

## **Privacy policy**

### **I. PERSONAL DATA AND PRIVACY**

If you intend to use our services, you might be asked to provide us with your Personal Data (name, surname, e-mail address). Your data is processed by us for the purposes indicated below, related to the functioning of the Company and the provision of services offered by it ("Services").

#### **The purpose of processing:**

Depending on the choices you will make, it can be:

- Provision of services offered by the Company
- Execution of your orders
- Direct marketing of the offered services, other than newsletter

#### **Legal base for processing:**

- Your consent given on [www.minilabexpert.com](http://www.minilabexpert.com) (art. 6 (1)(a) of RODO)
- Sales agreement or actions taken on your request in order to enter into one (art. 6(1)(b) of RODO)
- A legal obligation imposed on us, e.g. related to accounting (art. 6(1)(c) of RODO)
- A legitimate interest in the processing of data for the purpose of identifying, investigating, or defending any possible claims (art. 6(1)(f) of RODO) or for direct marketing activities (art. 6(1)(f) of RODO) or for analytical and statistical purposes (art. 6(1)(f) of RODO)
- A legitimate interest in customer satisfaction surveys (art. 6(1)(f) of RODO)

#### **Disclosure of information:**

- Voluntary, resulting in the possibility of concluding a contract.

#### **The effect of refusal to disclose information:**

Depending on the purposes it is required for:

- inability to use the Company's services
- inability to process your purchases

#### **Consent withdrawal:**

- possible any time

The processing of data remains legal until you withdraw your consent.

If you would like to request:

- a copy of the information held
- changes to the information held
- removal of the information held from our records

please email us at: [info@minilabservice.com](mailto:info@minilabservice.com)  
All requests will be actioned promptly and without charge.

## **II. STORAGE PERIOD**

We will process your data only for the period in which we will have a legal basis to do so, that means until:

- our legal obligation to process your data ceases
- the possibility of determining and pursuing possible claims related to the agreement concluded by the Company is terminated
- we receive your objection to the processing of your personal data – if the basis for the processing of your data was the legitimate interest of the administrator, or if the data was processed for direct marketing purposes

## **III. DATA SAFETY**

### **CUSTOMER RIGHTS**

- access to your personal data, making changes to it,
- removal or limitation of its processing,
- request for transferring data to another administrator, or lodging an objection to the processing of own data at any time

### **EXTERNAL SERVICES AND DATA RECIPIENTS**

The Company uses certain services of third parties to whom your data may be transferred. Below is a list of possible recipients of your data:

- provider of the software needed to run the website
- payment service provider
- Company employees and/or people supporting our ongoing operations
- marketing service provider
- appropriate public authorities that the Administrator is obliged to provide with data, to the extent permissible under law

### **Updates**

This policy is effective from the 1<sup>st</sup> of September 2019. "Minilabservice.com" may change this policy by updating this page, therefore you should check here from time to time to ensure that you are happy with any changes.