

PRIVACY POLICY OF LEADSTREAM

§ 1. GENERAL CONDITIONS

1. **Data administrator** — The Masters Sp. z o.o. located on Kazimierza Wielkiego Street 64-66 50-077 Wrocław, e-mail address: hi@leadstream.io NIP: 8943060072., REGON: 360949350, registered in National Court Register under the KRS number: 0000546003, who administrates the web application LeadStream, which is available on www.leadstream.io, is protecting privacy of their **Users** with the use of adequate methods and tools that are required by the laws in force in the Republic of Poland.
2. Every entity that uses LeadStream web application is a **User** in terms of herein document.
3. Data collected from the **Users** of the web application LeadStream is protected both legally and physically by using adequate technical infrastructure, and by complying with the procedures required by laws of Republic of Poland, in particular by Personal Data Protection Act from 29th of August 1997 (Dz. U. z 2014 r. poz. 1182, 1662) and by Electronic Services Act from 18th of July 2002 (Dz.U. z 2002 r., nr 144, poz. 1204 ze zm.).
4. **Data Administrator** respects **User's** privacy and ensures the safety of all **User's** data shared by using web application LeadStream.
5. Herein document addresses the methods of collecting and converting information and data that is shared by the **Users** of LeadStream and by other persons visiting the website www.leadstream.io. or using LeadStream web application.

§ 2. DATA COLLECTED BY DATA ADMINISTRATOR

1. **Data Administrator** collects, processes and uses personal data willingly shared by the **Users** only if they have given their prior explicit consent to such actions.
2. All of the information shared by the **Users** is collected, processed and used in order to provide services offered by web application LeadStream.
3. **Data Administrator** collects and processes:
 - a) data necessary for registration of the **User** and creation of an **Account**: name, surname, name of the company, e-mail address, and password;
 - b) data necessary for login to an **Account**: e-mail address, password;
 - c) data necessary for issuing a VAT invoice: name, surname, name of the company, address, tax identification number, e-mail address.
4. **Data Administrator** processes **User's** data necessary for establishing, creating, changing or ending a legal relationship in terms of service provided by web application LeadStream, and other data necessary because of the specification of particular service (in accordance with Electronic Services Act from 18th of July 2002, art. 18 § 1 and 2).
5. **Data Administrator** guarantees that all registered **Users** can exercise their rights derived from Personal Data Protection Act from 29th of August 1997 (Dz. U. z 2014 r. poz. 1182, 1662), among others the right to review the data, the right to demand updating or deleting the data, and the right to objection in situations described in Personal Data Protection Act. The **User** can exercise these rights:
 - a) directly through an **Account**,

- b) through sending adequate information via e-mail to **Administrator**, using the address: hi@leadstream.io
6. Personal data filing system has been submitted for registration to Inspector General for the Protection of Personal Data (Generalny Inspektor Ochrony Danych Osobowych).

§ 3. USING PERSONAL DATA

1. **Data Administrator** can use information given by the **User** only in a way described in herein document. Each use different than described in herein document has to be accepted by the **User** previously informed about method and purpose of using the data.
2. Personal data of the **User** is used first of all to provide and manage the LeadStream Web application services.
3. Personal data shared by the **User** can be used in order to send them commercial information coming directly from **Data Administrator**. The purpose of such actions is sending a **Newsletter** providing information on LeadStream. The **User** agrees on such actions while creating an **Account**.
4. Personal data is stored as long as the **User** uses web application LeadStream, which means as long as the **User's** contract on access to LeadStream is in force and **User** has an **Account**.
5. The **Data Administrator** does not share personal data of **Users** against the law to any third parties not recognized in herein document. Sharing the data is only possible on request of entitled state authorities, in particular after they present the legal basis of such request and provide a clarification on why such data is requested.
6. All Credit Card payments are being processed by PayLane Sp. z o.o., located at Arkońska Business Park, ul. Arkońska 6/A3, 80-387 Gdańsk, Poland. Transaction data, as well as personal data, may be securely transferred to PayLane Sp. z o.o. for the sole purpose of processing payments.
7. **Data Administration** has the right to entrust the management of **User's** data to other companies on the basis of written agreements concluded in accordance with the Art. 31 of Personal Data Protection Act from 29th of August 1997 (Dz. U. z 2014 r. poz. 1182, 1662) in order to enable these companies to work on web application LeadStream, in particular on providing services related to hosting, maintenance and management of servers used by LeadStream, administration and maintenance of the web application LeadStream, as well as redress and investigating the circumstances of unauthorized use of web Application LeadStream.

§ 4. SINGLE SIGN-ON, GOOGLE OAUTH

1. **User** can connect his Google Account with LeadStream to use web application's Mailing service. Google OAuth will authenticate **User's** identity and provide the option to share certain personal information with **Data Administrator** such as your name, email address, sent and received e-mail messages and other Google Services that **User** grants LeadStream access to when authentication is performed.
2. Data provided by Google OAuth service is used only to provide user authentication and LeadStream Mailing service. **User** can reject access to Google Account data anytime by removing his e-mail account in LeadStream user panel.

§ 4. PROTECTIVE PROVISIONS

1. **Data Administrator** strives to protect **User's** data, in particular against loss, misuse, unauthorized access and disclosure.

2. The **User** is responsible for maintaining the confidentiality of their data necessary to login to their **Account** — their e-mail address and password.
3. Any suspicion of danger related to the disclosure of data or its unauthorized use shall be reported immediately to the **Data Administrator** by sending an adequate e-mail to hi@leadstream.io.
4. Despite the use of advanced technical means, **Data Administrator** can not fully guarantee the secrecy of data stored online and transmitted through the internet.

§ 5. FINAL PROVISIONS

1. If the **User** does not accept the provisions listed in herein document they should cease using the web application LeadStream and delete their **Account**. To successfully quit the database of LeadStream the **User** shall send an adequate request by an e-mail to hi@leadstream.io.
2. During the registration and creation of an **Account** the **User** shall agree on processing their personal data by the Service Provider in accordance with the Personal Data Protection Act from 29th of August 1997 (Dz. U. z 2014 r. poz. 1182, 1662).
3. The **Data Administrator** has the right to introduce changes in herein document. In case of introducing any changes in herein document the **User** shall be informed about them every time new changes are introduced, and shall be able to accept them or refuse to accept them.
4. Herein document is effective since the 17th of December 2017.