

## Privacy Policy

This Privacy Policy is a set of rules and information explaining how we collect, process and safeguard your personal data at the Hairmate salon chain. To unify data processing rules based on the highest standards, we apply a unified Privacy Policy for all Hairmate salons.

### Who we are: Data Controller

The controllers of your personal data at Hairmate are the owners of the particular salons whose services you use and to the extent that you use the website <http://hairmate.pl> (please see below for information on cookies), the controller of your data is the owner of the Hairmate brand, Tymoteusz Pięta.

Due to the fact that we use a booking system available at the website Moment.pl, owned by Versum sp. z o.o. with its registered office in Bielsko-Biała, Poland, your data provided when booking an appointment at our salons is processed by the above entity. For more information on this, see the rules for processing your data by the website owner available on [www.moment.pl](http://www.moment.pl). With respect to the use of the booking system, the controller of your personal data is the owner of the salon where you book your appointment. The personal data on booking system are processed partly by Tymoteusz Pięta and the owners of the particular salons as a Joint controllers. As part of the concluded contract, the owner of the salon is responsible for the implementation of the information obligation and your rights.

Below you will find details of each controller of your data at our salons:

### WARSAW

- Mokotów:** Tymoteusz Pięta, carrying on business under the name of Tymoteusz Pięta HAIRMATE, address: Warsaw, ul. Kolejowa 47 lokal U20 (postcode: 01-210), NIP (tax identification number): 7952428370, REGON (business identification number): 181030680
- Powisłe:** Natalia Cichocka, prowadząca działalność gospodarczą pod firmą NATIX Natalia Cichocka Pięta, z siedzibą w Warszawie, ul. Motylkowa nr 11B lok. 1, 04-776 Warszawa, NIP: 7952379499, REGON: 387542586  
Adam Wilczewski prowadzący działalność gospodarczą pod firmą What the hair? Adam Wilczewski z siedzibą w Warszawie, ul. Adama Branickiego, nr 9, lok. 157, 02-972 Warszawa, NIP: 9491938647, REGON: 381912102  
działający w niniejszej umowie łącznie w formie spółki cywilnej zarejestrowaną w Warszawie pod numerem NIP: 9512574631 REGON: 525938926.
- Zielony Żoliborz:** Aleksandrą Cimałą, prowadząca działalność gospodarczą pod firmą ByCzimi Aleksandra Cimała z siedzibą w Warszawie przy ul. Ludwika Rydygiera 16/U1 (kod pocztowy 01-793), NIP: 5252808023.
- 19 dzielnica:** Łukasz Kuczkowski prowadzący działalność gospodarczą pod firmą BNN BeNeoNow Łukasz Kuczkowski adres: ul. Białego Dębu 4/1, 02-757 Warszawa; NIP: 8882812393 REGON: 521160602 i Dawid Krystian Trzop prowadzący działalność gospodarczą pod firmą Dawid Trzop "David" adres: Spytkowice 488, 34-745 Spytkowice NIP: 7352846739 REGON: 361647087 działający w formie spółki cywilnej: Beauty Crafters s.c. z siedzibą w Warszawie przy ul. Białego Dębu 4/1 (kod pocztowy 02-757), NIP: 5214045190, REGON: 526850205,

**Wilanów:**

Natalia Cichocka, prowadząca działalność gospodarczą pod firmą NATIX Natalia Cichocka Pięta, z siedzibą w Warszawie, ul. Motylkowa nr 11B lok. 1, 04-776 Warszawa, NIP: 7952379499, REGON: 387542586

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KRAKÓW

Magda Dukat, carrying on business under the name of Salon Fryzjerski Magda Dukat, address: Kraków, ul. Wrocławska U3 lok. 53d (postcode: 30-011), NIP (tax identification number): 6821693355, REGON (business identification number): 368017350

– hereinafter also jointly referred to as “**Hairmate**”.

**How Hairmate collects and uses data:**

1. When you use our website, <http://hairmate.pl>, you stay anonymous until you decide otherwise, e.g. by contacting us via the contact form or by phone, or by providing your data to us in another manner.
2. Your data is processed in accordance with the Personal Data Protection Act of 10 May 2018 (Journal of Laws of 2018, item 1000, as amended), Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, the “GDPR”), and to the extent that Hairmate provides services to you, also with the Act on the provision of electronic services of 18 July 2002 (Journal of Laws of 2019, item 123, as amended).
3. Your provision of personal data to us is fully voluntary.
4. We inform you that using some functionalities of the website or services offered by Hairmate may require you to provide identification and contact details, e.g. your name to book a service or an email address when you contact us by email.

**For what purpose and on what basis do we process your data?**

Your personal data is processed by Hairmate only for the purpose for which it was collected, and so:

1. if you contact us via the **form on the website** or by **email** or **phone** – we process your data in order to respond to your enquiry, as a rule, on the basis of the consent you gave us, if the mere fact of contacting us and the meaning of your message sufficiently indicate that you agree to the processing of the personal data provided by you (Article 6(1)(a) of the GDPR);
2. if you subscribe to our **newsletter** or **event mailing list** – we process your data to keep you updated on our news and offer you services and special offers through direct marketing, on the basis of the consent you gave us (Article 6(1)(a) of the GDPR);

