

PRIVACY POLICY

General information

This website under the domain name forte.com.pl (the “Portal”) is operated by FABRYKI MEBLI „FORTE” S.A. of Ostrów Mazowiecka (07-300 Ostrów Mazowiecka, ul. Biała 1) entered in the register of enterprises of the National Court Register kept by the District Court for the capital city of Warsaw in Warsaw, 14th Commercial Division of the National Court Register, under number KRS 0000021840, with a share capital of PLN 23,930,769, paid up in full, holding a tax id. no. NIP 7590005082, statistical id. no. REGON 550398784 (the “Company”).

The Portal includes the following services:

- kariera.forte.com.pl,
- forte.com.pl,
- company.forte.com.pl.

The Privacy Policy defines the rules for:

- processing personal data by FABRYKI MEBLI FORTE S.A.,
- storing information on users on the Company's server in the form of log files,
- storing and accessing information on users' devices by means of cookies.

Personal data may be obtained from users through the Portal as follows:

- by voluntarily provided information in forms (including contact forms),
- by saving web server log files by the Company.

Rules for processing personal data by FABRYKI MEBLI “FORTE” S.A.

Respecting the right to privacy of persons whose data have been obtained by FABRYKI MEBLI "FORTE" S.A. in connection with business activities carried out by the company, please be informed that the data are processed in compliance with national and European laws and in conditions that ensure their safety.

In order to ensure the transparency of its processing operations, FABRYKI MEBLIKI “FORTE” S.A. presents the principles of personal data protection, established on the basis of 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 (“GDPR”):

- 1) The personal data controller is FABRYKI MEBLI “FORTE” S.A. of Ostrów Mazowiecka (07-300 Ostrów Mazowiecka, ul. Biała 1). Contact: forte@forte.com.pl.
- 2) The Controller has appointed a Data Protection Officer, who is Michał Kluska. The Officer can be contacted by email daneosobowe@forte.com.pl or by post to the Company's address in any matter concerning the processing of personal data.
- 3) As part of its business activities the Controller processes personal data for the following purposes depending on the specific facts and circumstances:

Purpose of processing	Legal basis and data storage period
If you contact us - handling enquiries: - made by customers or potential customers, - for financial assistance, including through contact forms available on the Portal.	Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in responding to requests and enquiries. Personal data will be stored for the time of preparing a response and responding to message addressees, however, no longer than for 3 years.
If you have entered into a contract with us or are preparing to enter into a contract with us – entering into and performing a contract with a customer or contractor.	Article 6(1)(b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract. Personal data will be stored for the duration of the contract, and after its termination, until the expiry of the deadlines for claims arising from the contract, in principle 3 years, maximum 6 years.

<p>If you are an employee, associate of our contractor or supplier and your data have been made available to us in connection with the performance of the contract.</p>	<p>Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in handling the contract.</p> <p>Data are then acquired from your employer.</p> <p>Personal data will be stored for the duration of the contract, and after its termination, until the expiry of the deadlines for claims arising from the contract, in principle 3 years, maximum 6 years.</p>
<p>If you want to make a complaint or report a damage caused by the product.</p>	<p>Article 6(1)(b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.</p> <p>Personal data will be stored for 1 year after the expiry of the warranty period or settlement of the complaint.</p>
<p>If you are a job applicant and you are responding to our recruitment advertisement.</p>	<p>Article 6(1)(c) GDPR – compliance with a legal obligation to which the employer as personal data controller is subject.</p> <p>Article 6(1)(a) GDPR – your consent to the processing of personal data beyond the scope described in the Labour Code.</p> <p>Personal data will be stored for 3 months from the end of the recruitment process understood as signing a contract with one of the candidates, unless you have consented to the processing of your data for future recruitment purposes – then the period will be 1 year from the end of the year in which the application documents were submitted.</p> <p>More on this subject can be found in each job advertisement.</p>
<p>If you are a student and you are applying for an internship with us.</p>	<p>Article 6(1)(b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.</p> <p>Personal data will be stored for the duration of the contract, and after its termination, until the expiry of the deadlines for claims arising from the contract, in principle 3 years, maximum 6 years.</p>
<p>If you are our employee or associate.</p>	<p>Article 6(1)(c) GDPR – compliance with a legal obligation to which the employer as personal data controller is subject.</p> <p>Article 6(1)(a) GDPR – your consent to the processing of personal data beyond the scope described in the Labour Code.</p> <p>Article 6(1)(b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.</p> <p>In accordance with applicable laws requiring the archiving of employment documents, i.e. personnel files for 50 years, in some cases for 10 years. A 10-year storage period for employment related documents and employee personnel files will apply to all employees hired after 1 January 2019. For employees hired after 31 December 1998 and before 1 January 2019, employment related documents and employee personnel files will be kept for 50 years from the date of termination or expiry of the employment relationship, unless the employer declares its intention to provide information reports for all employees and contractors hired during that period and actually submits the reports.</p>

