Privacy policy

What will you find in this document?

Information about the protection of your personal data, including your rights.

We have divided the policy into four sections:

- 1. an explanation of the terms used in the Policy, information about our contact details and your rights,
- 2. detailed information about the processing of your personal data; we have provided the information separately for each form you can complete within our Service,
- 3. information about the processing of your data on our social media profiles,
- 4. information on cookies and the associated processing of personal data.

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Part I - General provisions

§ 1

Data Controller

- 1. We Esensei sp. z o. o. based in Warsaw are the controller of your personal data. In the remainder of this Privacy Policy, we write about ourselves in the first person or refer to ourselves as the "Data Controller".
- 2. We are registered in the Register of Entrepreneurs of the National Court Register under the number KRS 682694. Our Tax Identification Number (NIP) is 525-271-45-17. Our share capital is PLN 10,000. Our records contain the most important information about us, e.g. financial statements and our articles of association.
- 3. You can contact us:
 - a. by post: ul. Mazowiecka 11 lok. 49, 00-052 Warsaw.
 - b. By e-mail to: info@qedforce.com,
 - c. by telephone at: +48 737 340 383.

§ 2

Terms used in the Privacy Policy

If you see any of the following capitalized terms in the remainder of our Privacy Policy, you should understand them as defined below:

- a. "Service" the Internet service, of which the main webpage in Polish is located at https://www.qedforce.pl and the main webpage in English is located at https://www.qedforce.com,
- b. "Application" a QED Force application developed, maintained and hosted by us, made available as a SaaS (software as a service) within the Service,
- c. "Policy" means this document, the privacy policy you are reading,
- d. "GDPR" Regulation (EU) 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. The text of the GDPR can be found here,
- e. "Social media" the social network LinkedIn.

§ 3

Your rights regarding your personal data

- 1. We are processing your personal data, and for that reason:
 - a. you have the right to access your personal data,
 - b. you may rectify them,
 - c. you can request the deletion of your personal data when allowed by the GDPR,
 - d. you have the right to restrict processing, to the extent set out in the GDPR.
- 2. In Parts II IV of this Policy you will find information about additional rights. This is because in certain situations, you additional rights will be available to you.
- 3. Would you like to exercise your rights or find out more about them? Get in touch with us. You will find our contact details in § 1 paragraph 3 of the Policy.

Right to object

- 1. Once you have given us your personal data or if we collect it ourselves, you can exercise your right to object. You have this right in two situations where we process your personal data:
 - a. for direct marketing purposes; you do not have to justify such an objection;
 - b. on the basis of our other legitimate interests; such an objection needs to be justified by your particular situation. Write to us to tell us why we should not process your data.
- 2. Would you like to exercise your right to object? Get in touch with us. You will find our contact details in § 1 paragraph 3 of the Policy.

§ 5

Complaint to the President of the Personal Data Protection Office

If you believe that we are processing your personal data unlawfully, you can lodge a complaint with the supervisory authority. In Poland, this is the President of the Personal Data Protection Office, and the supervisor's website is available at: https://uodo.gov.pl/

§ 6

Security of personal data and risks

- 1. We apply technical measures required by the current data protection legislation to prevent unauthorised persons from obtaining and modifying personal data transmitted electronically, i.e. as part of our Service.
- 2. We would like to point out that the specific risks associated with the use of services and applications such as ours are:
 - a. malware,
 - b. spyware,
 - c. phishing for information by impersonating trustworthy entities (so-called 'phishing'),
 - d. hackers' actions aimed at breaking into ICT systems,
 - e. conducting fictitious recruitment to obtain the user's personal data.

On our part, we take measures to secure the Service, the Application and the data processed therein against these threats. Please also remember to follow safety and security rules yourself. For example, install and keep up-to-date your antivirus software and do not click on links or open attachments from messages of whose origin you are not sure.

§ 7

Questions about the Policy

If you have any questions about the Policy, let us know.

Part II - information related to the processing of your personal data through various forms and when contacting us

If you are participating in a recruitment process and you receive a link from our client inviting you to solve a verification task within the Service, please remember that the Data Controller in the recruitment process is our client. It is the client who is obliged to provide you with all legally required information on the processing of your personal data for the purposes of the recruitment process. We in this process are the so-called processor.

