

## COOKIES POLICY

1. The website does not automatically collect any information apart from those stored in cookie files.
2. Cookies are IT data in the form of text files, which are stored in the Website User's end device and are used for browsing the Website. Cookies usually contain the name of the website they come from, the period for which they will be stored on the end device and a unique reference number.
3. The entity placing cookie files on the Website User's device and accessing them is the operator of the Website – **Workroom Group Sp. z o.o. Sp. K.** with its registered office in Warsaw at ul. Krzywickiego 34, 02-078 Warsaw, registered in the Register of Businesses of the National Court Register kept by the District Court for Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS No 0000438086; taxpayer's identification number (NIP) 525-23-92-769; statistical number (REGON) 360668733.
4. Cookie files are used:
  - to customise the content of the Website to meet the User's preferences and to optimise the use of web pages; in particular, these files allow to identify the Website User's device and display the web page as individually required by the user;
  - for statistical purposes, to better understand how Website Users use web pages and improve their structure and content;
  - to keep the Website User's session (after logging in), which means that the User does not have to re-enter the login and password on every visited subpage.
5. The Website uses two main types of cookie files: *session cookies* and *persistent cookies*. Session cookies are temporary files which are stored on the User's end device until logging out, leaving the web page or closing the software (browser). Persistent cookies are stored on the User's end device throughout the period specified in their parameters or until they are removed by the User.
6. The Website uses the following types of cookies:
  - "necessary" cookie files, which make it possible to use the services offered by the Website, e.g. authenticating cookies used in the case of services which require authentication on the Website;
  - security-related cookies, used, e.g., to detect authentication abuse on the Website;
  - "performance" cookies, which allow to gather information about how the Website is used;

- “functional” cookies, which allow to “save” the User’s settings and customise the user interface, e.g., as regards the User’s language or region, font size, the look of the web page, etc.;
  - “advertising” cookies, which allow to display advertising content to Users which meets their individual preferences.
7. Internet browsers often permit storing cookie files on the User’s end device by default. Website users can change their cookie settings at any time. One of the settings found in Internet browsers is automatic blocking of cookies or notifying each time they are stored on the Website User’s end device. Detailed descriptions of cookie policies are available in the browser settings.
  8. The Website operator informs that restricting the use of cookie files can affect certain functions available on the Website.
  9. Cookie files are stored on the Website User’s end device and can also be accessed by advertisers cooperating with the Website operator and other partners.
  10. You will find more information about cookie files in the “Help” section of the Internet browser menu.