support.google.com/analytics/topic/2919631?hl=pl&ref_topic=1008008).

Google Analytics' Cookies can be switched off by downloading the module available under the address: <https://tools.google.com/dlpage/gaoptout/>.

According to the law, we may store Cookies on the user's device, when it is necessary for the functioning of our websites (art. 173 par. 3 of the telecommunication act). Other kinds of Cookies require separate consent. The expressed consent may be withdrawn at any time by clicking on the blue message "withdraw consent to Cookies", placed at the bottom of the website.

With regards to registered users of our websites, whenever Cookies may be used in such a different way, we specify clearly information about this additional form of data processing in separate documents presented at registration or at the data acquisition stage.

Any user may opt out of using Cookies by changing their browser settings. Restricting the use of Cookies may impact some functionalities of the IQS websites, but should not make it impossible to use them altogether.

#### **Links to other websites**

IQS websites may contain links to other websites. We cannot be accountable for the privacy policies of these websites. We strongly encourage reading the privacy policy of such websites. This privacy policy document applies only to IQS websites.

#### **Changes**

Should any alterations be made to this privacy policy, they will be specified in the above document.

#### **Personal data processing**

More information on IQS personal data processing and the related rights can be found here: [https://grupaiqs.pl/storage/app/media/polityki\\_download/OBOWIAZEK\\_INFORMACYJNY.pdf](https://grupaiqs.pl/storage/app/media/polityki_download/OBOWIAZEK_INFORMACYJNY.pdf).



## Contact

If you have more questions about Cookies or how IQS processes personal data, please contact IQS via email: [iod@grupaiqs.pl](mailto:iod@grupaiqs.pl)