Contact us by e-mail, post, contact form or telephone number

If you use these means to contact us, please note the following:

a. For what purpose and on what legal basis do we process your personal data?

Purpose of processing	Legal basis for processing
Responding to your message, maintaining	The legal basis for processing of your
communication with you and resolving the	personal data for this purpose is our
issue you have presented.	legitimate interest, i.e. Article 6 section 1
	letter f of the GDPR.
Example:	
You send us a message asking how to	Our legitimate interest is:
perform a specific action within the Service.	Resolving the issue you have presented and
	responding to your message.
We take action at your request to enter into	The legal basis for processing your personal
a contract with you.	data for this purpose is for us to carry out
	pre-contractual activities with you at your
Example:	request, i.e. Article 6 Section 1 letter b of the
You contact us to register for the Service and	GDPR.
ask us by email or telephone to prepare an	
individualised offer.	

b. How long will we process your data?

For as long as it takes to resolve the case you have presented, but no longer than 12 months from the date of such resolution.

c. What rights do you have?

We have described them in § 3 and 4 of the Policy.

d. Do you have to give us your details?

This is voluntary. If you do not provide your contact details to us, we may not be able to resolve the case you have presented.

Without your personal data, we will not be able to prepare an offer for you if you have contacted us for this purpose.

e. To whom will we pass your data?

- 1) To post office and courier services,
- 2) To the operator of our call centre,
- 3) To the provider of the hosting service that stores our email and the Service,
- 4) To the entity providing us with the email tool.

f. Will we transfer your personal data outside the European Economic Area?

Your personal data will be transferred to the United States on the basis of the decision of the European Commission dated 10.07.2023 issued on the basis of the Regulation of the European Parliament and of the Council (EU), stating the adequate level of protection of personal data provided under the EU-US data protection framework. At any time you can obtain a copy of the personal data we transfer outside the European Economic Area. To do so, please contact us.

g. Will automated decisions be made on the basis of your data, including profiling? No.

§ 9 Opening an Account

If you are creating an Account within the Service, please note the following:

a. For what purpose and on what legal basis do we process your personal data?

Purpose of processing	Legal basis for processing
Performance of the contract to set up an Account on the Service.	The legal basis for the processing of your personal data for this purpose is the
Example: For this purpose, we will process your personal data to enable you to log into your Account, for example.	performance of the contract we enter into with you regarding the creation of an Account within the Service, i.e. Article 6 Section 1 letter b of the GDPR.
Verification of your authority to represent a person (e.g. as a member of the board of directors or as a proxy or agent) in a contract concluded with us.	The legal basis for the processing of your personal data for this purpose is our legitimate interest, i.e. Article 6 Section 1 letter f of the GDPR.
Example: We will check that your details are listed in the Register of Entrepreneurs (KRS in Poland), as the person authorised to represent the company in question.	Our legitimate interest is: Verification of your authority to represent the entity with which we conclude a contract to create an Account within the Service.
Performance of individual contracts for the purchase of so-called QED Force Coins that you execute through the Service.	The legal basis for the processing of your personal data for this purpose is the performance of the contract you enter into
Example: For this purpose, we will process your personal data to verify whether you have made a payment or to process your complaint.	with us through the Service, i.e. Article 6 Section 1 letter b of the GDPR.
	The legal basis for the processing of your personal data for this purpose is the fulfilment of our legal obligations, i.e. Article 6 Section 1 letter c of the GDPR.
transaction itself. The assertion and defence of claims arising from the contract concluded or related to the provision of services.	The legal basis for the processing of your personal data for this purpose is our legitimate interest, i.e. Article 6 Section 1 letter f of the GDPR.

Example:

You will contact us and indicate that we have not fulfilled our obligations to you or that we have violated the rules for the processing of personal data and you will send us your requests in this respect.

Our legitimate interest is: Protecting our rights.

b. How long will we process your data?

For the duration of the contract for the creation of an account within the Service, the individual contracts for the sale of the so-called QED Force Coins (QED-Coins) and for the time necessary to demonstrate that we have performed them correctly. This time corresponds to the length of the limitation period for claims.

