

PRIVACY POLICY MEEST TRANSFER SP. Z O.O.

As Meest Transfer, we respect your privacy and are aware that by entrusting us with your information you are placing your trust in us. Therefore, we want to provide you with the most important information about what happens to your personal information that we process. In this Policy we describe how and when we collect your personal data, what we use it for, to whom we transfer it, how long we keep it and what rights you have in this context.

1. WHO WE ARE AND WHOSE DATA WE PROCESS

Data controller:

- (1) visitors and users of the MeestPay mobile application and the website www.meestpay.com (the "**Service**");
- (2) people who follow and interact with Meest Transfer's profiles on social networks (LinkedIn);
- (3) persons who contact Meest Transfer by email, telephone, contact form or chat on our website or other available communication channels;
- (4) Meest Transfer employee candidates;
- (5) our business partners (advisors or consultants, contractors and service providers to Meest Transfer;

is **Meest Transfer Sp z o.o.** based in Ostrowiec Świętokrzyski at 11/2.15 Siennieńska Street, 27-400], Ostrowiec Świętokrzyski entered in the Register of Entrepreneurs of the National Court Register kept by the District Court in Kielce, X Economic Division of the National Court Register, under KRS number: 0000326242, having NIP number: 9562248359, and share capital : PLN 2,020,000 (hereinafter referred to as "**Meest**", "**we**", "**our**", "**us**").

We have appointed a Data Protection Officer, who is **Damian Klimas**. Please send any enquiries, requests, complaints regarding the processing of personal data by Meest to the e-mail address iod@meestpay.com or in writing to our address, i.e. ul. Siennieńska 11/2.15, 27-400 Ostrowiec Świętokrzyski, marked "**RODO**".

2. WHEN AND WE COLLECT YOUR DATA

We obtain your personal data directly from you when:

- you are browsing the website www.meestpay.com
- you follow and interact with our social media channels;
- you contact us by email, telephone, contact form or chat on our website or other available communication channels;
- you respond to Meest's job offers;
- you are contacting us in the context of business cooperation, advisory or consultancy work, performing and providing services for us;

3. PURPOSES AND GROUNDS FOR DATA PROCESSING

We process personal data for the following purposes:

- (1) visitors and users of the www.meestpay.com :website
 - ensuring the proper technical functioning of our website (Article 6(1)(f) RODO);

- profiling for the purpose of analysing statistics of use of our website (Article 6(1)(f) of the DPA).

The provision of your personal data is necessary for the use of our website Internet.

(2) people who follow and interact with Meest's profile on LinkedIn:

- communicating our services and building a positive Meest's image (Article 6(1)(f) RODO);
- responding to enquiries and comments received via social media (Article 6(1)(f) of the DPA).

Providing your personal data is necessary in order to observe our social media profiles and respond to your queries and comments via these media.

(3) persons who contact Meest by email, telephone, contact form or chat on our website or other available communication channels:

- responding to enquiries received (Article 6(1)(f) RODO).

Providing your personal data is necessary to respond to your enquiries.

(4) Meest staff candidates:

- to carry out the recruitment process and to assess your abilities, competences and suitability for the position you are applying for (Article 6(1)(b) of the DPA and Article 6(1)(a) of the DPA);
- retention of records relating to your job application for the purposes of future recruitment processes - provided you have given your consent (Article 6(1)(a) of the DPA);
- fulfilment of legal obligations that arise from the Labour Code and other provisions of Polish labour law (Art. 6(1)(c) RODO).

To the extent stipulated by the Labour Code (art. 22¹), your provision of personal data is necessary for the recruitment process. For the rest, the provision of data is voluntary and is not a condition for taking part in the recruitment. If you do not want us to process your personal data to a greater extent than specified in the provisions of the Labour Code then simply do not include it in your application.

(5) our business partners (advisors or consultants, contractors and service providers to the Meest):

- contact with employees of our business partners who are legal entities (Article 6(1)(f) RODO);
- Contact with our sole proprietor business partners (Article 6(1)(b) RODO);
- the defence and assertion of claims arising from contracts concluded with our partners Business (Article 6(1)(f) RODO).

