

# PRIVACY POLICY












We make every effort to ensure that the processing of personal data is conducted with respect for the privacy of individuals whose data is being processed and with attention to the security of the processing procedure, in accordance with this policy (hereinafter referred to as the **Policy** or **Privacy Policy**).

If you have any questions or concerns regarding the Policy, feel free to contact us at: [contact@office-samurai.com](mailto:contact@office-samurai.com). We will do our best to assist you!

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## SOME IMPORTANT INFORMATION AND DEFINITIONS

-  **The Controller** of personal data processed in connection with the use of the website <https://office-samurai.com/> is **Office Samurai**, ul. Wojciecha Weissa 7, 31-339 Kraków, NIP: 6762543127, REGON: 36923297700000. The company is registered in the Register of Entrepreneurs maintained by the District Court for Kraków – Śródmieście in Kraków, 11th Commercial Division of the National Court Register under KRS number: 0000713229.
-  **You can contact** the Controller via email at: [contact@office-samurai.com](mailto:contact@office-samurai.com).
-  **Cookie Banner** – a computer program on the Website used to manage cookies by the User, displaying information about these files and providing the User with the ability to consent to their use by the Controller while using the Website;
-  **Personal Data** – information about an identified or identifiable natural person, meaning a person who can be directly or indirectly identified, in particular based on an identifier such as a name, identification number, location data, online identifier, or one or more specific factors defining the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person;
-  **Cookies / Cookie Files** – text files that the Website stores on the User's Device when they access the Website, facilitating its use;
-  **GDPR** – refers to 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.;
-  **Service/Website** – the website located at: <https://office-samurai.com/>.
-  **Device** – refers to an electronic device used by the User to access the Service, including but not limited to PCs, laptops, tablets, and smartphones;
-  **User** – refers to any individual using the Service.

*In this document, "you" or "your" refers to any person or entity using the Service, while "we," "our," or "us" collectively refer to the Controller.*

## DO I HAVE TO PROVIDE MY DATA?

Providing personal data by the User is voluntary, but in some cases, it is necessary for the Controller to provide electronic services through the Service.

## WHAT PERSONAL DATA DO WE COLLECT?

Depending on the purposes described later in this Policy, we collect the following information about you:

- Your name, email address, and phone number;
- IP address;
- Any additional data you voluntarily provide to us through correspondence via the contact form or email.

The Service Provider may delegate the processing of collected Users' personal data to another entity based on a data processing agreement concluded with that entity.

## FOR WHAT PURPOSE DO WE PROCESS YOUR DATA?

We may process the personal data of Users and other individuals interacting with the Controller or Users for the following purposes:

- To perform a contract concluded with the Controller for the provision of electronic services through the Website, including providing Users with access to content hosted on the Website – the legal basis for data processing is the necessity of processing to perform a contract (Article 6(1)(b) GDPR).
- To establish contact and enable the use of services provided by the Controller, including via the contact form on the Website – the legal basis for processing is the Controller's legitimate interest (Article 6(1)(f) GDPR).
- To fulfill legal obligations imposed on the Controller, particularly under tax and accounting regulations – the legal basis for processing is a legal obligation (Article 6(1)(c) GDPR).
- For analytical and statistical purposes, including improving the functionality and usability of the Website – the legal basis for processing is the Controller's legitimate interest (Article 6(1)(f) GDPR).
- To establish and pursue claims or defend against them – the legal basis for processing is the Controller's legitimate interest (Article 6(1)(f) GDPR).

- For technical and administrative purposes, ensuring the security of the Controller's IT systems and managing these systems – the legal basis for processing is the Controller's legitimate interest (Article 6(1)(f) GDPR).
- For marketing purposes, including direct marketing of the Controller's services – the legal basis for processing is the legitimate interest pursued by the Controller or a third party (Article 6(1)(f) GDPR), and for sending newsletters (updates, marketing information about services, products, or events) – the legal basis is the User's consent (Article 6(1)(a) GDPR) in connection with Article 10 of the Electronic Services Act and Electronic Communications Law;
- Personal data may also be processed in exchange for providing free digital content (e.g. PDF guides, checklists, ebooks or other materials) offered as part of the Newsletter Service ("payment with data" model).

## ARE MY DATA TRANSFERRED OUTSIDE THE EEA?

The Controller may transfer personal data to a third country, meaning outside the European Economic Area (EEA), to enable Users outside the EEA to access the Website's services. Such transfers may occur to:

- Countries for which the European Commission has issued adequacy decisions regarding the protection of Personal Data ([link to the decision](#)), without the need to meet additional requirements;
- Other countries based on Standard Contractual Clauses with the implementation of additional safeguards (technical and legal), Binding Corporate Rules, or under Article 49(1)(c) of the GDPR, if the transfer is necessary for the conclusion or performance of a contract in the interest of the data subject between the Controller and a User outside the EEA.

## ARE MY DATA SECURE?

The Controller implements technical and organizational measures to ensure the protection and security of personal data processing, appropriate to the risks and the categories of data being protected. In particular, the Controller secures data technically and organizationally against unauthorized access, unauthorized acquisition, unlawful processing, loss, damage, or destruction.

However, the Controller notes that using the internet and electronic services may involve specific cybersecurity risks. These risks include, among others, the presence and activity of internet worms, spyware, or malicious software (*malware*), including computer viruses. There is also a risk of exposure to cracking attempts (system security breaches) and other threats.

To ensure your safety while using the internet, the Controller recommends relying on trusted sources of information and security tools. It is advisable to regularly update software, including operating systems and antivirus programs, use strong and unique passwords, and exercise caution when opening emails

and links from unknown senders. Additionally, it is beneficial to continually expand knowledge about digital security.

