

**Last Updated: Jun 26 2018**

## **Privacy Policy**

Your privacy is important to us, so this Privacy Policy (hereinafter - "Policy") explains how information about You is collected, used, and disclosed by Your access or use of Viktoraspa Sp.z.o.o Site or otherwise as a result of Your interactions with Us. By visiting this Site directly or through another site, You accept the terms and conditions of this Policy. This Policy applies to this Site. We are not responsible for the content or privacy practices on any website not operated by Us to which this Site links or that links to this Site.

We respect children's privacy. We do not knowingly or intentionally collect personal information from children under age 16. Elsewhere on the Site, you have represented and warranted that you are either 18 years of age or using the Site with the supervision of a parent or guardian. If you are under the age of 16, please do not submit any personal information to Us, and rely on a parent or guardian to assist you.

### **(1) Information Collection**

We collect information from you in several different ways on this Site.

#### *Booking/Ordering*

Before using certain portions of this Site or ordering products, you may be required to complete an online identification form. You will be asked to provide to Us certain personal information, including but not limited to your name, shipping and billing address(es), phone number, email address and credit card number. In addition, We may also ask you for your country of residence so we can comply with applicable laws and regulations. These kinds of personal information are used for billing purposes, to fulfill your orders, to communicate with you about your order and the Sites, and for internal marketing purposes. If We encounter a problem when processing your order, your personal information may be used to contact you.

#### *Information We Collect Automatically*

We may also automatically collect information about you when you access or use the Site or transact business with Us, including:

- **Transaction Information:** When you purchase a product/service, We collect information about the transaction, such as product/service details, purchase price, and the date and location of the transaction.
- **Log Information:** We obtain information about your use of Our websites, including the type of browser you use, access times, pages viewed, your IP address and the page you visited before navigating to this Site.
- **Device Information:** We collect information about the computer or mobile device you use to access Our Services, such as the hardware model, operating system and version, unique device identifiers, mobile network information, and browsing behavior.
- **Location Information:** We may collect information about the precise location of your device when you consent to the collection of this information. We may also collect information about your approximate location each time you access this Site.
- **Information Collected by Cookies and other Tracking Technologies:** We may use cookies, web beacons, and other tracking technologies to collect information about you and your interaction with this Site, including information about your browsing behavior, purchase behavior, and other engagement with the Services. We use this information in one or more of the ways described in the "Use of Information" section

below. Most web browsers are set to accept cookies by default, but you can usually change your browser settings to remove or reject cookies.

- Basic data, which is necessary for the billing and contacting purposes: name, surname, personal number, E-mail address.
- Data, which is necessary to provide services or sell goods: order details, information in invoices, payments related details, etc.

#### *Information We Collect from Other Sources*

We may also receive information about you from other sources and combine or link that with information We have about you. For example, We may collect demographic and change-of-address information from third party sources and information from third party social media platforms (such as Facebook) if you fill in anything in this Site using your social media account credentials or if you make certain content and information publicly available.

### **(2) Information Use and Disclosure**

#### *Internal Use*

We use your personal information to process your order and provide you with customer service. We may internally your personal information to improve this Site's content and layout, to improve outreach and for Our own marketing efforts (including marketing our services and products to you), and to determine general marketplace information about visitors to this Site.

#### *Communications with You*

We will use your personal information to communicate with you about this Site and your orders and bookings. Also, We may send you a confirmation email when you make a reservation/purchase with Us. When you submit your email address, We use it to deliver the information to you. Because We have to communicate with you about orders/bookings that you choose to place, you cannot opt out of receiving emails related to your orders/bookings.

#### *External Use*

Except as otherwise set forth below, We do not sell, rent, trade, license or otherwise disclose your specific personal information or financial information to anyone.

We may disclose information to third parties that perform specific functions on Our behalf. However, We will only disclose the information that is necessary for them to perform their service.

We must provide your credit card number to financial-services corporations such as credit-card processors and issuers as is required to process your orders. We will use industry standard security measures, including data encryption, when providing your credit card number to others.

We may disclose personal information or financial information in response to requests from law enforcement officials conducting investigations; subpoenas; a court order; or if We are otherwise required to disclose such information by law. We also will release personal information where disclosure is necessary to protect our legal rights, enforce our Terms and Conditions or other agreements, or to protect ourselves or others. While We will not sell (or trade or rent) personally identifiable information to other companies as part of Our regular course of business.

We may share non-personal information (such as the number of daily visitors to a particular web page, or the size of an order placed on a certain date) with third parties such as advertising partners. This information does not directly personally identify you or any user.

### **(3) Data Security**

We take reasonable measures, including administrative, technical, and physical safeguards, to protect information about you from loss, theft, misuse, unauthorized access, disclosure, alteration, and destruction.

### **(4) Opt Out/Corrections**

Upon your request, We will correct or update your personal and contact information. You can make a requests by emailing Us at [info@viktoraspa.com](mailto:info@viktoraspa.com).

Please do not email your credit-card number or other sensitive information.

### **(5) Changes**

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

### **(6) Contact us**

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [info@viktoraspa.com](mailto:info@viktoraspa.com) or by mail using the details provided below:

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