In the case of legal obligations, the data will be processed for the time necessary to demonstrate proper fulfilment of these obligations, i.e. until the expiry of the limitation period for claims and the limitation period for tax obligations.

c. What rights do you have?

We have described these in §3 and 4 of the Policy. You can also exercise your right to portability of your personal data under the terms of the GDPR.

d. Do you have to give us your details?

This is voluntary. The provision of data is, however, a prerequisite for the conclusion of a contract with us for the creation of an Account within the Service and for the individual sales contracts of the so-called QED Force Coins concluded via the Service. If you do not provide the data, it will not be possible to conclude a contract with us.

e. To whom will we pass your data?

- 1) To entities hosting (storing) the Service and personal data for us.
- 2) To accounting offices or law firms.
- 3) To the payment operators available within the Service.
- 4) To the entity providing us with the email tool.

f. Will we transfer your personal data outside the European Economic Area?

Your personal data will be transferred to the United States on the basis of the decision of the European Commission dated 10.07.2023 issued on the basis of the Regulation of the European Parliament and of the Council (EU), stating the adequate level of protection of personal data provided under the EU-US data protection framework. At any time you can obtain a copy of the personal data we transfer outside the European Economic Area. To do so, please contact us.

g. Will automated decisions be made on the basis of your data, including profiling? No.

Creation of a User Account and the Contract for Access to the Verification Task

If you conclude these in the Service, please note the following:

a. Data Controller:

If you conclude an agreement with us for access to a verification task, please note that you receive an invitation to solve this task from our client. This is the entity in whose recruitment process you are participating. This entity is also the Data Controller, and we also become the controller when you enter into a contract with us to access the verification task. Prior to this point in time, we process your personal data only as a processor of your data on

Prior to this point in time, we process your personal data only as a processor of your data or behalf of our client.

b. For what purpose and on what legal basis do we process your personal data?

Purpose of processing	Legal basis for processing
Performance of the contract to set up a User Account on the Service. Example: For this purpose, we will process your personal data to, for example, enable you to log into your User Account.	The legal basis for the processing of your personal data for this purpose is the performance of the contract we conclude with you for the creation of a User Account within the Service, i.e. Article 6 Section 1 letter b of the GDPR.
Performance of the contract for access to the verification task. Example: On this basis, we will process your data to inform our client, who invited you to solve the task, that you have completed your task.	The legal basis for the processing of your personal data for this purpose is the performance of the contract for access to the verification task you execute within the Service, i.e. Article 6 Section 1 letter b of the GDPR.
The performance of the obligations that arise from the provisions on withdrawal from a contract concluded at a distance. Example: If you withdraw from one of the above contracts as a consumer or sole trader covered partly by consumer protection, we will process your data to delete your User Account or the verification task solutions you have added.	The legal basis for the processing of your personal data for this purpose is the fulfilment of our legal obligations, i.e. Article 6 Section 1 letter c of the GDPR.
The assertion and defence of claims arising from the contract concluded or related to the provision of services. Example:	The legal basis for the processing of your personal data for this purpose is our legitimate interest, i.e. Article 6 Section 1 letter f of the GDPR. Our legitimate interest is:

You will contact us and indicate that we	Protecting our rights.
have not fulfilled our obligations to you or	
that we have violated the rules for the	
processing of personal data and you will	
send us your requests in this respect.	

c. How long will we process your data?

For the time necessary for the performance of the contract for the creation of a User Account or the contract for access to the verification task that we have concluded with you and for the time necessary to demonstrate that we have done so correctly. This time corresponds to the length of the limitation period for claims.

In the case of legal obligations, the data will be processed for the time necessary to demonstrate the correct fulfilment of these obligations, i.e. until the expiry of the limitation period for claims.

d. What rights do you have?

We have described these in §3 and 4 of the Policy. You can also exercise your right to portability of your personal data under the terms of the GDPR.

e. Do you have to give us your details?

This is voluntary. However, the provision of data is a prerequisite for the conclusion of the contract for the creation of a User Account and the contract for access to the verification task. If you do not provide the data, it will not be possible to conclude a contract with us.

f. To whom will we pass your data?

