



## **PRIVACY POLICY**

## **COOKIES POLICY**

This Cookies Policy specifies the rules of storing and accessing information on the User's devices using Cookies, for the provision of services provided electronically by DuoLife S.A. and requested by the User.

### **§ 1 Definitions**

- 1. Administrator** – means DuoLife S.A. with its registered office in Więckowice near Kraków, entered in the Register of Entrepreneurs of the National Court Register under KRS [National Court Register] number 0000638495, NIP [taxpayer's id. no.:] 675-148-53-20, which provides electronic services, as well as stores and gains access to information in the User's devices.
- 2. Cookies** – means IT data, in particular small text files, saved and stored on devices through which the User uses the websites.
- 3. Administrator's Cookies** – means Cookies placed by the Administrator, related to the provision of electronic services by the Administrator via the Website.
- 4. External Cookies** – means Cookies placed by the Administrator's partners via the Website.
- 5. Website** – means the website under which the Administrator runs a website operating in the domain [www.myduolife.com](http://www.myduolife.com), [www.duolife.eu](http://www.duolife.eu)
- 6. Device** – means an electronic device through which the User gains access to the websites.
- 7. User** – means an entity for whom services may be provided electronically in accordance with the Regulations and legal provisions, or with whom an Agreement for the provision of electronic services may be concluded.

### **§ 2 Types of Cookies used**

1. Cookies used by the Administrator are safe for the User's Device. In particular, it is not possible for viruses or other unwanted software or malicious software to enter the Users' Devices. These files allow to identify the software used by the User and adjust the Website individually to each User. Cookies usually contain the name of the domain from which they originate, their storage time on the Device and the assigned value.

2. The administrator uses two types of Cookies:

a) Session Cookies: they are stored on the User's Device and remain there until the end of the browser session. The saved information is then permanently removed from the Device's

memory. The mechanism of session Cookies does not allow the collection of any personal data or any confidential information from the User's Device.

b) Permanent Cookies: they are stored on the User's Device and remain there until they are deleted. Ending the session of a given browser or turning off the Device does not delete them from the User's Device. The mechanism of permanent Cookies does not allow the collection of any personal data or any confidential information from the User's Device.

3. The User may limit or disable the access of Cookies to his/her Device. If one uses this option, the use of the Website will be possible, except for the functions that require Cookies.

### **§ 3 Purposes in which Cookies are used**

Possibilities to determine the conditions of storage or access through Cookies

1. The administrator uses own Cookies in order to setup the website properly, in particular to:

a) adjust the content of the websites to the User's preferences and optimising the use of websites.

b) save the settings selected by the User and personalise the User's interface, e.g. in the scope of the selected language or region from which the User comes,

2. The Administrator uses own Cookies to authenticate the user on the site and provide user sessions on the site, in particular to:

a) maintain the Website User's session (after logging in), thanks to which the User does not have to re-enter his/her login and password on every subpage of the Website;

b) setup correctly the selected Website functions, allowing in particular verification of the authenticity of the browser session.

c) optimise and increase the efficiency of services provided by the Administrator.

3. The Administrator uses own Cookies to implement the processes necessary for the full functionality of the websites, and in particular to:

a) adjust the content of the websites to the User's preferences and optimise the use of websites. In particular, these files allow to recognise the basic parameters of the User's Device and properly display the website, tailored to the User's individual needs;

b) operate correctly the partner program, enabling in particular verification of the sources of Users' redirects to the Website.

4. The service administrator uses external Cookies to present multimedia content on the Website, which is downloaded from the external website [www.youtube.com](http://www.youtube.com) (administrator of external Cookies: Google Inc. with its registered office in the USA).

5. The service administrator uses external Cookies to collect general and anonymous statistical data via analytical tools of Google Analytics (external Cookie administrator: Google Inc with its registered office in the USA).

6. The service Administrator uses external Cookies to popularise the site using social networks Facebook.com (external Cookie administrator: Facebook Inc. with its registered office in the USA or Facebook Ireland with its registered office in Ireland).

