



§ 1

General provisions

1. The data administrator is Misja Travel Sp. z o.o. based in Poznań at ul. Strzelecka 34/10, entered into the Register of Entrepreneurs under the KRS number: 0000701301, for whom the District Court Poznań – Nowe Miasto and Wilda at ul. Al. Marcinkowskiego 32, 61-745 Poznań, 8th Commercial Division of the National Court Register keeps the records, Tax Identification Number (NIP): 7831764689, National Business Registry Number (REGON): 368252469. Data protection is carried out in accordance with the requirements of generally applicable law and it is stored on secured servers.
2. In order to better understand the Privacy Policy, the term "User" has been replaced with the term "You", and the term "Administrator" has been replaced with the term "We". The term "GDPR" is the regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free transfer of such data and the repeal of Directive 95/46/EC.
3. We respect the right to privacy and we deeply care about data security. Secure communication encryption protocol (SSL) is one of the tools used for this purpose.
4. Personal data provided via the forms on www.misjatravel.com is treated as confidential and cannot be accessed by unauthorized personnel.

§ 2

Data administrator

1. The service provider is the administrator of the data of its clients. This means that when you fill out the form on our website we process the following data: name, surname, e-mail address, phone number, home address, date of birth, series and number of your identity document and your IP address.
2. The service provider is also the administrator of the newsletter subscribers and people who enrolled on the trip organized by Misja Travel.
3. Personal data is processed:
 - a. in accordance with the provisions on the protection of personal data,
 - b. in accordance with the implemented Privacy Policy,
 - c. to the extent and for the purpose necessary to establish and shape the contents of the Agreement and for its change or termination as well as to ensure the proper implementation of the Services provided electronically,
 - d. to the extent and purpose necessary to fulfill legitimate interests (legally justified purposes); such data processing shall not violate the rights and freedoms of the data subject,
 - e. to the extent and purpose consistent with the consent given by you when you subscribed to the newsletter,
 - f. to the extent and purpose consistent with the consent given by you when you booked a trip organized by Misja Travel.



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4. Every data subject has the right to access, rectify or delete their data, or limit the scope of its processing, as well as the right to object and the right to submit a complaint to the supervisory authority.
5. The person supervising the processing of personal data in the organization of the Service Provider can be contacted via the following e-mail address: odo@misjatravel.pl.
6. We reserve the right to process your data after termination of the Agreement or withdrawal of your consent only in the scope needed to seek possible claims before the court or if national or EU regulations or international law oblige us to retain certain data.
7. The Service Provider has the right to share personal data of the User and other data related to the User with entities authorized under the applicable law (e.g. law enforcement authorities).
8. Personal data may be removed as a result of the withdrawal of consent or following the filing of a legally permissible objection to the processing of personal data.
9. The Service Provider shall only share personal data with entities supporting the performance of the ordered services and entities authorized under the applicable law.
10. We have implemented pseudonymisation and data encryption and we have introduced access control which allows us to mitigate against possible data security breaches.
11. Personal data is processed only by persons authorized by us or entities working in close cooperation with us.

§ 3 Cookies

1. www.misjatravel.com uses cookies. Cookies are small text files sent by the web server and stored by the web browser on the computer of the User. When the browser reconnects with the site, the site recognizes the type of device used by the User to connect. Parameters allow the information contained in the cookies to be read only by the server that created them. Therefore, cookies facilitate the use of websites that have been previously visited. The information being collected includes IP address, type of browser used, language, type of operating system, Internet service provider, information on time, date and location as well as information sent to the website via the contact form.
2. The collected data is used to monitor and check how users use our sites in order to improve the functioning of the website, which in turns allows for a more effective and trouble-free navigation. We monitor user information via Google Analytics that records user behaviour on the website. Cookies identify the User, which allows the content of the website to be adapted to the needs of the User. By remembering the User's preferences, cookies make it possible to target them with tailored advertisements. We use cookies to guarantee that our website meets the highest standard of convenience and the collected data is used by Misja Travel Sp. z o.o. only to optimize the operation of the website.
3. We use the following cookies on our website:
 - a. cookies which help ensure security, e.g. cookies used to detect abuse during authentication within the website;



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- b. "performance" cookies which enable to collect the information pertaining to the use of the website;
 - c. "functional" cookies which allow to remember the settings selected by the user and to personalize the user experience, e.g. the language settings or the region of the user, the font size, the layout of the website, etc.;
 - d. "advertising" cookies which allow to provide users with advertising content more tailored to their interests.
4. The User may at any time disable or re-enable collecting cookies by changing the settings within their web browser. Instructions on how to manage cookies are available on: <http://www.allaboutcookies.org/manage-cookies> Additional personal data, such as an e-mail address, is collected only in areas where the user expressly consented to its collection by completing the form. The above data is kept and used only within the scope necessary to perform a given function.

§ 4 **Server logs**

1. Information about some of the behaviours of the users is recorded when establishing the connection (during the logging-in process) with the server on which the website is located. This data is used only to administer the website and to provide efficient hosting services, i.e. the services provided by the entity which operates the server.
2. The resources visited are identified by the URL addresses, i.e. the addresses displayed in the web browser. In addition, the following information may be recorded:
 - a. timestamp of the request,
 - b. timestamp of the response,
 - c. name of the client station – identification is carried out via HTTPS protocol,
 - d. information on errors that occurred during the processing of HTTPS transactions,
 - e. URL address of the page previously visited by the user (referrer link) – in case when the website was accessed via a hyperlink,
 - f. information on the browser used by the User,
 - g. information on the IP address.
3. The above data is not associated with specific individuals browsing the website.
4. The above data is used only for server administration purposes.