- 1) To entities hosting (storing) the Service and personal data for us.
- 2) To accounting offices or law firms.
- 3) To the payment operators available within the Service.
- 4) To post office and courier services,
- 5) To providers of our email tools.
- 6) To the entity providing us with the email tool.

g. Will we transfer your personal data outside the European Economic Area?

Your personal data will be transferred to the United States on the basis of the decision of the European Commission dated 10.07.2023 issued on the basis of the Regulation of the European Parliament and of the Council (EU), stating the adequate level of protection of personal data provided under the EU-US data protection framework. At any time you can obtain a copy of the personal data we transfer outside the European Economic Area. To do so, please contact us.

h. Will automated decisions be made on the basis of your data, including profiling? No.

Subscribing to the newsletter

You can voluntarily subscribe to our newsletter when you register in the Service and also later, via the form available in the Service. If you sign up for the newsletter, please note the following:

a. For what purpose and on what legal basis do we process your personal data?

Purpose of processing Legal basis for processing Sending marketing information to you by The legal basis for the processing of your personal data for this purpose is your consent in conjunction with our legitimate Example: interest, i.e. Article 10 section 2 of the Act on We will send you e-mail information about, the Provision of Electronic Services in among other things: attractive offers in the conjunction with Article 172 section 1 of the Service, new services or promotions. Act on Telecommunications Law in We will also store your personal data in the conjunction with Article 6 Section 1 letter f of newsletter mailing tool. the GDPR. Our legitimate interest is: Processing your personal data to send you marketing information via email based on vour consent. Analysing whether you read our newsletters The legal basis for the processing of your and which content you read the most. personal data for this purpose is our legitimate interest, i.e. Article 6 Section 1 Example: letter f of the GDPR. Once the mailing has been completed, we can check whether you have read our email Our legitimate interest is: and what content you have clicked on in it. To analyse the effectiveness of our Based on this, we will be able to determine newsletter and to tailor its content to the which products you are most interested in interests of subscribers. and send you more information about these products in the future, and limit the amount of information relating to products that did not interest you.

b. Right to withdraw consent.

Please note that you can withdraw your consent to receive our newsletter at any time. To do so, you can: click on the link to unsubscribe from the newsletter (you will find such a link in every newsletter) or contact us and withdraw your consent.

Your withdrawal of consent does not affect the lawfulness of processing prior to the withdrawal of consent.

c. How long will we process your data?

For the duration of our marketing activities consisting of sending you the newsletter, or until you object to further processing for marketing purposes, or revoke your consent to sending messages to your email address. Your revocation of consent does not affect the lawfulness of processing prior to the withdrawal of consent.

d. What rights do you have?

We have described them in § 3 and 4 of the Policy. You can also exercise your right to portability of your personal data under the terms of the GDPR.

e. Do you have to give us your details?

This is voluntary. Without providing it, you will not be able to subscribe to our newsletter or receive commercial information from us.

f. To whom will we pass your data?

- 1) To providers of newsletter mailing tools.
- 2) Marketing agencies for the design and mailing of our newsletters.
- 3) To entities hosting (storing) the Service and personal data for us.
- 4) To the entity providing us with the email sending tool.

g. Will we transfer your personal data outside the European Economic Area?

Your personal data will be transferred to the United States on the basis of the decision of the European Commission dated 10.07.2023 issued on the basis of the Regulation of the European Parliament and of the Council (EU), stating the adequate level of protection of personal data provided under the EU-US data protection framework. At any time you can obtain a copy of the personal data we transfer outside the European Economic Area. To do so, please contact us.

h. Will automated decisions be made on the basis of your data, including profiling? No.

Part III - our social media profiles

§ 12 Use of our social media profiles

If you use our social media profile, please note the following:

a. For what purpose and on what legal basis do we process your personal data?

Purpose of processing	Legal basis for processing
Responding to private messages you	The legal basis for the processing of your
address to us.	personal data for this purpose is our
	legitimate interest, i.e. Article 6 Section 1
Example:	letter f of the GDPR.
We will respond to messages you send to us	
using the tools available on social media,	Our legitimate interest is:
e.g. a private (or direct) message (priv, DM).	Resolving the issue you have presented and
	responding to your message.
Having a discussion with you through the	The legal basis for the processing of your
comments under individual posts.	personal data for this purpose is our
	legitimate interest, i.e. Article 6 Section 1
Example:	letter f of the GDPR.
If you comment on our post or tag us in a	
discussion, we are more than likely to	

respond to your message. We will then see the name of your account on the relevant social network and your profile picture.

