

Cookie policy and other technologies on the website.

RTCLab sp. z o.o. (hereinafter referred to as the "Owner of the Website"), the owner of the website <https://www.html5meeting.com> (hereinafter referred to as "the Website") acts with the utmost respect for its users and ensures the protection of their rights, with particular reference to any data or information saved or read on the terminal equipment.

We download basic data about the users of our website in order to better understand our priorities and to adapt the data and functionality of the Website to changing expectations. Users should also reckon with the fact that the necessary data from the terminal device are downloaded and processed after they have been read from the source - we have developed this Cookie Policy in order to specify and specify the rules and mechanisms for downloading and processing data. Cookie data and read data are processed automatically, however, users have the right to disable cookies on the Website by using the option provided in the browser settings - the details of this action are set out below.

Dear User - using this Website in any way means you accept the rules contained in the Cookie Policy.

Cookie files and technology used to store and read information:

A cookie file is a small file containing text information that is stored on your computer's hard drive in order to evaluate the performance of the Website - cookies are also used in the form of storing and reading data from Local Storage. We use cookies to identify the data of the website that is important to you and to determine which categories of the website are visited most often; in this way, we can customize your experience with the Website, making it specific and appropriate. It is the User who provides information and determines in which direction we will adjust the displayed data, you define your requirements and any other information that may be missing from the website, but which in your opinion should be included on it. In addition, Cookies and information from Local Storage are used by the Website to preserve the user's session (after logging in), avoiding re-entering data on each page of the site and to collecting site statistics to further support our understanding of how Users interact with the website and identify improvements to the service.

Local Storage is a component of the storage Web application programming the interface. This is a method by which Web pages determine the locally key / value pair within the Web browser used by the client. As with cookies, these saved data exist after you close the browser tab, leave the current website, or close the main browser. However, unlike cookies, these data are not transferred to another Web server unless they are sent manually. Because local storage is primarily integrated with Web browsers, it is available without external browser plug-ins.

By using this Web Site, the User defines its piercing shape - Cookies and information stored in local memory in no way destroy or damage the user's system or stored files, nor do they adversely affect the efficiency or functionality of the system. Identification is impersonal and anonymous, because these data relate to the manner and form of using the website.

This site uses two basic types of cookies: "Session cookies" and "Persistent cookies". "Session cookies" are temporary files stored on the user's end device until logging out (sign out), leaving the website or closing the software (web browser). "Persistent cookies" are stored on the user's end device for the time specified in the cookie parameters or until they are removed by the user. The Website uses the following types of cookies:

- a) necessary cookies, enabling the use of services available on the Website, e.g. authentication cookies used for services that require authentication within the website;

- b) functional cookies that allow you to remember the settings chosen by the User and to personalize the interface made by the User, eg in relation to the language or region from which the user comes, font size, website design, etc.

Cookies can also be used and posted on your end device by advertisers and partners cooperating with the Owner of the Website.

Local Storage technology stores information similar to cookies - they are used in particular environments in which cookie technology does not function properly or does not function at all.

Acceptance of cookies and Local Storage technology is not necessary for the use of the Website, and the Owner of the Website, in order to store and access cookies and files stored in Local Storage technology, will notify Users clearly and clearly on the pages of the website - this allows determining by the User the conditions of storage or access to cookies and the above-mentioned files via the software settings installed on the User's device. Please note that the failure to accept certain cookies may prevent the proper functioning of the Website.

You can consent to the storage of cookies and files stored in Local Storage technology on your device and use them in the manner specified above by selecting the appropriate settings in the browser you use, ie browser settings that allow the acceptance of cookies and Local Storage technology or, respectively, by not changing the settings that already exist, after receiving the information listed above, which means that they are accepted and used by the Website Owner in the manner described above.

In order not to receive cookies, use the available browser option, which is used to connect to the website and select the option of automatic rejection of cookies. These settings usually also allow you to manage existing cookies.

In order to prevent the operation of Local Storage technology, you should disconnect any browser cooperation with this technology, which usually occurs in a similar way to the resignation of receiving cookies.

Below are the links to examples of official websites of producers of widely used web browsers, which contain information about activities needed to change the settings of a given browser in the scope indicated above.

Mozilla Firefox <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>

Google Chrome <https://support.google.com/chrome/answer/95647?hl=en>

Opera <http://help.opera.com/Windows/8.0/en/cookies.html>

Yandex <https://yandex.ru/support/yabrowser/personal-data-protection/cookie.xml>

MS Internet Explorer <http://windows.microsoft.com/en-us/windows7/how-to-manage-cookies-in-internet-explorer-9>

Safari https://support.apple.com/kb/ph21411?locale=en_US

As an example, we would like to inform you that an older browser for MS Internet Explorer can be configured for this purpose by selecting Tools (Tools) -> Internet options -> Privacy (Privacy) -> Advanced (Advanced) -> Block cookies (Block cookies). Using the web browser, the user can also delete cookies already stored on the device. Using the mentioned web browser, you can choose the Tools option -> Internet options -> General -> Delete Cookies.

