

# Privacy & Cookies Policy

## Privacy and Cookie Policy

This site is owned by Xelto Sp. z o.o. with registered seat in Poznan, Poland (“Xelto”). This Privacy and Cookies Policy (the “Policy”) is designed to tell the user of the website [www.xelcode.com](http://www.xelcode.com) (the ‘user’) about Xelto’s practices regarding collection, use, and disclosure of information that user may provide via this site. Please be sure to read this entire Policy before using or submitting information to this site. This site is governed by applicable Polish laws.

## User’s Consent

Use of this site constitutes user’s consent to application of such laws and regulations and to the terms of Xelto’s Policy. Whenever user submits information via this site, user consents to the collection, use, and disclosure of that information in accordance with this Policy.

## Information Collection

Like many web sites, this site actively collects information from its visitors both by asking user specific questions and by permitting user to communicate directly with us via e-mail. Some of the information that user submits may be personally identifiable information (that is, information that can be uniquely identified with user such as user’s full name, address, e-mail address, phone number, and so on).

Some areas of this site may require user to submit information in order for user to benefit from the specified features (such as e-mail alerts or newsletter subscriptions). User will be informed at each information collection point what information is required and what for.

As user navigates through a Web site, certain information can be passively collected (that is, gathered without user actively providing the information) using various technologies and means, such as Internet Protocol addresses, cookies, Internet tags and navigational data collection.

## IP Addresses

This site uses Internet Protocol (IP) addresses. An IP Address is a number assigned to user’s computer by user’s Internet service provider so user can access the Internet and is generally considered to be non- personally identifiable information, because in most cases an IP address is dynamic (changing each time user connect to the Internet), rather than static (unique to a particular user's computer). Xelto uses user’s IP address to diagnose problems with Xelto’s server, report aggregate information, determine the fastest route for user’s computer to use in connecting to Xelto’s site, and administer and improve the site.

## Cookies

The website of Xelto uses “cookies”. A cookie is a small text file that’s stored on user’s computer, tablet, or phone when user visit a website that helps the site remember information about user and user’s preferences.

Some cookies are deleted when user closes down his/her browser. These are known as session cookies. Others remain on user’s device until they expire or user deletes them from cache. These are known as persistent cookies and enable Xelto to remember things about user as a returning visitor.

The cookies Xelto use allow us to recognize and count the number of visitors and to see how visitors move around the site when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily. Xelto’s cookies also enable us to tailor the content user view according to preferences user set.

Xelto uses Session Cookies for the following purposes:

- To allow user to carry information across pages of our website and avoid having to re-enter information.
- Within registration to allow user to access stored information.
- To compile anonymous, aggregated statistics that allow us to understand how users use our website and to help us improve the structure of our website.

Xelto uses Persistent Cookies for the following purposes:

- To help us recognize user as a unique visitor (just a number) when user return to our website and to allow us to tailor content to match user’s preferred interests.
- To compile anonymous, aggregated statistics that allow us to understand how users use our website and to help us improve the structure of our website.
- To internally identify user by account name, email address, customer ID, and location (geographic and computer ID/IP address).
- To tailor content to user’s preferences.

Third parties serve cookies via this website. These Third Party Cookies are used for the following purposes:

- To serve content on our site and track whether this content is clicked on by users.
- To control how often user are shown particular content.
- To count the number of anonymous users of our site. For website usage analysis.

User can set his/her browser to notify user when user receive a cookie, giving user the chance to decide whether to accept it.

User can also set his/her browser to block the placing of cookies at all, but user should realize that this can limit the use of our website or services. User can find more information about cookies at [www.cookiecentral.com/faq](http://www.cookiecentral.com/faq)

## **Use of Information**

Except as otherwise stated, Xelto may use user's information to improve the content of our site, to customize the site to user's preferences, to communicate information to user (if user have requested it), for our marketing and research purposes, and for the purposes specified in this Policy. Xelto may disclose user's personally identifiable information where required by applicable laws, court orders, or government regulations.

### **E-mail address**

If user subscribe to our e-mail alerts, Xelto collects user's e-mail address. This address will only be used for keeping user informed as indicated. If user wish to unsubscribe from our e-mail alert list, user can do so at any moment as indicated in every e-mail user receive or by contacting us through [info@xelcode.com](mailto:info@xelcode.com)

### **Access and Correction**

To keep user's personally identifiable information accurate, current, and complete, please contact us as about any incorrect information. Xelto will update or correct personally identifiable information in our possession that user have previously submitted via this site.

### **Security**

Xelto takes reasonable steps to protect user's personally identifiable information as user transmit user's information from user's computer to our site and to protect such information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. User should keep in mind that no Internet transmission is ever 100% secure or error-free. In particular, e-mail sent to or from this site may not be secure, and user should therefore take special care in deciding what information user send to us via e-mail. Moreover, where user uses passwords, ID numbers, or other special access features on this site, it is user responsibility to safeguard them.

### **Links to Other Web Sites**

This site may contain links or references to other web sites. Please be aware that Xelto does not control other web sites and that, in any case, this Policy does not apply to those web sites. Xelto encourages user to read the privacy and cookie policy of every web site user visit.

### **Changes**

Xelto may revise this Policy. User agree to be bound by any such revisions and should therefore periodically visit this page to determine the current terms to which user are bound. This Policy has been amended for the last time in June 2018.