The provision of your personal data is necessary for the establishment and operation of a business relationship with Meest.

In the case of:

1. visitors and users of the website www.meestpay.com

- We process: IP address, data stored in cookies;

2. people who follow and interact with Meest's profile on LinkedIn:

- We process: your name or nickname, other information that is publicly available on your profile or that you voluntarily provide to us;

3. persons who contact Meest by email, telephone, contact form or chat on our website or other available communication channels
 - we process: your , email address, telephone number or other information that you voluntarily give us;
4. candidates for Meest employees
 - We process: your name, e-mail address, telephone number, information about your education, qualifications and previous employment and other information you voluntarily provide to us;
5. our business partners (advisors or consultants, contractors and service providers to Meest)
 - We process: , VAT number, e-mail address, telephone number;

4. RETENTION PERIOD

Below you can find out how long we keep the personal data we obtain, depending on the subjects

and categories of data processed:

- (1) visitors and users of the www.meestpay.com :website
 - We store information about your IP address for as long as it is archived in the logs of the server on which our is hosted, i.e. for six ;
 - we store the information contained in cookies in accordance with the retention periods contained in the table in the [COOKIES](#) section of the Policy.
- (2) people who follow and interact with Meest's profile on LinkedIn:
 - we store the data required to follow our social media profiles and respond to your enquiries via this medium for as long as continue to follow or interact with our profile, whereby your interactions such as comments or likes will remain visible even after you stop following our profile, as long as you do not withdraw or delete them.
- (3) persons who contact Meest by email, telephone, contact form or chat on our website or and other available communication channels:
 - we retain the data necessary to respond to your enquiries for as long as is necessary to resolve your case or as long as is required by the limitation periods laid down by law;
 - In addition, we keep the personal data we need for the defence or assertion of claims for as long as the statutory limitation periods require.
- (4) Meest staff candidates:
 - if you do not consent to the processing of your personal data contained in your recruitment documents for the purposes of future recruitment, we will delete this data immediately after the recruitment for the position you are applying for has ended;
 - if you consent to the processing of your personal data contained in your recruitment documents for the purposes of future recruitment, we will retain this data until you withdraw your consent, but for no longer than 2 years after the end of the recruitment.
- (5) our business partners (advisors or consultants, contractors and service providers to the Meest)

- We retain personal data that we obtain through contact with employees of our legal entity business partners and through contact with our sole proprietorship business partners for as long as required by tax law;
- In addition, we keep the data we need to defend or assert claims arising from contracts concluded with our business partners for as long as the statutory periods of limitation on claims require it.

5. TO WHOM WE MAY DISCLOSE YOUR PERSONAL DATA

Below is a list of entities to which we may disclose your personal data:

- (1) visitors and users of the www.meestpay.com website
 - providers of IT services and systems, including services and analytical tools that we use to run our website and analyse usage statistics;
 - legal advisers and consultants serving Meest to extent that disclosure is necessary for the use of their services;
- (2) people who follow and interact with Meest's profile on LinkedIn:
 - social network operators;
 - entities to whom we outsource the running of our social media profiles;
 - providers of IT services and systems that we use to maintain profiles on the portal LinkedIn
 - legal advisers and consultants serving Meest to extent that disclosure is necessary for the use of their services;
- (3) persons who contact Meest by email, telephone, contact form or chat on our website or and other available communication channels:
 - email operators;
 - postal operators and couriers;
 - providers of IT services and systems that we use for the use of mail electronic and our ;
 - legal advisers and consultants serving Meest to extent that disclosure is necessary for the use of their services;
- (4) Meest staff candidates:
 - Providers of services and IT systems, which we use to manage processes recruitment;
 - legal advisers and consultants serving Meest to extent that disclosure is necessary for the use of their services;
- (5) our business partners (advisors or consultants, contractors and service providers to the Meest):
 - entities providing accounting and bookkeeping services to Meest;
 - providers of IT services and systems that we use for management within the structure of the organisational Meest;
 - legal advisers and consultants serving Meest to extent that disclosure is necessary for the use of their services;

As we use the services of Microsoft Ireland Operations Limited (Office 365), OVHcloud (hosting), your personal data may be transferred by these entities outside the European Economic Area on the basis of standard contractual clauses (Article 46(2)(c) RODO).