In order to block the Local Storage technology, the following actions are also recommended depending on the browser:

Mozilla Firefox:

- using the key combination [Ctrl + Shift + Delete] will display a window with options to delete item data. The "cookies" element applies to the removal of cookies and Local Storage content.
- enter the "about: config" instruction in the browser's address bar, and then place the line "dom.storage.enabled"; then replace the default value "true (true)" with "false (false)".

Chrome:

- using the key combination [Ctrl + Shift + Delete] will display a window with options to delete item data. The "cookies" element and other data concerning the website and plugins (cookies and other data related to websites and plugs) "apply to the removal of cookies and Local Storage content.

Internet Explorer:

- using the key combination [Ctrl + Shift + Delete] will display a window with options to delete item data. The "cookies and website data (cookies and website data)" element is used to delete cookies and Local Storage content.
- from the start menu, select Tools (Tools) -> Internet Options -> "Advanced" tab -> in the "Protection" section, you should uncheck "Start DOM storage".

Opera:

- from the start menu, select Menu (Menu) -> Settings (Settings) -> Delete private data. In the dialog box, please select the elements to be deleted. "Delete all cookies" and "Clear Permanent storage" will allow you to delete cookies and Local Storage.
- in the browser's address bar, please enter the instruction "opera: config". The "localStorage" line should be changed to "0" (zero) in the "Domain Quota Exceeded Handling For Local Storage" and "Domain Quota For Local Storage" fields.

Yandex:

- using the key combination [Ctrl + Shift + Delete] will display a window with options to delete item data. The "cookies" element and other data concerning the website and plugins (cookies and other data related to websites and plugs) "apply to the removal of cookies and Local Storage content.

Safari:

- Choose Safari> Preferences, click Privacy, then delete stored cookies and data: click Remove All Website Data, or click Details, select one or more websites, then click Remove.

The owner of the Website is not responsible for the content of cookies sent by other websites whose links are posted on the website.

Information Note in the context of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (general data protection regulation - GDPR).

The administrator of your personal data described above is RTCLab sp. z o.o. with its registered office in Gdańsk at al. Grunwaldzka 212, 80-266 Gdańsk, entered into the Register of Entrepreneurs of the National Court Register by the District Court Gdańsk-Północ in Gdańsk, VII Commercial Department of the National Court Register under No. KRS 0000613170, with share capital in the amount of PLN 50,000, with NIP: 5842748894.

Personal data will be processed on the basis of the provisions of REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 of 27 April 2016 (hereinafter: GDPR), as well as other provisions of Polish law.

The Data Protection Officer in the Administrator's enterprise is available at the mailing address RTCLab sp. O.o., al. Grunwaldzka 212, 80-266 Gdańsk, as well as at the e-mail address dpo@rtclab.com.

In performing the obligations imposed by GDPR, the Administrator hereby provides the following information on the processing of your personal data:

1. Processing of the following categories of your personal data: session cookies, fixed and external is necessary for the performance of the contract for the provision of the service of using the website electronically, concluded between you and the Administrator (Article 6 paragraph 1 letter b).
2. All categories of your personal data will be transferred to other entities for the purposes necessary to process them in accordance with the purpose of the processing declared by the Administrator or in accordance with your instructions. Recipients to whom we transmit your data are AMAZON WEB SERVICES INC. in USA.
3. The administrator intends to transfer all categories of your personal data to the United States of America (USA). This country offers appropriate standards for securing and protecting your personal data, which was confirmed by the European Commission within the so-called Privacy Shield.
4. The Administrator will process your personal data referred to above for the duration of the service and for the duration of the Website User's activity at which meetings you participated.
5. You have the right to request from the Administrator access to personal data relating to your person, rectification, deletion or limitation of processing, opposition to processing, as well as the right to transfer data.
6. You have the right to lodge a complaint to the Administrator or the processing of your personal data to the supervisory body, in particular in the European Union Member State of your habitual residence, your workplace or the place of alleged violation, if you think that the processing of your personal data violates the provisions of the GDPR. In Poland, this body is the President of the Office for Personal Data Protection.
7. Providing personal data is voluntary. The effects of not entering data are as follows:
 - Lack of the possibility of correct use of the website.