## ARE MY DATA SUBJECT TO PROFILING?

Your personal data may be subject to profiling, which involves improving the offer, advertising services, reminders, or recommendations for Users who visit the Website.

However, the Controller does not make automated decisions that have legal effects on you or infringe upon your rights.

## WHO ARE THE RECIPIENTS OF MY DATA?

Your personal data may be utilized by certain third parties that the Controller collaborates with to assist in fulfilling its tasks. These entities include both service providers with whom the Controller enters into data processing agreements and independent controllers, such as:

- Hosting providers;
- Email service providers;
- IT service providers;
- Accounting/tax advisory/bookkeeping offices;
- Legal advisors or attorneys providing legal services to the Controller;
- Newsletter service providers;
- Online form service providers;
- Entities providing advertising, courier, or postal services;
- Other subcontractors/service providers whose activities require access to personal data.

Personal data may also be disclosed to authorized state authorities in connection with proceedings conducted by them, upon their request, and provided that the conditions confirming the necessity of obtaining such data are met, in accordance with applicable law.

## HOW LONG ARE MY DATA PROCESSED?

Your personal data are processed by the Controller for as long as necessary to achieve the purposes for which the data are processed or until an objection is raised, if the legal basis for processing is the Controller's legitimate interest, or until consent is withdrawn, if the legal basis for processing is the consent provided.

The processing period may be extended if the processing is necessary for the establishment, exercise, or defense of legal claims (for the duration of the limitation period for such claims). After this period, data will only be processed if and to the extent required by applicable law.

Once the processing period expires, the data are irreversibly deleted or anonymized.

## WHAT RIGHTS DO I HAVE REGARDING DATA PROCESSING?

The GDPR provides you with several rights regarding the handling of your personal data, which you may exercise. You have the right to:

- Access your data and receive a copy of it;
- Request rectification, deletion, or restriction of the processing of your data;
- Withdraw your consent for the processing of your personal data, to the extent that the processing is based on the consent you previously provided (withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal);
- Data portability;
- Object to the processing of your data for marketing purposes if the processing is based on the Controller's legitimate interest, and object on grounds relating to your particular situation in other cases where the legal basis for processing is the Controller's legitimate interest;
- File a complaint with a supervisory authority responsible for data protection (if you believe that your personal data are being processed unlawfully, you have the right to lodge a complaint with the President of the Personal Data Protection Office or another competent supervisory authority).

The principles related to the exercise of the above rights are described in detail in Articles 15–21 of the GDPR. If you have questions about your rights or wish to exercise them, please contact the Controller.

## ARE COOKIES USED ON THE WEBSITE?

Within the Website, we use Cookies. We utilize both session Cookies (temporary files stored on the User's Device until they leave the Website) and persistent Cookies (files stored on the User's Device for a defined period specified in the Cookie parameters or until the User deletes them), as well as Cookies necessary for using the Website. Additionally, we may use performance, functional, and advertising Cookies. The Cookies we use are safe for the User's Device.

We use both first-party and third-party Cookies.

The Website also employs technologies that anonymously record the actions taken by Users while using the Website, including:

- Google Analytics – used for analyzing Website statistics;
- Google Tag Manager – used for measuring the effectiveness of the Website's advertising;
- Hotjar – used for analyzing user behavior on the Website;
- Facebook Pixel – used for managing and optimizing Facebook advertising;
- YouTube – used for tracking views of videos embedded on the Website.

The data collected through the tools mentioned above are not linked to any specific User and are not used for identifying Users.

The specific types of Cookies used on the Website are defined in the Cookie Banner, which is always accessible to Users on the Website.

You can manage your Cookie settings at any time by blocking them or receiving notifications via changes in your web browser settings on your Device. Below are links to instructions on managing Cookies for various browsers:

- Firefox: [Instructions for Firefox](#)
- Chrome: [Instructions for Chrome](#)
- Opera: [Instructions for Opera](#)
- Safari: [Instructions for Safari](#)

## WHAT ARE SERVER LOGS?

Server logs are records of information about activities occurring on the server. They collect data such as:

- Requests to the website: When you visit the Website, the server logs your request. This includes information like your IP address, the type of action you perform (e.g., opening a page), the address of the page you visit, and the time of your visit.
- Error information: If any errors occur on the Website (e.g., a page not found), the server records this as well. This helps the Controller address issues and improve the Website.
- Security matters: Logs help detect unauthorized access attempts to the server or other suspicious activities.

Server logs are used for purposes such as maintaining the security of the Website, analyzing how it is used, and improving its performance. The data recorded in server logs are not associated with specific individuals using the Website and are not used by the Controller to identify any particular person.

Server logs are typically utilized for administrative purposes, such as analyzing website traffic, diagnosing technical issues, ensuring security, and optimizing the Website's functionality. We respect your privacy, and this data is protected and used in compliance with applicable legal regulations.

## CHANGES TO THE POLICY

The Policy is regularly reviewed and updated as necessary. Updates may be prompted by changes in legal regulations, the need to modernize the Website, changes to the Controller's information, or internal business changes. The current version of the Policy is available on the Website.

Changes to the Privacy Policy will be announced on the Website and will become binding for Users who do not terminate the Agreement before the effective date of the changes.

**The Policy is effective as of April 1, 2026.**



Thank you for reviewing our Policy! If you have any questions, feel free to contact us at: [contact@office-samurai.com](mailto:contact@office-samurai.com).