

## Privacy policy

RTCLab sp. z.o.o. (hereinafter 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 protection of their rights, with particular reference to any data or information saved or read on the terminal equipment.

We have developed this Privacy Policy to specify and indicate the rules and mechanisms for downloading and processing data.

The owner of the Website downloads personal data and other various data. Depending on the type of data, they are downloaded at the user's request or automatically.

**Dear User, by using this web site in any way you accept the rules contained in this Privacy Policy.**

**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 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](mailto:dpo@rtclab.com).

Concepts written with a capital letter below have the meaning given to them by the content of the Regulations of the Website available here [[link](#)] to the extent they are defined there.

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

1. Processing the following categories of your personal data:
  - 1) E-mail;
  - 2) Password;
  - 3) Nickname
  - 4) Name and Surname;
  - 5) Telephone number
  - 6) Country, street, city, state / province
  - 7) Company name;
  - 8) Time zone;
  - 9) Time and date format;
  - 10) Profile picture;

- 11) Information note;
- 12) IP address;
- 13) History of logins;
- 14) History of password changes;
- 15) History of changes to the service package;
- 16) Settings of the external data store;
- 17) System limits settings;
- 18) Operating System;
- 19) Name and version of the Browser;
- 20) Type of device;
- 21) Date and time of entry and exit to / from the meeting;
- 22) The role of the participant in the meeting;
- 23) Activity of the browser window tab;
- 24) Establishing a connection;
- 25) Connection summary;
- 26) Connection problem;
- 27) Answers to questions;
- 28) Action confirming participation in the meeting and its lack;
- 29) Commencement and termination of transmission;
- 30) Establishing a connection and its compilation;
- 31) Connection problem;
- 32) Starting the movie playback;
- 33) Stop movie playback;
- 34) Changing the playback position;
- 35) Ending the movie's playback;
- 36) Launching the slide show;
- 37) Change the slide;
- 38) End of the slide show;
- 39) Starting the file browser.

is necessary for the performance of the contract regarding the use of the Website in terms of standard functionalities reserved for Registered Users between you and the Administrator (Article 6 paragraph 1 letter b) of the GDPR and these data are processed for this purpose.

2. Processing of the following categories of your personal data:

- 1) Name and surname
- 2) Business address
- 3) VAT ID
- 4) REGON
- 5) Email address
- 6) Telephone number

it is necessary to fulfill legal obligations (art.6 par.1 letter c) of the GDPR) imposed on the administrator in the area of accounting and taxation.

3. The categories of your personal data indicated in items 1 and 2 above shall be transferred to other entities for the purpose of processing them in accordance with the purpose of the processing declared by the Administrator or in accordance with your instruction. Recipients to whom we transmit your data are AMAZON WEB SERVICES INC. in the USA in the use of the Website regarding standard functionalities reserved for Registered Users and a cooperating accounting firm for accounting and tax purposes.

4. The administrator intends to transfer the categories of your personal data indicated in points 1 and 2 above 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.
5. The administrator will process your personal data in question:
  - 1) in point 1 above until the moment of executing or terminating the contract for the provision of the Website use service in the scope of standard functionalities reserved for Registered Users;
  - 2) in point 2 above until the tax obligations cease (6 years from the end of the tax year) or the claims against you and your towards the Administrator cease, and related to the agreement for the provision of the Website use service in the field of standard functionalities reserved for Registered Users.
6. You have the right to request from the Administrator access to personal data concerning your person, rectification, deletion or limitation of processing, opposition to processing, as well as the right to transfer data.
7. 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 where an alleged violation is committed, 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.
8. Providing personal data is voluntary. The effects of failure to provide the data indicated in points 1 and 2 above focus on the impossibility to perform the contract for the provision of the Website use service in terms of standard functionalities reserved for Registered Users.

**(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 od 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](mailto:support@html5meeting.com) by mail to the Administrator's address indicated at the beginning of this document.**

Data collected during registration.

If you want to use certain functions on our Website reserved for Registered Users, you must register for this purpose (sign up). During registration, we will ask for your personal data as well as additional data that may not be personal data but are also covered by this Policy. The transfer of personal data and consent to their processing is not mandatory (it is voluntary), however, it is necessary in order to conclude and perform the contract to use the functionality of the Website reserved for Registered Users.

Personal data will be processed by the Owner of the Website acting as the administrator of personal data for the purpose and in the manner specified above in the information note.

Data collected during contact with us

When you contact us in order to perform a given activity (ex. file a complaint) via the Website, telephone or email, we will again require you to provide us with your personal data in order to confirm your identity and the possibility of return contact. The above applies to the same personal data that you, the User, previously provided to us. Again, the transfer of this personal data is not mandatory, however, it is necessary in order to perform certain activities or obtain the information you require.

Use of data

The personal data provided by you, on the processing of which you have agreed, will be processed only to the extent and for the purpose permitted by the granted consent or for the purpose permitted by applicable law.

The data collected automatically can be used to analyze the behavior of users on the website, as well as to collect demographic data about our users.

Data collected during the correspondence between you and the Website Owner will be used only to enable the correct, full and effective response to your question.

In the event of a breach of the Regulations constituting an infringement of the law, as well as in the absence of such violation, but on the basis of other legal regulations, the Owner of the Website may, in cases required by law, disclose your data, including personal data, to judicial authorities.

Protection of your data

The owner of the Website will protect your personal data in accordance with applicable law. We strive to ensure the protection, confidentiality and integrity of personal information collected via the website. In particular, we take steps to limit access to personal data collected via the website to the extent necessary to provide services via the website. In addition, we employ personnel specially trained in the issues of personal data protection, which carries out periodic security tests of our data collection systems.

How will we contact you?

If you choose the "Email notification" or similar option when using the website, you will receive an email from us.

If during the use of the Website you select the option "Text Message Notification" or similar, you will receive a text message from us (SMS).

If during the completion of the form you send us a message, we can contact you by phone, email or fax to answer your questions.

#### E-mail

Some functionalities of our Website allow you to send us e-mails. Information sent in this way will only be used to respond to your message. However, please note that e-mail is not always a safe way to exchange information. For this reason, we suggest not to include sensitive data in the e-mail.

#### Surveys

The Owner of the Website may use various on-line surveys to obtain opinions and information from random users of the Website. The survey is always voluntary.

Surveys are anonymous. The owner of the Website only downloads the automatic IP data of the computer from which the survey is sent but does not assign results to the given IP number.

#### Special protection of personal data belonging to children

The priority of the Website Owner is the protection of personal data belonging to children. In any case, the collection of personal data of a person under the age of 13 requires the consent of a parent or other legal guardian. In any case, further disclosure of personal data to a person under the age of 13, it is necessary to obtain the consent of the child's parent or other legal guardian. Parents and legal guardians of the child have access to data concerning a child under 13 years of age and are entitled to make decisions regarding the further processing of this data in the same way as in relation to their own personal data.

#### Partners

This Privacy Policy does not apply to the websites of entities whose contact details or links are displayed on our website. However, please note that the Owner of the Website allows the transfer of data between this website and Archiebot, the HTML5 Meeting partner.

#### Changes to the Privacy Policy

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 Privacy Policy. After each change, the new version of the Privacy 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 posting 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 privacy protection, please contact us via the [contact form](#) on the internet