**Privacy Policy**

1. This Privacy Policy defines the principles for collecting and processing of personal data collected through the Online shop [https://balumi.com.pl](https://balumi.com.pl/)

2. Agnieszka Siulerzycka is the administrator of personal data, who conducts business activity under the company “BALUMI” Agnieszka Siulerzycka entered into the Central Register and Information on Business Activity conducted by the Minister responsible for the economic matters, address of the main place of business: ul. Turkusowa 1a, 05 – 825 Odrano Wola, NIP: 773-150-72-66, REGON: 142317416, e-mail address: zamowienia@balumi.com.pl or sklep@balumi.com.pl phone number: 728 834 866.

3.Customers’ personal data is processed in accordance with the Act of July 18, 2002 on the provision of services electronically (Journal of Laws of 2016, item 1030, 1579), and the Act of August 29, 1997 on the Protection of Personal Data (Journal of Laws of 2016, item 922).

4. The collection of personal data was submitted for registration to the Chief Inspector for Personal Data Protection (book nr: 158903).

5. Customers’ personal data is collected during the registration of the Customer’s Account, during the order placement process, and also when using the contact form available in the Shop.

6. Personal data, including the name and surname, company’s name, phone number, e-mail address, building/apartment number, postal code, city, are processed to the extent necessary to establish, shape the contents, change, resolve the legal relationship between the parties.

7. The Administrator secures the personal data of the Customers from their acquisition and modification by unauthorised persons. Personal data may only be made available to entities entitle to receive them under the applicable law, in particular to the competent judicial authorities. The personal data collected is collected on secure servers that are accessed by authorised personnel only using a password.

8. The user has the right to supplement, update, rectify the personal data or to request their removal, if they are incomplete, outdated, incorrect or were collected in violation of the law and are no longer needed to meet the purpose, for which they were collected. Modification of the data is possible on the basis of a request, which should be submitted through an e-mail to: sklep@balumi.com.pl or after logging in to the Account.

9. The Online shop uses cookies. Cookies are small text files sent by the Online shop and stored on the User’s computer, which contain information related to the use of the Online shop.

10. The Online shop uses two types of cookies:

* Session cookies – when a browser session ends or the computer shuts down, the saved information is erased from the device memory. The mechanism of operation of the session files does not allow to download any personal data nor any confidential information from the User’s computer,
* Fixed cookies – are stored on the hard disk of the User’s computer and remain there until they are deleted.

11. The Online shop uses cookies in order to ensure the operation of the User’s session in the Online shop (logging to the Customer’s Account), thanks to which the User does not have to provide the login and password on each sub-page of the Shop, as well as for statistical purposes through the Google Analytics tools.

12. The mechanism of operation of cookies can be disabled at any time by changing the settings in a web browser, however, disabling cookies may prevent you from using the website of the Online shop. Detailed information about the possibilities and ways of using cookies is available in the settings of the browser, which is used by the User.

13. Here are the ways of changing your web browser settings for using cookies:

* Internet Explorer: [link](http://windows.microsoft.com/pl-pl/internet-explorer/delete-manage-cookies)
* Google Chrome: [link](http://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647&topic=14666&ctx=topic)
* Opera: [link](http://help.opera.com/Windows/12.10/pl/cookies.html)
* Mozilla Firefox: [link](http://support.mozilla.org/pl/kb/W%C5%82%C4%85czanie%20i%20wy%C5%82%C4%85czanie%20obs%C5%82ugi%20ciasteczek)
* Apple Safari: [link](http://support.apple.com/kb/PH5042)

14. If you have any questions about the Privacy Policy, please contact us electronically at: sklep@balumi.com.pl