

PRIVACY POLICY

www.ctmri.eu

1. The Personal Data Controller of the Website available at: www.ctmri.eu , hereinafter referred to as the Website, is the Association called "COFFEE AND TEA MARKET RESEARCH INSTITUTE", ul. Katowicka 265, 43-450 Ustroń (Poland), entered into the register of associations of the National Court Register kept by the Regional Court in Bielsko-Biała under KRS number: 0000996400, hereinafter referred to as the Personal Data Controller. Contact: gmaciejewski@ctmri.eu
2. All inquiries, requests, complaints regarding the processing of personal data by the Personal Data Controller, hereinafter referred to as Reports, should be sent to the following e-mail address: gmaciejewski@ctmri.eu or in writing to the following address: ul. Katowicka 265, 43-450 Ustroń (Poland). The notification must clearly indicate:
 - a) data of the person or persons concerned by the Report;
 - b) the event that is the reason for the Report;
 - c) presentation of demands and the legal basis for these demands;
 - d) indication of the expected way of resolving the matter.
3. We collect the following personal data on our Website:
 - a) name and surname - may be processed when, as users of our Website, you provide them to us via e-mail as well as when contacting us by phone or when you are an author of an article or a collaborator with our journal or association,
 - b) telephone number - may be processed in the event of telephone contact from you and also when you provide it to us via e-mail or telephone contact or when you are an author of an article or a collaborator with our journal or association,
 - c) e-mail address - may be processed when, as users of our Website, you provide it to us in the event of contact via e-mail as well as by telephone or when you are an author of an article or a collaborator with our journal or association,
 - d) IP address of the device - information resulting from the general principles of connections made on the Internet, such as the IP address (and other information contained in system logs), is used for technical and statistical purposes, in particular to collect general demographic information (e.g. about the region from which the connection is made),
 - e) other data may be collected as part of conducting specific matters or may be provided by you as users of our Website via e-mail, traditional mail or by telephone.
4. Each of you, as a user our Website, has the opportunity to choose whether and to what extent you want to use our services and share information and data about yourself, to the extent specified in this Privacy Policy.
5. We process your personal data for the purposes of:
 - a) concluding and performing contracts in connection with the services we offer (Article 6(1)(b) of the GDPR) - in this respect, the data will cease to be processed after the completion of a given contract,
 - b) performing legal obligations incumbent on the Personal Data Controller, in particular keeping records, issuing invoices, etc. (Article 6(1)(c) of the GDPR) - in this respect, personal data will be deleted after fulfilling certain legal obligations,
 - c) ongoing communication related to the functioning of the Website (Article 6(1)(f) of the GDPR, i.e. the legitimate interest of the Personal Data Controller) - in this respect, your

personal data will cease to be processed at the moment of answering a given question or questions,

- d) determining and pursuing claims or defending against these claims (Article 6(1)(f) of the GDPR, i.e. the legitimate interest of the Personal Data Controller) - in this respect, personal data will be deleted when the claims expire, but generally after the expiry of 6-year limitation period for claims.
6. The source of Personal Data processed by the Controller is you, i.e. the data subjects.
 7. Personal data may be transferred outside the European Economic Area (Great Britain).
 8. We do not disclose any personal data to third parties without the express consent of the data subject. Personal data, without the consent of the data subject, may be made available only to public law entities, i.e. authorities and administration (e.g. tax authorities, law enforcement authorities and other entities authorized by generally applicable law).
 9. Personal data may be entrusted for processing to entities that process such data for us as the Personal Data Controller. In such a situation, as the Personal Data Controller, we conclude an agreement with the processor to entrust the processing of personal data. The processing entity processes the entrusted personal data only for the purposes, within the scope and for the purposes indicated in the entrustment agreement referred to in the preceding sentence. As the Personal Data Controller, we entrust personal data for processing, in particular to entities providing technical and organizational services to the Controller, in particular publishing, ICT, hosting services, advisory and legal assistance services as part of professional cooperation, accounting services, payment processing services, and also to the Controller's contractors (to the extent related to the implementation of obligations arising from concluded contracts).
 10. Personal data is not subject to profiling by us as the Personal Data Controller within the meaning of the provisions of the GDPR.
 11. Pursuant to the provisions of the GDPR, each person whose personal data we process as the Personal Data Controller has the right to:
 - a) access to your personal data referred to in Art. 15 GDPR,
 - b) being informed about the processing of personal data referred to in Art. 12 GDPR,
 - c) correcting, supplementing, updating and rectifying personal data referred to in Art. 16 GDPR,
 - d) withdraw consent at any time, as referred to in Art. 7 section 3 GDPR,
 - e) deletion of data (right to be forgotten), referred to in Art. 17 GDPR,
 - f) restrictions on processing referred to in Art. 18 GDPR,
 - g) data transfer referred to in Art. 20 GDPR,
 - h) object to the processing of personal data, as referred to in Art. 21 GDPR,
 - i) in the case of the legal basis referred to in point 10 lit. d above - the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal,
 - j) not to be subject to profiling referred to in Art. 22 in connection with Art. 4 point 4 GDPR,
 - k) submit a complaint to the supervisory authority (i.e. the President of the Personal Data Protection Office) referred to in Art. 77 GDPR.
 12. If you want to exercise your rights referred to in the preceding point, please send us an e-mail to the e-mail address or in writing to the correspondence address referred to in point. 1 or 2 above.
 13. Each identified case of security breach is documented, and in the event of one of the situations specified in the provisions of the GDPR or the Act, data subjects and, if applicable, the President of

the Personal Data Protection Office are informed about such a breach of the provisions on the protection of personal data.

14. The website is hosted (technically maintained) on the servers of the Operator: cyber_Folks S.A.

15. The Operator uses, among others, the following data protection methods:

- a) places of logging in and entering personal data are protected in the transmission layer (SSL certificate), thanks to which personal data entered on the website are encrypted on the user's computer and can only be read on the target server;
- b) the Operator periodically changes its administrative passwords;
- c) in order to protect data, the Operator regularly makes backup copies;
- d) the Operator regularly updates all software (programming components) used to process personal data.

16. The Cookie Policy is a separate document available at: www.ctmri.eu

17. In matters not regulated by this Privacy Policy, the applicable provisions of generally applicable law shall apply. In the event of any inconsistency between the provisions of this Privacy Policy and the above provisions, these provisions shall prevail.

18. The Controller informs that:

- a) the provisions of Art. 5-9, art. 11, art. 13-16, art. 18-22, art. 27, art. 28 section 2-10 and art. 30 GDPR do not apply to Controller's activities consisting of editing, preparing, creating or publishing press materials,
- b) the provisions of Art. 13, art. 15 section 3 and 4, art. 18, art. 27, art. 28 section 2-10 and art. 30 GDPR do not apply to academic statements.