	<p>The civil law contracts will be stored until the expiry of limitation periods for claims arising from them.</p> <p>The Controller uses the image only on the basis of the consent of employee/associate.</p>
If you visit our social media and interact with us, e.g. by posting a message or leaving a comment.	<p>Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in communicating with users of social networks.</p> <p>Personal data will be stored for the time you follow our social networks and, if you ask a question, for the time it is answered and then until the claims are time-barred.</p>
If we are in dispute or enforcing a claim.	<p>Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in pursuing or defending against claims.</p> <p>Personal data will be stored for the duration of proceedings regarding the pursued claims, i.e. until they are finally concluded, and in the case of enforcement proceedings, until the pursued claims are finally satisfied.</p>
If you enter our premises, i.e. access control, including monitoring on the premises of the data controller for the purpose of increasing the safety of persons staying on the premises, protecting property and keeping information confidential.	<p>Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in carrying out access control for persons staying on the controller’s premises.</p> <p>Personal data will be stored until an objection is raised, no longer than one year.</p> <p>Video recordings are processed only for the purpose for which they are collected and stored for a period not exceeding 3 months from the date of recording, unless the recording constitutes evidence in proceedings, then until the proceedings are finally concluded or until an objection is raised.</p>
If you have subscribed to our newsletter / we conduct marketing activities towards you.	<p>Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in conducting marketing activities – including sending a newsletter.</p> <p>Personal data will be stored until an objection is raised.</p>
If you participate in competitions, promotional activities or events that we organise.	<p>Article 6(1)(f) GDPR – the pursuit of the controller’s legitimate interest in running competitions, promotional activities or organising events.</p> <p>Article 6(1)(c) GDPR for competitions and promotional activities that are liable to tax.</p> <p>Personal data will be stored until an objection is raised. In terms of compliance with legal obligations – 6 years.</p>
If you use the b2b.forte.com.pl website.	<p>Article 6(1)(b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.</p> <p>Personal data will be stored for the duration of the contract, and after its termination, until the expiry of the deadlines for claims arising from the contract, in principle 3 years, maximum 6 years.</p>

- 4) The recipients of your personal data, i.e. entities to which FABRYKI MEBLI “FORTE” S.A. may transfer your personal data, may include:
- state authorities or other entities authorised to access data within the scope and purpose specified in special laws,

- the Polish Post Office and courier companies,
 - banks if settlements are necessary,
 - entities providing the Controller with services supporting its functioning within the scope of the provided services, such as IT service providers, auditing entities, entities providing accounting services, entities providing services supporting the recruitment process, entities providing marketing services – such entities process data on the basis of a data processing agreement and only in accordance with the Controller's instructions
 - entities belonging to the Forte group.
- 5) Each person whose data are processed in situations provided for by law has the following rights:
- the right of access to their data and to obtain a copy of their data,
 - the right to rectify (correct) their data,
 - the right to delete personal data,
 - the right to restrict data processing,
 - the right to data portability,
 - **the right to object to processing,**
 - the right to withdraw consent to the processing of data, without affecting the lawfulness of processing based on consent before its withdrawal.
- 6) Each person whose data are processed in situations provided for by law has the right to file a complaint with the President of the Office for Personal Data Protection. For more information about filing a complaint go to: <https://uodo.gov.pl/pl/p/skargi>.
- 7) The Controller does not transfer personal data outside the European Economic Area.
- 8) Providing personal data is generally voluntary, however, it is necessary in order to, among other things: obtain a response to the enquiry sent to the Controller, enter into and perform a contract with the Controller, receive materials regarding the Controller's products. The obligation to process data by the Controller is a statutory requirement for recruitment processes.

Server logs

Information about certain activities on the Portal is stored on the Company's server in the form of log files. Data collected in this way are used only to administer the Portal.

Data collected in the manner described in this section do not allow for identification of specific persons.

Viewed content is identified by URL addresses. It is also allowed to save information about the user's browser, IP address and date and time of entry.