We also cooperate with [Checkin.com](https://checkin.com), which is the recipient of your personal data. The purpose of this data sharing is to identify your identity and/or verify your identity documents.

Any questions regarding the transfer of data outside the EEA should be addressed directly to these entities.

More information can be found here:

- [Microsoft Privacy Statement](#)
- [Policy on the use of personal data of OVHcloud](#)

6. YOUR RIGHTS

In relation to our processing of your personal data, you are entitled to the following Rights:

- **request access to and rectification of your personal data**

You have the right to access and correct information about you at any time if it is incorrect.

- **deletion of personal data that we hold on your subject and right to restrictions on their processing**

Upon your request, we will delete the data collected about you once the purpose for which the data was collected has been fulfilled. You have the right at any time to request that we delete data about you or restrict its processing.

- **right to data portability**

Insofar as personal data is processed by automated means for the performance of a contract (Article 6(1)(b) of the DPA) or on the basis of your consent (Article 6(1)(a) of the DPA, Article 9(2)(a) of the DPA), you have the right to receive personal data concerning you from us in a structured, commonly used machine-readable format, and you have the right to send this personal data to another controller without hindrance from us.

- **the right to object to the processing**

To the extent that your personal data is processed for the purposes of Meest's legitimate interests (Article 6(1)(f) RODO), you have the right to object to the processing of your personal data.

- **the right to lodge a complaint with a supervisory authority**

If you believe that our processing of your personal data violates applicable data protection regulations, you have the right to lodge a complaint with the supervisory authority, i.e. the President of the Office for Personal Data Protection in Warsaw.

- **the right to withdraw consent to the processing of personal data**

If we process personal data on the basis of your consent, you have the right to withdraw the consent you have given at any time, which does not affect the compatibility of the processing carried out on the basis of that consent prior to its withdrawal.

If you wish to exercise your rights, contact us by e-mail, at the address of the Data Protection Officer: iod@meestpay.com or in writing to our address, i.e. 11/2.15 Siennieńska Street, 27-400 Ostrowiec Świętokrzyski, marked "RODO".

7. AUTOMATED DECISION-MAKING

We do not use any information provided by you for the purpose of automated decision-making.

8. ANALYTICAL AND MARKETING TOOLS

We and our business partners employ various solutions and tools used for analytical and marketing purposes.

9. SOCIAL MEDIA

We process the personal data of users who follow and interact with Meest's profile on LinkedIn. You can find detailed information about LinkedIn's data processing at the following link:

[- LinkedIn privacy policy](#)

10. COOKIES

Our website www.meestpay.com uses cookie technology ("cookies") and similar (e.g. pixel tags).

Cookies are small packets of information stored on terminal equipment, usually containing the address of the service, the date of placement, the expiry date, a unique number and additional information according to the purpose of the file.

The cookies we use:

Name	Type	Storage time
wpEmojiSettingsSupports	Essential	session
pll_language	Functional	1 year
_dc_gtm_UA*	Functional	1 minute
ga*	Analytical	1 year, 1 month, 4 days
_ga	Analytical	1 year, 1 month, 4 days
_gid	Analytical	1 day
_gat_UA*	Analytical	1 minute
_fbp	Analytical	3 months
lastExternalReferrerTime	Other	never
lastExternalReferrer	Other	never

You can deactivate the storage of cookies directly on the device you use to connect to our website, according to the instructions of your browser manufacturer:

- [Google Chrome](#)
- [Safari](#)
- [Mozilla Firefox](#)

You will find information on how to set up and delete cookies in other web browsers on their manufacturers' websites.

11. CHANGES TO THE PRIVACY POLICY

The provisions of the Meest Transfer sp. z o.o. Privacy Policy may be subject to improvements and changes, and the latest versions will be published on our website each time and will be marked with the date of the last update.

Appendix no. 1 to the resolution of the Board of Directors of Meest Transfer sp. z o.o. of 12 February 2025 no. 5/2025

The policy is effective from 12.02.2025.