Our legitimate interest is:

Engaging in discussions with users commenting on our social media posts or tagging us in discussions there.

Statistical purposes, which consist of social media providers presenting us with data on the views of our posts, their reach, the number of interactions or the demographics of our followers.

The legal basis for the processing of your personal data for this purpose is our legitimate interest, i.e. Article 6 Section 1 letter f of the GDPR.

The data presented to us by social media providers is statistical data, however, it is created on the basis of the company's observation of your behaviour on our profile.

Our legitimate interest is:

Example:

We will obtain information from social media providers regarding the times and days when the largest number of our followers are logged into a particular portal. Obtaining knowledge about the users who follow our social media profiles and interact with our posts. This allows us to optimise our communication methods, including adjusting them to the average age of our followers or choosing the optimal times to publish posts.

Marketing purposes, i.e. to inform people about our services and ourselves through posts we make on our profiles, including sponsored posts that are displayed to a wider range of social media users.

The legal basis for the processing of your personal data for this purpose is our legitimate interest, i.e. Article 6 Section 1 letter f of the GDPR.

Example:

Within this framework, we may display advertisements to you relating to the services available in the Service.

Our legitimate interest is:

Marketing the Service and promoting the services available on it.

b. How long will we process your data?

For the time it takes to carry out the activities described above, i.e. to reply to your messages, to carry out discussions in social media and to fulfil the above marketing and statistical purposes. However, we will not process your personal data for longer than until the time you object.

c. What rights do you have?

We have described them in §3 and 4 of the Policy.

d. Do you have to give us your details?

This is voluntary. However, due to the rules applied by social media we will see your name or nickname and photo if you write to us or comment on our post.

e. To whom will we pass your data?

- 1) To social media providers,
- 2) To the entity handling our social media profiles.

- f. Will we transfer your personal data outside the European Economic Area?
 - Your personal data will be transferred to the United States on the basis of the decision of the European Commission dated 10.07.2023 issued on the basis of the Regulation of the European Parliament and of the Council (EU), stating the adequate level of protection of personal data provided under the EU-US data protection framework. At any time you can obtain a copy of the personal data we transfer outside the European Economic Area. To do so, please contact us.
- g. Will automated decisions be made on the basis of your data, including profiling? No.

Part IV - information on cookies and related processing of personal data

§ 13

Entering the Service website

If you access the Service, we will process the information contained in the cookies on the basis described below.

§ 14

What are cookies and why we use them

- 1. Within the Service we use cookies, which are small text-based information stored on your terminal device (e.g. computer, tablet, smartphone). Cookies can be read by the Service. Do you want to know more about cookies? Take a look at Wikipedia at this link.
- 2. We store cookies on your computer, phone or tablet and then access the information contained in them for the following purposes:
 - a. to ensure the proper functioning of the Service, including maintaining your session, as well as ensuring the security of the Service and preventing bots from logging into it,
 - b. marketing purposes, consisting in matching content to your previous activities within the Service. Among other things, we may encourage you to continue purchasing the so-called QED Force Coins if you have not completed such a purchase,
 - c. marketing purposes, consisting in displaying to you advertisements of our services and the Service on other websites after you have accessed our Service,
 - d. statistics, in particular to enable us to analyse how you use the Service.
- 3. In the cases described in items b-d above, the processing of your personal data may happen:
 - a. we carry out such processing on the basis of our legitimate interest, i.e. Article 6 Section 1 letter f of the GDPR;
 - our legitimate interest is to carry out marketing of our services, including the Application and the Service and to display advertisements to you on other websites after you have visited our Service, and to collect statistical data about how you use our Service in order to optimise its performance, including the layout of the content displayed to you and other users;
 - c. We have described your rights in relation to this processing in § 3 and 4 of the Policy;
 - d. remember that you can contact us at any time and object to the processing of your personal data for marketing purposes. You do not need to justify such an objection;
 - e. We will pass on your personal data processed for the purpose indicated in the provision of section 2 letter c of this §11 to advertising network operators, including social media, as well as marketing tool providers and marketing agencies serving us;