Cookies

We respect your privacy.

This Portal uses cookies. Details about the cookies we use and the rules for their use can be found below.

Forte attaches great importance to security and data protection issues. Our Portal uses technology that allows us to securely collect information in order to improve our products and performance of our websites. Among other things, the cookies we collect allow us to remember your actions and preferences so that you do not have to re-enter them when you visit our sites. We use cookies for a variety of purposes, so we encourage you to read the following information on how we use cookies.

1) What are cookies? How to manage them?

Cookies are IT data (small text files) saved and stored by a web browser on your device. Cookies have many different functions, such as remembering your preferences, improving your experience of the website and helping us offer you the best products.

We use two types of cookies:

session cookies – temporary files that are stored on your device until you close the website;

permanent cookies – files which remain on your device after you close your web browser for the periods specified below.

When accessing our Portal, only necessary cookies are automatically installed.

We need your voluntary prior consent to install analytical or marketing files. You can change your cookie preferences at any time by changing the settings of your web browser or via a special panel.

Cookie preference settings:

Mozilla Firefox: <http://support.mozilla.org/pl/kb/blokowanie-ciasteczek>

Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647>

Internet Explorer: <http://windows.microsoft.com/pl-pl/windows-vista/block-or-allow-cookies>

Opera: <http://help.opera.com/Linux/9.22/pl/cookies.html>

Safari: <http://support.apple.com/kb/ph5042>

You can also change your cookie preferences on our website by clicking on the “Cookie Settings” tab.

2) What types of cookies do we use?

The cookies we use are safe for your device. No viruses or other unwanted software or malware may enter your device while using these files.

Necessary

Necessary cookies help make a website usable by enabling basic functions like page navigation or access to secure areas of the website. The website cannot function properly without these cookies.

Name: https://www.forte.com.pl/	Provider	Purpose	Expiry	Type
APP_SESSION_IDENTIFIER	Forte	Preserves user session state	Session	HTTP Cookie
cookie-info	Forte	Stores the user's cookie consent	1 year	HTTP Cookie
last_sort_list	Forte	Stores information about the last sort value for the product list	Session	HTTP Cookie

Name: https://company.forte.com.pl/	Provider	Purpose	Expiry	Type
PHPSESSID	Forte	Preserves user session state	At the end of the browser session	HTTP Cookie
cookie_notice_accepted	Forte	The cookie checks if the user has viewed/accepted the cookies (footer cookie banner).		HTTP Cookie

Preferences

Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in.

Name: https://company.forte.com.pl/	Provider	Purpose	Expiry	Type
pll_language	Forte	Remembers the user's selected language version of a website		
mailpoet_subscriber	Mailpoet	To provide the subscription service		
mailpoet_page_view	Mailpoet	To provide the subscription service		

Name: https://company.forte.com.pl/	Provider	Purpose	Expiry	Type
popup_form_dismissed_1		To provide the subscription service		

Statistics

Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

All names	Provider	Purpose	Expiry	Type
_ga	<u>Google</u>	Registers a unique ID that is used to generate statistical data on how the visitor uses the website	2 years	HTTP Cookie
ga#	<u>Google</u>	Used by Google Analytics to collect data on the number of times a user visits the website and the dates of the first and last visit	2 years	HTTP Cookie
gat#	<u>Google</u>	Used by Google Analytics to throttle request rate	1 year	HTTP Cookie
_gid	<u>Google</u>	Registers a unique ID that is used to generate statistical data on how the visitor uses the website	1 year	HTTP Cookie
_fbp	Facebook	Registers a unique ID to determine which subpages the visitor visits	3 months	HTTP Cookie
usertrack	Forte	Registers a unique ID to track a single user session	Session	HTTP Cookie

Marketing

Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third-party advertisers.

Name: https://company.forte.com.pl/	Provider	Purpose	Expiry	Type
_fbp		Stores and tracks visits across websites		

Tracking pixels

The Portal also uses tracking pixels.

A pixel is a software code that allows an object, usually a pixel-sized image, to be embedded on a page, which allows to track user behaviour on the websites where it is placed.

Optimal pixel performance can be combined with the use of own cookies (first party cookies) or external cookies (third party cookies).

Once the appropriate consent has been given, the browser automatically establishes a direct connection with the server storing the pixel, therefore the processing of data collected by the pixel takes place as part of the data protection policy of the partner who administers the above mentioned server.

Last updated on: 06.05.2022