

Declaration of data protection for the website

Legal advice

1. General

Controller: **Polycart Limited - BG131004542 - Slavyanska 46, BG-2230 Kostinbrod, Sofia, Bulgaria, European Union**, ("we") is the operator of the websites of the Polycart Group of Companies and its websites ("website").

Data protection officer – **Emilia Boncheva, Tel:+359 878 421007, Email:[office \(at\) polycart.info](mailto:office@polycart.info)**

Websites of Polycart Group and its affiliates supporting this declaration of GDPR data protection:

<https://polycart.info>

<https://polycart-bg.com>

<https://polycart-envelopes.com>

<https://polycart-filing.com>

<https://polycart-packaging.com>

<https://polypack-packaging.com>

<https://packaging-excellence.eu>

We place great importance on the protection of your data. The following Privacy Policy explains the collection, processing and use of your data on our websites. Our website may include links to offers of other providers to which this Privacy Policy does not apply.

2. Personal data

Personal data are individual details on personal or material circumstances of a certain or identifiable natural person. This includes information such as one's real name, address, postal address and telephone number. The security of personal data is of great importance to us. This is why our websites are operated in accordance with the applicable legal regulations, especially the General Data Protection Regulation (GDPR) of the EU and its Bulgarian Equivalent.

3. Using the website without providing personal data

You may use the information offered by our website without providing personal data.

a) Log files

Processing object: When our website is accessed we will process information about the requesting computer and browser such as the time of the request, the content accessed and the type of browser and operating system. Complete IP addresses that would allow specific computers and thereby specific Internet users to be identified are not collected.

Processing purposes: These data allow us to assess how our website is used and to optimise our website, i.e. for the pursuit of legitimate interests.

The legal basis for this is Art. 6(1) letter f of the GDPR.

b) Cookies

If you give us your consent, we will use session cookies.

Processing object: When our website is opened so-called cookies, i.e. small text files, will be saved by your web browser. Our website uses session cookies that only apply for the duration of the browser session and are not saved permanently but deleted automatically when your browser is closed. Cookies do not save data that could be attributed to you personally. Nor are the contents of cookies merged with personal data but remain pseudonymised (the data is only directly attributable to a randomly generated identifier).

Processing purposes: These cookies are used to process requests of your browser to our website and to assign them to a specific user, e.g. which contents you already opened or products you put on your saved shopping list. The data saved by cookies allow us to assess how our website is used and to optimise our website, i.e. for the pursuit of legitimate interests.

The legal basis for the processing is Article 6(1)(a) GDPR. You may withdraw your consent at any time, that can be done in your internet browser settings.

Prevention options: You may prevent cookies from being saved by disabling cookies in your browser settings. You may also view and delete the contents of cookies at any time. However, if you disable cookies, you may not be able to fully use all functions of our websites.

c) Google Analytics

If you give us your consent, we will use Google Analytics.

Processing object: Our website uses Google Analytics, a web analysis service of Google Inc. ("Google"). Google Analytics uses cookies. The information on your website use generated by the cookie is generally transmitted to a Google server in the EU or the USA where it is saved. However, your IP address will first be shortened within member states of the European Union or in other states party to the European Economic Area Agreement. Only in exceptions will your full IP address be transferred to a Google server in the US and shortened there. The IP address transmitted by your browser through Google Analytics will not be merged with other Google data.

Processing purposes: Google will use this information on our behalf to assess your use of this website, to compile reports about website activity and to perform additional services related to use of the website and the Internet for the website operators.

The legal basis for the processing is Article 6(1)(a) GDPR. You may withdraw your consent at any time, please find how in your browser manual.

Prevention options:

You may prevent cookies from being saved by disabling cookies in your browser settings. You may also view and delete the contents of cookies at any time. However, if you disable cookies, you may not be able to fully use all functions of our website.

Additionally, you can prevent the collection of cookie-generated data (including your IP address) on your use of the website and the processing of this data by Google by downloading and installing the browser plug-in provided under the following link: tools.google.com/dlpage/gaoptout;

You can prevent the collection of data by Google Analytics by clicking on the following link. This will install an opt-out cookie that will block the collection of your data during future visits to our website: [Disable Google Analytics](#)

For further information about Google Analytics' Terms of Service and Privacy Policy please see: www.google.com/analytics/terms/gb.html and policies.google.com;

4. Processing of data transmitted by you

Without the permission of the user no personal data beyond the cases stated in Section 3 will be processed when using our website. The user may decide whether he wishes to disclose personal data if requested.

Processing subject:

If you contact us through our contact form or by email we will collect the personal data you provide and the contents of your request.

Processing purpose: We will only use this data to process your request and to send you, e.g. materials or samples. Within the applicable legal regulations we may use your personal data for direct marketing purposes, i.e. to pursue legitimate interests if you do not object.

The legal basis for this processing is Art. 6(1) letter b of the GDPR (pre-contractual measures) and Art. 6(1) letter f of the GDPR (legitimate interests).

5. Confidentiality of your data and providing of your data to third parties

Our employees are required to maintain confidentiality. If required, we may provide your personal data to external service providers to the necessary extent to send you materials or samples.

Apart from that we will only provide personal data to third parties if we are required to do so by law, e.g. to prosecution authorities. The legal basis for this is Art. 6(1) letter c of the GDPR.

6. Data storage duration

We try to process personal data to the smallest possible extent. We only save your data for as long as required by the respective purpose or for as long as required by law.

7. Your rights

If the respective legal requirements are met you are entitled to the following rights:

- You have the right to information about the personal data saved on you (Art. 15 of the GDPR).
- You have the right to correction of any inaccurate data (Art. 16 of the GDPR).
- You have the right to erasure (Art. 17) or limitation of processing (Art. 18 of the GDPR) of data that is no longer needed. If legally required storage periods apply, e.g. for business correspondence under commercial law or tax law or in case of another legal exception data will not be deleted but its processing will be limited.

- You may object to the processing of your data for direct advertising purposes and other processing of your data for special reasons at any time (Art. 21 of the GDPR).
- You have the right to data portability (Art. 20 of the GDPR), i.e. the right to demand the data you provided to us in a structured, common and machine-readable format and to the transmission of these data to another controller without hindrance by us; if applicable, you also have the right to demand that we transmit the data directly to another controller if technically possible.

To assert your rights please refer to the address provided under Section 1.

If you believe that the processing of your data violates privacy law you may file a complaint to the supervisory authorities (Art. 77 of the GDPR). Our locally competent supervisory authority is the Bulgarian Commission for Personal Data Protection, address: 2 Prof. Tsvetan Lazarov Blvd., Sofia 1592, Bulgaria, EU - www.cdpd.bg/en/

8. Data security

We use encryptions throughout our website. We have installed SSL Certificates for data security of all our websites, so your information is kept private. Any data you enter into the contact form will therefore be transmitted to us in encrypted form and can therefore not be viewed by unauthorised third parties.

In addition we take appropriate measures to ensure the security of the personal data saved by us. All data is protected conscientiously against loss, destruction, distortion, manipulation and unauthorised access and disclosure.

File signed by Polycart LLC with electronic signiture device StampIT

Polycart LLC

Sofia, Bulgaria, EU