

## **Privacy Policy for Comoq**

Effective date: 22.02.2024

At Comoq, accessible from <https://comoq.pl>, one of our main priorities is the privacy of our visitors. This Privacy Policy document contains types of information that is collected and recorded by Comoq and how we use it.

### **General Data Protection Regulation (GDPR)**

We are a Data Controller of your information.

Comoq legal basis for collecting and using the personal information described in this Privacy Policy depends on the Personal Information we collect and the specific context in which we collect the information:

- Comoq needs to perform a contract with you
- You have given Comoq permission to do so
- Processing your personal information is in Comoq legitimate interests
- Comoq needs to comply with the law

### **Information We Collect**

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

We collect the following data:

- Name
- Business email address
- Company website URL
- Country
- Phone number
- Information on how you came to know about Comoq
- Additional information in an open-ended form about your requests or needs

### **Use of Your Information**

We use the information we collect to schedule a demo with the customer and to provide, operate, and maintain our website. Additionally, we use this information for customer service and support, to improve our website, and for marketing communications, only if consented by you.

## **Retention of Your Personal Data**

Comoq will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your information to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our policies.

If you do not engage further after the demo meeting, your data will be deleted.

## **Data Protection Rights**

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. Comoq aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the following data protection rights:

- The right to access, update or to delete the information we have on you.
- The right of rectification.
- The right to object.
- The right of restriction.
- The right to data portability
- The right to withdraw consent

Please note that we may ask you to verify your identity before responding to such requests.

## **Log Files**

Comoq utilizes log files as part of its standard website operation. These files log visitors to the site, which is a common practice for hosting companies and a part of hosting services' analytics. The information collected by log files includes internet protocol (IP) addresses, browser types, Internet Service Provider (ISP), date and time stamps, referring/exit pages, and possibly the number of clicks. This data is used for analyzing trends, administering the site, tracking users' movement on the website, and gathering demographic information. Importantly, IP addresses and other such information are not linked to any personally identifiable information.

## **Google Analytics**

Comoq uses Google Analytics to understand how visitors engage with the site. Google Analytics collects information such as how often users visit the site, what pages they

visit when they do so, and what other sites they used prior to coming to the site. We use the information we get from Google Analytics only to improve our site and services. Google's ability to use and share information collected by Google Analytics about your visits to this site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy. Comoq has also implemented IP anonymization to ensure the privacy of its users.

### **CookieYes**

To comply with the legal requirements regarding the use of cookies, Comoq has integrated CookieYes into our website. This tool enables us to inform our visitors about the use of cookies and to obtain their consent before any non-essential cookies are used. Visitors can customize their cookie preferences, ensuring they have control over their personal information.

### **Data Protection**

The security of your personal information is important to us. Comoq has implemented various security measures, including SSL encryption and the use of reCaptcha, to protect your personal data from unauthorized access, alteration, or destruction. Personal data is retained only for as long as necessary to fulfill the purposes for which it was collected, including for the duration of any legal obligations.

### **User Rights**

As a user, you have the right to access, correct, or request the deletion of your personal data held by Comoq. To exercise these rights, please contact us directly via email. Our team will assist you promptly and guide you through the process of managing your information.

### **No International Data Transfers**

Comoq does not transfer personal data internationally; all user data is processed and stored within the legal jurisdiction of our operation, ensuring compliance with local data protection laws.

### **Changes to This Privacy Policy**

Comoq reserves the right to update or change our Privacy Policy at any time. We will notify you of any changes by posting the new Privacy Policy on this page. We encourage you to review this Privacy Policy periodically for any changes.