#### **§ 4 Possibilities to determine the conditions of storage or access through Cookies**

1. The User may at any time, independently change the settings for Cookies, specifying the conditions for their storage and access to the User's Device. The User can make changes to the settings referred to in the previous sentence, using web browser settings or by using the service setup. These settings can be changed in particular to block the automatic handling of cookies in the web browser settings or to inform about them whenever Cookies are placed on the User's device. Detailed information about the possibilities and ways of handling cookies are available in the software settings (web browser).

2. The User may delete Cookies files at any time using the functions available in the used web browser.

3. Restricting the use of Cookies may affect some of the functions available on the Website.

#### **USEFUL INFORMATION ABOUT COOKIES IN DUOLIFE SERVICES**

When you browse our websites, we collect information about your visit and the way you use our Web services. To do this, we use Cookies.

What are Cookies?

We use Cookies on DuoLife.eu websites. These are small data files placed on a computer or other device by the browser. The files store various information about the user and his/her preferences.

Some cookies are created by other companies whose services we use. They can use data only for a specific purpose. We also do not observe the behaviour of users outside of websites.

Why do we use cookies?

We use them primarily for statistical purposes to check how often individual websites are visited. We use this data to improve the content and function of our websites. We do not collect personal data for this purpose.

We also use cookies to remember how you use our services and make it easier for you to browse them. That's why we can better tailor the presented content to your needs.

Cookies are also used for advertising purposes to match the advertising message to the preferences of the User, including in advertisements issued by external partners. This kind of information is anonymous and does not contain any personal information.

In our websites, we use Cookies in particular to:

- maintain the website user thanks to which the user does not have to re-enter the login and password on every subpage of the website,
- remember the user-selected settings and personalise the user interface, e.g. in terms of the selected language, font size, website appearance,

- collect statistical information on the use of websites,

### **Notice:**

For the proper functioning of websites and their use, it is necessary to accept Cookies from these websites.

Failure to accept Cookies may prevent you from logging in to the service or interfere with its correct operation.

### **How long are Cookies active?**

The Cookies we use are installed for different periods of time. Some of them lose their validity when the browser is closed, others are active for several days, months, or even years, mainly in order not to lose the information about the user's choices. Long-term active Cookies are used to help us determine a new and returning user of websites.

### **How to oppose the installation and get rid of Cookies?**

You can disagree and prevent the installation of Cookies on your computer by changing your web browser settings. You can also delete the existing Cookies.

### **How to prevent the installation of Cookies on your computer?**

Most browsers allow you to install Cookies by default. You can prevent saving of this type of files on your computer, you just have to change the appropriate settings in your web browser. Instructions on how to change browser settings for Cookies can be found in the browser's help files.

### **Description of blocking Cookies in sample browsers:**

Mozilla Firefox (version 19.02)

1. in the browser Menu, click on the "Tools" tab
2. select "Options"
3. select the 'Privacy' tab
4. do not uncheck the "Accept Cookie" check box

Internet Explorer 8

1. in the browser Menu, click on the "Tools" tab
2. select "Internet options"
3. select the 'Privacy' tab
4. in the "Settings" field, move the bar up until the message "Block all Cookies" is displayed

In addition, some browsers support the mode in which Cookies are always deleted after visiting the site. This function has different names: InPrivate in the Internet Explorer version 8 or later; Incognito in Google Chrome version 10 or later; Private browsing in Firefox browser version 3.5 or later, Safari version 2 or later, and Opera browser version 10.5 or later. More information on this subject can be found in the browser's help files.

At any time you can also delete Cookies that are already on your computer or device. A detailed description of how to delete files can be found in the browser's help files.

**Description of deleting cookies in sample browsers:**

Internet Explorer 8

1. in the browser Menu, click on the "Tools" tab
2. select "Internet options"
3. on the "General" tab under "Browsing history" click "Delete"
4. Check the box next to the "Cookies" button. If you want to delete only Cookies, clear all other check boxes
5. click "Delete" and then click "OK."

Mozilla Firefox (version 19.02)

1. in the browser Menu, click on the "Tools" tab
2. select "Clear browsing history"
3. select the period for which you want to delete cookies
4. uncheck the "Cookies" check box

Certainly, by not agreeing to the installation of Cookies, you can still use our service, but you may lose the ability to use all the functions and then the use of the website may not be optimal.

We care about the best adjustment of websites to the users' needs and preferences.

Więckowice, 05.03.2018