

Cookie and Website Policy <https://worksmile.com/en/>

1. General

Thank you for your interest in our website. The protection of your privacy is important to us.

In order to implement the principle of lawful, reliable and transparent processing of your personal data when using our services or visiting and using the functionalities of our website by unlogged users, we have adopted a document called the Policy on Cookies and other website functionalities (“**Cookie Policy**”).

The Cookie Policy defines how we care about your personal data and your rights.

In this document, we would like to inform you about the type of information collected by Fitqbe Sp. z o.o. with its registered office in Warsaw, ul. Prosta 68, 00-838 Warsaw, (“**Company**”), in connection with the use of the website <https://worksmile.com/en/> (“**Website**”) and explain how this information is used.

We also inform that the aforementioned Website contains links to external websites (in particular social networks such as Facebook, Twitter, Instagram, LinkedIn) which are not covered by this Cookie Policy. This means that by using a link on our Website you will be redirected to an external website which the Company is not responsible for, in particular, is not responsible for the principles of collecting and processing data of users of these external websites. The buttons which redirect to third party websites are initially disabled and they can be activated by clicking on the selected icon. Direct connection between the computer and the provider of a social networking site will be established only after activating the buttons. More information about data processing by the above-mentioned external pages can be found at the following links:

<https://pl-pl.facebook.com/privacy/explanation>

<https://help.instagram.com/155833707900388/>

<https://help.twitter.com/pl/rules-and-policies/twitter-rules>

https://www.linkedin.com/legal/privacy-policy?trk=homepage-basic_footer-privacy-policy

The User using the Website agrees to the conditions set out in this Cookie Policy.

2. Definitions

All capitalized expressions in this Policy have the meaning given to them in Website Terms and Conditions, unless otherwise provided in the Cookie Policy.

Data administrator – Fitqbe Sp. z o.o. with its registered office in Warsaw, Al. Jana Pawła II 61 lok. 241, 01-031 Warszawa, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, XII Commercial Department of the National Court Register under KRS number: 0000605281; share capital: PLN 16 500, NIP: 5272761750, REGON: 363874982, email address: office@worksmile.com; The data administrator has appointed a Data Protection Officer who can be contacted by email: dane.osobowe@worksmile.com.

Fitqbe, we, our – Fitqbe Sp. z o.o. based in Warsaw.

User – Website user who has registered on the Website, accepting its Terms and Conditions or a person visiting the Website without logging in or registering on the Website.

Terms and Conditions – Website Terms and Conditions <https://worksmile.com/en/terms-andconditions>.

GDPR – 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).

Website – the website belonging to the Company, under which we provide our services at: <https://worksmile.com/en/>; The website is available to both logged in Website Users and visitors to the Website who have not registered or logged in to the Website:

Website – the website available at <https://worksmile.com/en/> .

3. Collection and processing of personal data

As is the case with most websites, when you visit our Website, the following data is collected routinely: the name of the operator (IP address, anonymously), the website from which you entered our Website, visited subpages of the Website, browser type as well as date and duration of the visit. This information is evaluated anonymously and cannot be used to identify visitors to the Website. The collected information is used solely to improve the attractiveness and functionality of the Website. In this respect, we have taken the necessary technical and organizational steps to ensure compliance with data privacy legislation.

We make every effort to ensure security of your personal data. The Website uses encrypted data transmission (SSL), which protects your directly identifying personal information and significantly hinders the interception of access to your data by unauthorized systems or persons.

In addition, depending on the way the Users use the Website, the Company may collect and process the following personal data, depending on the purpose:

Categories of processed data	Purpose	Legal basis	Time
name, surname, email address, other data provided voluntarily by the user in email correspondence (e.g. telephone number, company name)	email correspondence established to answer a question/make contact	Art. 6(1)(f) GDPR – legitimate interest of the administrator (answering the question)	2 weeks or until the user has successfully raised objection. The period of processing may be extended in case of establishing cooperation.

name, email address, image (when it is not subject to consolidation)	a phone conversation or a video conference, at the choice of the data subject, after the person has expressed a desire to have a conversation	Art. 6(1)(f) GDPR – legitimate interest of the administrator (having a conversation or video conference at the request of the data subject)	2 weeks or until the user has successfully raised objection. The period of processing may be extended in case of establishing cooperation.
email address, other data provided voluntarily by the user as part of a conversation via FitBot	conversation, actions taken at the request of the data subject	Art. 6(1)(f) GDPR – legitimate interest of the administrator (having a conversation with the data subject, taking action at his/her request)	2 weeks or until the user has successfully raised objection. The period of processing may be extended in case of establishing cooperation.

4. Users' rights

In connection with the processing of personal data, the User has the right to:

1. request more detailed information about the use of his/her personal data;
2. request access to personal data and a copy of data provided to us;
3. receive provided personal data in a structured, commonly used machine-readable format and – if technically possible – request seamless transfer of such data to another administrator, if data processing takes place on the basis of consent or contract and in an automated manner;
4. request correction of any inaccuracies in the data we have;
5. Request deletion of any data which we no longer have a legal basis to process;
6. object to current data processing due to a legitimate interest for reasons concerning User's particular situation, including profiling, unless our grounds of data processing prevail over User's interests, rights and freedoms;
7. request restriction of data processing, e.g. for the duration of the complaint.

Please send statements regarding the implementation of the above rights and any comments

at office@worksmile.com or
to the Data Protection Officer available at dane.osobowe@worksmile.com

If, despite our support, you consider that your personal data is being processed in breach of applicable law, you have the right to lodge a complaint with the supervisory body – the President of the Personal Data Protection Office.

