

## PRIVACY POLICY OF BUDGETBEE PORTAL:

Respecting your privacy and ensuring your knowledge of who and how processes your personal data, below you will find detailed information in this regard.

1. The Administrator of your personal data is the company BudgetBee Sp. z o.o.; headquartered in 26a/18 Szamarzewskiego Street, 60-517 Poznań (Poland); entered in the Company Register of the National Court Register kept by District Court in Poznań - Nowe Miasto i Wilda, under the number KRS 0000823694, NIP 7812005333.
2. Contact with the Administrator in terms of protection of personal data and privacy is possible through traditional mail to Administrator's headquarters' address (indicated above) with a note: "Protection of Personal Data" or by email: [support@budgetbee.io](mailto:support@budgetbee.io).
3. The Administrator processes your personal data submitted via BudgetBee portal. Each time, it will be at least your email address, which is required to sign in. Furthermore, if you are a User of BudgetBee portal, the data can be: name, last name, workplace and additional data, which were submitted to BudgetBee portal. If you are our Customer, we will process your billing data, such as: company name, postal address, tax number and other data necessary for billing. Moreover, during the time of using the BudgetBee portal we will be processing data connected with actions undertaken by Users of BudgetBee portal.
4. In case you are not a User of BudgetBee portal, your personal data in the form of your email address, was submitted to us by your employer (our Customer), who invited you to use BudgetBee portal (Article 6(1)(b) GDPR). If you did not give your consent to your employer, please contact us. Then we will immediately delete your data from BudgetBee portal.
5. In case you are a User of BudgetBee portal, your personal data submitted to the portal will be processed within services provided by BudgetBee portal (Article 6(1)(b) GDPR). The data will be submitted by you, your coworkers or your employer.
6. In case you are a Customer, you will conclude a contract using BudgetBee, we will process your personal data such as: company name, address of exercising economic activity, tax number and billing data. The data will be processed within services provided by BudgetBee portal (Article 6(1)(b) GDPR) as well as subjected to binding taxation (Article 6(1)(c) GDPR).
7. If you decide to sign up for our newsletter, we will be processing your email address for sending you our newsletter. The primary ground for data processing is your consent (Article 6(1)(a) GDPR).
8. If you decide to contact us, we will process your personal data in terms of mutual communication. It constitutes our legitimate interest (Article 6(1)(f) GDPR).
9. If you are a User of BudgetBee portal, we will be processing your personal data until the removal of your account from BudgetBee portal. If processing your personal data is necessary, i.g. due to mutual claims, we will process your personal data longer.
10. If you use BudgetBee as a Customer, your data will be processed over the duration of the contract as well as for the next three full years after it expires, which is connected to the statute of limitations of mutual claims. If processing your personal

data is necessary, i.g. due to mutual claims, we will process your personal data longer.

11. In case when we process your data based on your consent, you have the right to retract your consent at any time. Then your personal data will be removed, which will not influence processing of data before the removal of your consent.
12. Recipients of personal data processed by us are companies cooperating with us in terms of IT services and companies supporting the management of BudgetBee portal. Furthermore, the recipients can be companies which store documents, entities providing documentation management, law firms, auditing companies, advisory companies, consulting companies and other. The recipient of your personal data can also be a public entity, which has a right to demand sharing your personal data, such as: prosecutor's offices or courts. Partial access to your personal data, which you will disclose in BudgetBee portal, will be granted to your employer and coworkers.
13. Providers of used IT services can be companies outside the EEA, however, conducting proper standards of personal data protection. Nevertheless, your personal data can be processed outside the EEA.
14. You have the right to demand access to the content of your data - within Article 15 GDPR, data rectification - within Article 16 GDPR, data removal within Article 17 GDPR, limitation of data processing - within Article 18 GDPR, objection to processing your personal data - within Article 21 GDPR. Furthermore, if you decide that your personal data is processed inconsistently with requirements, you have the right to submit a complaint to the supervisory authority, which is President of the Personal Data Protection Office. Details regarding your privileges resulting from GDPR can be found directly with the Administrator.

### **TERMS OF PERSONAL DATA PROCESSING:**

When providing our services in terms of BudgetBee portal, we obey the following rules regarding personal data protection as a result of GDPR:

1. **Legitimacy** - which means we care about the protection of privacy and we process personal data only in a legitimate way.
2. **Safety** - which means we provide an appropriate level of safety of personal data, undertaking constant activities increasing safety. We use selected by us technical and organisational mechanisms, including advanced technical solutions, which maximize the guarantee of the safety of data.
3. **Executing the rights of the individual** - which means we enable a person which data we process to execute their rights and we pursue those rights.
4. **Accountability** - which means we document how we comply with our duties arising from the personal data protection system. At any time we are able to prove that we do it appropriately and in accordance with the law.
5. **Tenably and minimisation** - which means we process only data, which is crucial and no longer than it is necessary.
6. **Continuity** - which means we treat personal data protection as a continuous process, which should be constantly monitored to increase safety of personal data processing.

7. **Universality** - which means we engage all our employees and outsourcers in data protection. Respect for privacy and personal data protection are inscribed in our daily activities, since the creation of BudgetBee.

#### **COOKIES POLICY:**

1. Cookies are IT data, particularly text files, which are stored in the terminal equipment of web portals, including BudgetBee.
2. Using BudgetBee portal, if you give consent to use cookies (Article 173 Telecommunications Act), we will process your personal data regarding activity and traffic on the website to ensure the website's safety, statistics, development of functionalities and improvement of BudgetBee portal. It can be IP address, information about the device you are using, its properties as well as information about actions performed on [www.budgetbee.io](http://www.budgetbee.io).
3. Lack of consent for the use of cookies can negatively influence the usage of BudgetBee portal through obstructing or preventing the use of some options or even worsening its functionality.
4. We use Google Analytics analytical tools, which collect information about your visits to the website, which subpages were displayed, time spent on the website or transitions between subpages. For that we use Google LLC cookies concerning Google Analytics service.
5. We also use marketing tools such as Facebook Pixel to direct personalized advertising at you through Facebook website. It is connected to the usage of Facebook's cookies.
6. We are cooperating with partner companies which can post third entity's cookies on your device. Said entities can collect information about your activity on our website.
7. At any time you can change the rules of using cookies on your device by choosing the appropriate option in your browser's settings.