- f. we will retain them for the duration of these marketing activities or until you object to further processing of the data for marketing purposes;
- g. There may be situations where your personal data processed for marketing and statistical purposes will be transferred to the United States on the basis of the decision of the European Commission dated 10.07.2023 issued on the basis of the Regulation of the European Parliament and of the Council (EU), stating the adequate level of protection of personal data provided under the EU-US data protection framework. At any time you can obtain a copy of the personal data we transfer outside the European Economic Area. To do so, please contact us;
- h. the provision of this personal data is voluntary, and your failure to do so, e.g. through the use of appropriate blocking software, has no negative consequences; you will not then see advertisements of our services.
- 4. In the cases described in the provision of § 13 section 2 letter a above, cookies are used on the basis of Article 173 section 3 of the Act on Telecommunications Law.

§ 15

Types of cookies

- 1. There are several types of cookies within the Service:
 - a. session cookies, which remain in the memory of your web browser until you switch it off.
 - b. permanent, which remain in your browser's memory until you delete them,
 - c. external, which come from providers of analytics tools to our Service.
- 2. You can find a full list of cookies with their validity periods in Appendix 1 to the Policy.

§ 16

How to delete cookies

- 1. You can delete cookies once we have stored them. To do so, you can use: the relevant functions of your Internet browser, programs for this purpose or the relevant tools available within your operating system.
- 2. Under these links you will find information on how to delete cookies in the most popular web browsers:
 - ✓ Firefox: https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox
 - ✓ Opera: https://help.opera.com/en/latest/web-preferences/#cookies
 - ✓ Edge: https://support.microsoft.com/en-us/microsoft-edge/delete-cookies-in-microsoft-edge-63947406-40ac-c3b8-57b9-2a946a29ae09
 - ✓ Chrome:https://support.google.com/chrome/answer/95647?hl=en-GB&sjid=8303518890027396330-EU
 - ✓ Safari: http://support.apple.com/kb/HT1677?viewlocale=pl_PL

§ 17

How to block cookies

- 1. You can configure your internet browser to prevent cookies from being stored on your computer, phone or tablet. You can also use appropriate browser extensions or programmes to do this.
- 2. Information on how to block cookies in the most popular web browsers can be found under
 - ✓ Firefox: https://support.mozilla.org/en-US/kb/block-websites-storing-cookies-site-data-firefox
 - ✓ Opera: https://help.opera.com/en/latest/web-preferences/

- ✓ Edge: https://support.microsoft.com/en-us/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ede5947fc64d
- ✓ Chrome:https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3D Android&hl=pl
- ✓ Safari: https://support.apple.com/pl-pl/HT201265

§ 18

Effect of changing browser settings on the use of the Service

Changing the configuration of your web browser to one that prevents or restricts the storage of cookies may result in restrictions on the functionality of the Service. Deleting cookies while we provide you with the Service may lead to similar consequences. This means that some of our services will not be available without cookies, for example you will not be able to log in to the Service or make purchases.

§ 19

External cookies

- 1. Cookies placed on your computer, phone or tablet may come from other service providers. You can delete them yourself. We explain how to do this in § 16 of the Policy. These files are stored on your device for different lengths of time, depending on the file in question.
- 2. We use the services of:
 - a. Google Analytics, provided by Google Ireland Ltd, based in Ireland (Gordon House, Barrow Street, Dublin 4)); for the purpose of analysing traffic on the Service. From this we obtain statistics showing how you and other users use the Service.
 - b. Meta Pixel provided by Meta Ireland Limited, 4 Grand Canal Square, Dublin 2, Ireland; for the marketing purpose of optimising display advertising on Facebook and Instagram, including improving the performance of these advertising campaigns and measuring their results.
 - c. reCaptcha, provided by Google Ireland Ltd, based in Ireland (Gordon House, Barrow Street, Dublin 4); in order to prevent bots from using the Service.
- 3. You can block operation of Google Analytics, which we mention in section 2 letter a. above. To do so, install this browser add-on provided by Google Inc. available here: https://tools.google.com/dlpage/gaoptout?hl=pl

Annex 1 - List of cookies used:
Informations about cookie files can be reached <u>here</u> .