5. Recipients of Users' personal data

The recipients of personal data processed by the Company in connection with the use of the Website shall be only entities who process data on behalf of the Company with the aim of supporting the operation of the Website and ICT systems.

Considering the use of the Pipedrive and Calendly systems, personal data may be transferred to the United States of America (USA) in connection with their storage on American servers. System providers guarantee that if data is transferred to third countries, the appropriate level of protection required by European regulations will be ensured through membership in the Privacy Shield program or through the application of standard contractual clauses.

6. Cookies

When you visit our Website, we may send cookies to your computer or the device you use. We use cookies to remember your preferences and to learn about how you use the Website.

Cookies are used to identify users and correctly assign their historical data collected during previous visits to the Website.

We use both temporary (one session) and persistent cookies. You can delete cookies from your browser at any time or block saving cookies to your device, but this may affect the functioning of our Website or even block it.

The Company enables the collection of data on user's activities on the Website, using the services of suppliers for advertising purposes, including Google AdWords cookies. This means that you will be shown online advertisements, tailored to your preferences, with the use of existing networks that facilitate this type of advertising. As always, we respect your privacy and do not collect any information that identifies you personally when using Google programs or any other entities.

Session cookies are removed from the browser when it is closed.

Persistent cookies are stored until they expire. The user can manually delete individual cookies. Sample instructions on how to do it for Mozilla Firefox:
<https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox>

Detailed information about the cookies used can be found in the table below.

7. Google Analytics

Our Website uses Google Analytics, a web analysis service provided by Google Inc. ("Google"). Cookies are stored on the user's computer and allow an analysis of how the Website is used by the user.

The information collected in cookies regarding your use of our Website is transmitted to a Google server in the United States and stored there. We use this service on our Website with IP anonymization enabled. This means that your IP address is shortened on our Website by Google within the Member States of the European Union or in other countries being parties to the Agreement on the European Economic Area and is therefore subject to anonymization. The full IP address is transmitted to a Google server in the United States and shortened there only in exceptional cases. On our behalf, Google will use the above information to analyse how you use our Website, create reports on your activity on the Website, display advertisements tailored to your preferences, and provide us with other services related to its use as a Website operator and the use of the Internet.

The IP address transmitted by your browser via Google Analytics is not linked with other Google data.

Proper configuration of your browser enables you to prevent the storage of cookies at any time (disable collecting cookies and remove them). Some features of our Website may not work if you disable cookies. It is still possible to disable the analysis by Google Analytics by activating the opt-out-cookies function.

You can prevent the recording of data collected in cookies, referring to the use of the Website (including your IP address) by Google, as well as the processing of this data by Google by downloading and installing a browser plug-in located at the link: <https://tools.google.com/dlpage/gaoptout?hl=pl>.

You can also opt out of personalized ads. The deactivation instruction can be found at this link: https://adssettings.google.pl/anonymous?sig=ACi0TCjs8RYK5J6o6-Yb1hV9iHOqP1gNKHmF0c6O0GzFLVSut9aDTKfWruXXJlqih2WQ33FrqAZL_kjIT4BEJKJ-O9z8YHfu5g0ntN7Ye6l2UdIYJPK2wwl&hl=pl.

8. Final provisions

This Cookie Policy may be updated in order to reflect such changes, changes in the applicable law or improvements in the scope of data processing by the Company. Information about the date of entry into force of the Cookie Policy (also in the new version) shall be included in the content of the Cookie Policy.

In case of any problems, questions or suggestions regarding the information presented on the Website, as well as questions regarding the protection of personal data, please contact us by:

– sending an email to office@worksmile.com

– writing to us via traditional mail to the address of the registered office of Fitqbe Sp. z o.o., Al. Jana Pawła II 61 lok. 241, 01-031 Warszawa.

We will do our best to clarify any doubts.

This Policy is effective from 10/03/2020.

Session cookies are removed from the browser when it is closed.

Persistent cookies are stored until they expire. The user can manually delete individual cookies. Sample instructions on how to do it for Mozilla Firefox: <https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox>

Cookie name	Cookie type	Expiration time	Description of cookie
PHPSESSID	Session	~	Stores session ID. Enables work with an application. It is necessary to: check if the visitor is not an automatic script; server communication; store information about being logged in to the website.
_ga	Persistent	24 months	Cookie used by Google Analytics to collect aggregated statistical data about Website users.
_gat	Persistent	10 minutes	Cookie used by Google Analytics to collect aggregated statistical data about Website users.
_gid	Persistent	24 hours	Cookie used by Google Analytics to collect aggregated statistical data about Website users.
G_AUTHUSER_H	Session	~	Cookie used by Google Analytics to collect aggregated statistical data about Website users.

G_ENABLED_IDPS	Persistent	~	Cookie used by Google Analytics to collect aggregated statistical data about Website users.
_hjIncludedInSample	Session	–	This session cookie is set to let Hotjar know whether that visitor is included in the sample which is used to generate funnels.
ssupp.autoopenssupp. barclickedssupp.chatid ssupp.messagesupp. opened	Session	–	Cookie used by the Smartsupp tool to support live chat and contact Fitqbe helpdesk.
ssupp.vid	Persistent	6 months	Cookie used by the Smartsupp tool to support live chat and contact Fitqbe helpdesk.
remember_me	Persistent	14 days	Cookie that supports the “Remember me” function, so that the user does not have to log in manually each single time.
locale	Persistent	31 days	Cookie that stores information about the selected language of the interface.
hideGuide	Persistent	1 year	This cookie stores information about whether the Worksmile tutorial should be hidden.