3. if you gave us your consent to record your **image** (e.g. during the photo shoots we organise) – we process your data to promote Hairmate’s activities on the basis of the consent you gave us (Article 6(1)(a) of the GDPR);
4. if you book an appointment, we enter into a **contract for a given service** with you, and process your data to the extent necessary to perform the contract and also because it is necessary for compliance with our obligations under law (e.g. the Accounting Act) (Article 6(1)(b) and (c) of the GDPR);
5. if you have the status of a **‘Regular Customer’** – we process your data to make it easier for you to use our services and enable you to view your history of services performed on your hair, on the basis of the consent you gave us (Article 6(1)(a) of the GDPR);
6. if you contact us about **employment** – to conduct the recruitment process, we process your data as specified in Article 22<sup>1</sup> of the Polish Labour Code, such as your name, date of birth, place of residence, correspondence address, education and employment history, on the basis that processing is necessary in order to take steps prior to entering into a contract (Article 6(1)(b) of the GDPR). Your other data provided to us in your CV, form, cover letter and other documents is processed by us on the basis of the consent you gave us (Article 6(1)(a) of the GDPR);
7. if you visit our salon protected by **CCTV** – see a sign on the salon – we process your data to ensure the quality of the services provided and the safety of our Customers and Employees, on the basis of Hairmate’s legitimate interests (Article 6(1)(f) of the GDPR).

#### **Automatically collected data (cookies)**

1. Using our website <http://hairmate.pl> causes automatic collection of the data of visitors to our website, such as IP address, domain name, browser type and operating system type.
2. The data may be collected by the systems of Hairmate and Google Analytics as well as used by cookies. Cookies are files sent to your device when you view our website.
3. Types of cookies at Hairmate: Google Ads, Google Analytics and Google Tag Manager – these cookies are used to improve the quality of services, search results and the relevance of the content displayed, to create viewing statistics, and to track your preferences.
4. This data is processed exclusively by Hairmate and our trusted partners (Google Inc. and partners entrusted with marketing activities for Hairmate).
5. Processing in the above manner is based on your consent, as referred to in Article 6(1)(a) of the GDPR, and continues until the consent is withdrawn. You are informed about cookies when you first visit our website.
6. Cookies do not change the configuration of your device or of the software installed on it.
7. You may not agree to the use of cookies (block cookies) at any time, which means that it will be impossible to store cookies on your device in the future.
8. If you do not agree to the use of cookies (block cookies), you may select the appropriate settings in your Internet browser. The process of blocking cookies is different for different browsers and devices.
9. If you want to delete existing cookies, you should select the appropriate settings in your Internet browser or remove cookies manually. The process of deleting cookies is different for different browsers.
10. Hairmate warns you that blocking or deleting cookies may result in difficulties in using the website, and in some cases disable some of its options.

#### **Duration of processing**

Your personal data is processed for as long as the basis for such processing exists, meaning that:

1. in the case of your consent, the processing is performed until the consent is withdrawn, restricted or until you take other steps limiting the consent;

2. where data is necessary to enter into and/or perform a contract, we process your data for the duration of the contract and, to the necessary extent, until the end of the limitation period for claims under the contract (3 or 6 years);
3. for tax and accounting purposes, data is processed for as long as, and in the scope, required by applicable laws;
4. where data is processed on the basis of Hairmate's legitimate interests, the processing is performed until you effectively object to it.

#### **Your rights and conditions of data processing at Hairmate**

1. Hairmate is committed to ensuring the security of your data by taking steps to prevent unauthorised access to that data.
2. In the cases, and in accordance with the rules, set out in the GDPR, you have the right to access your data, to rectify them, to erase them, to restrict the processing – which can be done by contacting Hairmate, and also to object to the processing, to withdraw your consent at any time without affecting the lawfulness of processing based on consent before its withdrawal, and to data portability – to the extent that the exercise of these rights is without prejudice to the legal obligations to which Hairmate is subject.

To exercise the above rights, please contact us:

- a. by post to the address of the Controller concerned;
- b. by email: [biuro@hairmate.pl](mailto:biuro@hairmate.pl).

Your request should, where possible, precisely specify what your request relates to, i.e. in particular specify the addressee of the request and which of the rights described above you would like to exercise. If we are unable to determine the meaning of the request or identify the person making the request based on the request received, then, if possible, we will ask you for additional information.

You will receive a response to your request without delay, not later than one month from its receipt. Should it be necessary to extend this deadline, we will inform you of the reasons for the extension. We will respond to your request in writing, unless you make it by email or ask us to provide a response in an electronic form, and in such a case we will send a message to the email address given by you.

3. You also have the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw, Poland), if you consider that the processing of your personal data is in breach of the law.
4. We assure you that your data is not used for profiling or automated decision-making, and we do not transfer it to third parties or international organisations.
5. Your personal data is processed by the particular Controllers and its recipients may be entities acting as the Controllers' subcontractors performing ICT, Internet, accounting and legal services. The owner of the Hairmate brand is also a recipient of your data from the booking system as part of the cooperation. In other cases, your personal data may be shared only where Hairmate is obliged to share it under generally applicable laws.

#### **Final provisions**

1. To matters not regulated by this Privacy Policy the provisions of the Personal Data Protection Act and the GDPR shall apply.
2. The Privacy Policy may be reviewed on an ongoing basis and updated if necessary.

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3. Hairmate reserves the right to amend the particular provisions of the Privacy Policy without prior notification. Please read the current version of the Privacy Policy available at [http://hairmate.pl/polityka\\_prywatnosci/](http://hairmate.pl/polityka_prywatnosci/) before using our services.