

## **DATA PRIVACY POLICY**

### **SCOPE AND PURPOSE OF DATA PRIVACY POLICY**

Thank you for your interest in the website of Selvita S.A. (hereinafter referred to as “**Selvita**”). Please note that during the use of the website certain personal data may be collected due to technical reasons or in order to evaluate and improve the website. Selvita respects the privacy of website users (hereinafter referred to as “**Users**”) and protects their personal data. This Data Privacy Policy (hereinafter referred to as the “**Policy**”) explains the way personal data is collected, processed, used and stored. What is more the Policy covers the principles of processing personal data and entitlements of Users related to their personal data. Prior to browsing Selvita’s webpage, it is strongly recommended that each User becomes accustomed with the terms of this Policy.

### **DATA PROCESSING**

Selvita S.A., Selvita Services sp. z o.o., BioCentrum sp. z o.o. and Ardigen S.A. are joint controllers of personal data of Users obtained through browsing of Selvita’s website. User’s data are processed in compliance with Regulation (EU) No. 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 (hereinafter: “**General Data Protection Regulation**” or “**GDPR**”) and other applicable regulations.

### **USER’S RIGHTS**

You have the right to access, rectify, erase, restrict or object to the processing of your personal data and file a complaint concerning data protection with a supervisory authority. You also have the right to data portability, including the right to receive the data and transmit it to another administrator or to request, if technically possible, that the data be transmitted directly to another administrator. Your personal data are not to be subject to automated decision-making, including profiling.

The provision of your personal data is voluntary, however we will need such data to improve and customize our website. The provision of personal data is not a statutory nor contract obligation. If you choose to limit the processing of your personal data by Selvita, we may not be able to tailor the website for your needs and it may not function properly.

### **WHAT KIND OF DATA MAY BE COLLECTED?**

Selvita may collect information about Users including how the website is used. Such information may include search and preference of our Users and their browsing history. We use this information to research and improve the services we provide as well as to identify areas in which we may need to improve our website. Thus we may collect data such as IP addresses, date and time of access to Selvita’s webpage, transferred data volume, information about the devices and IT systems used, User’s locations etc.

### **HOW DO WE USE THE DATA?**

The data is processed mainly for statistical purposes, in order to keep contact with you, as well as for evaluation and optimization of our website. We may use your data in particular to:

- i) enable the use of the website

- ii) provide connection setup
- iii) ensure system security
- iv) track website activity (including to compile reports)

Should the need to use data for other purposes arise, we will undertake to communicate such need to you (in addition to complying with other requirements, if applicable).

## **SOCIAL MEDIA**

On Selvita's website various social media plugins are present. If you are logged in the social network (or connect to social media at a later date), by embedding the plugin social media may receive information that you have visited a particular page. In case you wish to limit or stop processing of your data by social network please deactivate social media plugins prior to the use of our website.

## **LEGAL BASIS FOR DATA PROCESSING**

The basis for processing of your personal data is set forth in Art. 6 par. 1 sec. f) GDPR whereby Selvita has interest in optimization and evaluation of website, keeping contact with Users, obtaining statistical data as well as improving Selvita's services.

## **WHAT ARE COOKIES?**

Selvita's website uses cookies which are little files sent and later stored on your browser. Cookies contain modest information about User's activity on the website. Cookies help the server to provide you with a webpage tailored for your particular needs. Collecting such information allow us to continuously develop our website. By using cookies your next visit will be more convenient and you are likely to find content which is more relevant from your perspective.

## **WHICH TYPE OF COOKIES ARE USED ON SELVITA'S WEBSITE?**

We can use the following types of cookies:

- i) session state cookies;
- ii) persistent cookies.

## **CONSENT TO USE COOKIES**

The use of certain types of cookies requires your consent. Your consent may be expressed by clicking on 'accept cookies' button present on our webpage.

You can delete and manage cookies or a particular type of cookies on the relevant setting list on your browser. Please note that if you clear cookies, our website may not function properly.

## **ACCESS TO YOUR DATA**

Your personal data will be accessed only by authorized persons who have a need to use such information solely in order to perform their professional duties. Selvita does not disclose such data to unauthorized persons.

Selvita will disclose your data to third parties only when it is legally permitted to do so including upon the receipt of your consent. Data shall only be transferred, if it is necessary in relation to Selvita's activity or service provided to our Users. Any third parties to whom Selvita discloses such data are bound by confidentiality agreements with Selvita.

## **TRANSFER TO ANOTHER COUNTRIES**

If your data are transferred abroad to other companies e.g. to providers of IT services, Selvita will warrant that those companies have been obligated to the applicable level of data protection.

## **PERIOD OF STORAGE**

Your data shall be stored only for the limited period of time. Selvita may store your data only for the term for which it is absolutely necessary for the purposes of processing of such data. However, in any case your personal data will be processed until you request to erase them.

## **OTHER PERSONAL DATA**

We collect and process other personal data only if you request certain services and we need your data for this purpose or if you have voluntarily given us your express consent. The legal basis for processing is respectively Art. 6 par. 1 sec. 1a), 1b) or 1f) GDPR.

You can request our services for example, by completing a registration form or sending us an email, ordering products or services, submitting inquiries to us, requesting materials or registering, using Newsletter.

## **WITHDRAWAL OF CONSENT**

You have always the right to withdraw your consent to the use of your data at any time by sending an e-mail to [rodo@selvita.com](mailto:rodo@selvita.com) or by sending a letter to the address of registered office of Selvita stated below.

## **WHO IS MY CONTACT, IN CASE I HAVE QUESTIONS ABOUT MY PERSONAL DATA?**

If you have any questions or comments with regard to data protection please feel free to contact us at any time. We can be reached at under telephone number: +48 12 297 47 00 or by e-mail address: [rodo@selvita.com](mailto:rodo@selvita.com). You can also submit your queries by post at the registered office of Selvita:

**Selvita S.A.**  
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