(more about your rights at the end of this document)

You have the right to object at any time - for reasons related to your particular situation - to the processing of personal data concerning you based on your consent or on the legitimate interest of the Administrator (see information above), including profiling. **If such an objection is made, the Administrator may no longer process your personal data unless the Administrator demonstrates the existence of legally valid grounds for processing, superior to your interests, rights and freedoms, or if there are grounds for establishing, investigating or defending claims.**

If your data is processed in accordance with the information above for direct marketing, you have the right to object at any time to the processing of your personal data for such marketing purposes, including profiling, to the extent that the processing is related to such direct marketing. **In the event of such objection, the Administrator may no longer process your personal data for such purposes.**

The objections described above can be submitted in any way, in writing, by e-mail or by phone using the Administrator's data indicated at the beginning of this document.

Your Rights to ADO (hereafter referred to as Administrator) as the subject of the data are as follows:

The right to access data: art. 15 of GDPR. You have the right to access your data processed by the Administrator (the Administrator will provide you with a copy of personal data to be processed, if applicable, for a fee regulated by the RODO) and information on: the purpose of processing; the category of relevant personal data; recipients or categories of recipients to whom the data is disclosed or will be disclosed, including if transferred to a non-EU country or to an international organization about security related to the transfer; if possible, the planned period of storage of personal data, and if this is not possible, criteria for determining this period; the right to request the Administrator to rectify, delete or limit the processing of personal data and to object to such processing; the right to lodge a complaint with the supervisory authority; if personal information has not been collected from you - its source; automated decision-making, including profiling and the rules for making them, as well as the importance and anticipated consequences of such processing for you.

The right to rectify data: art. 16 of GDPR. You have the right to request the Administrator to immediately correct personal data concerning you that is incorrect. Taking into account the purposes of processing, you have the right to request supplementing incomplete personal data, including by providing an additional statement.

The right to delete data, the so-called the right to be forgotten: art. 17 of GDPR. You have the right to request the Administrator to delete your personal data without delay if one of the following circumstances occurs: personal data are no longer necessary for the purposes for which they were collected or otherwise processed; the data owner has withdrawn the consent on which the processing is based and there is no other legal ground for processing; you object to the processing and there are no overriding legitimate grounds for processing on matters other than direct marketing; personal data were processed unlawfully; personal data must be removed in order to comply with the legal obligation provided for in European Union law or the law of the Member State to which the Administrator is subject; personal data were collected in connection with the offering of information society services. However, the above-mentioned law is excluded to the extent to which processing is necessary: to exercise the right to freedom of expression and information; to comply with a legal obligation requiring processing under European Union law or the law of the Member

State to which the Administrator belongs, or to perform a task carried out in the public interest or in the exercise of public authority entrusted to the Administrator; for reasons of public interest in the field of public health; for archival purposes in the public interest, for scientific or historical research purposes or for statistical purposes, insofar as it is likely that the data holder's right described above will prevent or seriously hinder the achievement of the purposes of such processing; or to establish, assert or defend claims.

The right to limit the processing of data: art. 18 of GDPR. You have the right to request the Administrator to restrict processing in the following cases: you question the accuracy of personal data - for a period allowing the Administrator to check the correctness of this data; the processing is unlawful and you oppose the removal of your personal data, requesting instead to limit their use; The administrator no longer needs personal data for processing, but it is necessary for you to establish, investigate or defend claims; the data owner objected to the processing - until it is established whether the legitimate grounds on the part of the Administrator override the grounds for objection of the data subject, except for processing for direct marketing purposes. If processing has been limited, such personal data may be processed, except for storage, only with your consent or to establish, assert or defend claims, or to protect the rights of another natural or legal person, or for important reasons of public interest of the European Union or Member State.

The right to data transfer: art. 20 of GDPR. You have the right to receive, in a structured, commonly used machine-readable format, your personal data that the Administrator has from you, and you have the right to send this personal data to another administrator without any hindrance from the Administrator if: processing is done on the basis of consent or on basis of the contract, and the processing takes place in an automated manner. You have the right to request that personal data be sent by the Administrator directly to another administrator if it is technically possible.

The right to object to the processing of data: Information about these rights Administrator placed in the box under the main information, above.

You can use these permissions in any way, including email to support@html5meeting.com, by mail to the Administrator's address indicated at the beginning of this document.

Partners

This Cookie Policy does not apply to websites of entities whose contact details or links are displayed on the website.

Cookie Policy changes

The offer of the Website Owner may be extended over time. The technologies, standards and requirements related to running a business on the Internet will also change. This means that in the future, the Owner of the Website may, and sometimes will have to, make changes to the Cookie Policy. After each change, the new version of the Cookie Policy will appear on the website along with the full message and will come into force in a new form on the date of notification of its change by placing it on the website. All changes will be duly highlighted during the first 30 days from the date on which the change was made.

If you have any further questions regarding the protection of privacy, please contact us via the contact form on the [Contact us](#) website.