

## PRIVACY POLICY

This Policy provides basic information about the purposes, methods of processing and security of your personal data as a user of the [www.cggroup.pl](http://www.cggroup.pl) website (hereinafter referred to as the "Website"). Read this Privacy Policy to learn who the controller of your personal data is, what personal data are collected by the Website, for what purposes they are used and how they are protected.

### §1. Basic information.

1. The controller of your personal data is: CGG Sp. z o.o. with its registered office in 40-287 Katowice, ul. 1 maja 38/5, NIP (Tax Identification Number): 9542800500, REGON (National Business Registry Number): 382205810, KRS (National Court Register) no.: 0000765201
2. Contact with the Controller is possible:
  - 1) via e-mail: [biuro@cggroup.pl](mailto:biuro@cggroup.pl)
  - 2) by phone: + 48 504 192 791
  - 3) by mail: 40-287 Katowice, ul. 1 May 38/5

### §2. Principles of data processing.

1. The Controller processes personal data in accordance with the following principles:
  - 1) on a legal basis and in accordance with the law (lawfulness);
  - 2) in a reliable and fair manner (fairness);
  - 3) in a manner which is transparent for the data subject (transparency);
  - 4) for specific purposes and not "just in case" (minimisation);
  - 5) no more than necessary (adequacy);
  - 6) with attention to data accuracy (accuracy);
  - 7) no longer than necessary (temporality);
  - 8) ensuring adequate data security (security).

### §3. Purposes of processing and its legal basis.

We will process your data:

- 1) for contact purposes in order to reply to your message sent to us directly by e-mail or via a form, on the basis of the Controller's legitimate interest in replying to you.
- 2) for statistical and analytical purposes, as well as for monitoring of traffic on the Website with the use of cookies, on the basis of the Controller's legitimate interest related to the correct functioning and operation of the Website and conducting Website traffic analysis.

### §4. Scope of personal data processed.

We process your data within the scope of the following:

- 1) if you send us an e-mail, we will process the data contained in it.
- 2) if you use the contact form on our website, we will process the data in the form of your e-mail address and first name.
- 3) other data processed by the Controller include the IP address and other data saved in cookies, which are used by the Controller to analyse the use of the Website by you and other users.

### §5. Data retention period.

We are not able to determine for how long we will process your personal data.

If you have provided us with your data in a form or e-mail for contact purposes, we will process your data until you request the deletion of these data or until you object to the processing, but also until we consider that we have fulfilled the legitimate interest of the Controller.

#### §6. User rights.

1. You have the following rights in relation to the processing of your data:
  - 1) to access your data and
  - 2) the right to rectify, delete, and limit the processing of your data,
  - 3) the right to data portability,
  - 4) the right to object,
  - 5) the right to withdraw consent to their processing at any time and in any form, unless the processing of your data is carried out for the purpose of performance of the contract by the Controller, for the purpose of compliance by the Controller with legal obligations owed to state institutions or for the purpose of pursuing legitimate interests of the Controller.
2. You also have the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).
3. For more information on personal data protection, please visit the website of the Personal Data Protection Office: [www.uodo.gov.pl](http://www.uodo.gov.pl)

#### §7. Cookies.

1. Cookies are IT data, in particular text files, which are stored on the end device, i.e. your computer, laptop or smartphone, depending on the device you use to view the Website. Cookies usually contain the name of the website they come from, the time of their storage on the end device and a unique number. You can decide how cookies will be used – these settings are available in every web browser.
2. Cookies are primarily used for your convenience – thanks to their use, the loading time of the website is significantly reduced during subsequent visits.
3. Features of cookies:
  - 1) they adapt the content of the website to the User. They optimise the User's navigation on the website; in particular, they allow for recognition of the device on which the website is displayed and for setting its parameters in such a way that the navigation does not cause problems and is optimised with respect to the individual needs of the User;
  - 2) they allow for displaying a website that is tailored to your individual needs;
  - 3) they create statistics thanks to which the Controller knows which content is of interest to the Users. This allows for the continuous improvement of the website and structuring the content in a way that will suit the users visiting the website;
  - 4) they allow for using the User's login option multiple times, which is much more convenient for you, because in the case of navigating the website and repeated visits, you are not forced to enter your login and password each time.
4. The Website uses two basic types of cookies: session and persistent cookies. Session cookies are temporary files that are stored on the User's end device until logging out, leaving the website or disabling the software (web browser). Persistent cookies are stored on the User's end device for the time specified in the parameters of cookies or until they are deleted by the User.
5. The User may delete cookies at any time.

6. Restrictions on the use of cookies introduced by the user may affect some of the functionalities of the Website, significantly hindering the free use of all its options.
7. Cookies are placed on the User's end device and may also be used by advertisers cooperating with the operator of the Website and other partners. However, the User may delete them at any time.
8. More detailed information on cookies is available at <https://www.allaboutcookies.org/> or in the "Help" section of your web browser's menu.
9. If you have any doubts about your cookie settings, please contact the operator of your web browser.
10. If you do not agree to the use of cookies by the Website, leave it or activate the appropriate settings in your web browser.