

KENO Sp. z o.o.

609 Daszyńskiego Street
44-151 Gliwice, POLAND
NIP 6312671983
BDO: 00006820

WAREHOUSE

15 Gustaw Eiffel Street
44-109 Gliwice, POLAND

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✉ biuro@keno-energy.com
🌐 www.keno-energy.com

I. THE MEANING OF THE TERMS USED

1. Administrator - KENO Sp. z o. o. with its registered office in Gliwice (44-151) at ul. Daszyńskiego 609.
2. User - a customer, natural or legal person ordering or using other services offered by the Administrator.

II. GENERAL INFORMATION

1. This Personal Data Protection Policy defines the rules of processing and protection of personal data provided by Users in relation to their use of the services of KENO Sp. z o.o. with its registered office in Gliwice (44-151) at ul. Daszyńskiego 609, phone: +32 230 25 71, e-mail biuro@keno-energy.com, which is the data administrator.
2. Users' personal data are processed on the basis of the relevant provisions, in particular:
 - a. 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),
 - b. Law of 10 May 2018 on the protection of personal data.

III. PERSONAL DATA

Personal data - information about an identified or identifiable natural person.

IV. COLLECTION OF PERSONAL DATA

1. The Administrator collects personal data provided by Users in the following cases:
 - a. through voluntarily entered information/questions/applications/registrations in the forms,
 - b. by collecting „cookies” [see cookie policy: (https://keno-energy.com/KENO_PERSONAL_DATA_PROTECTION_POLICY.pdf)]
 - c. by joining webinar/online seminars/trainings,
 - d. use of the B2B purchasing platform (<http://www.b2b.keno-energy.com/>),
 - e. placing orders or purchasing products or services online,
 - f. contact with the customer service department by phone, e-mail, through the B2B sales platform (<http://www.b2b.keno-energy.com/>),
 - g. in case of consent for sending marketing information (newsletter, mailing).
9. Data provided in the form are processed for the purpose resulting from the function of a particular form.

V. USE OF DATA. USER CONSENT

1. Personal data are processed by the Administrator on the basis of explicit consent expressed by the User and in cases in which the provisions of law authorize the Administrator to process personal data for the purpose of performance of an agreement concluded between the parties, a transaction or performance of a service, an order or an assignment, and for the purposes of the business and in order to maintain service at the highest level.
2. For marketing purposes, personal data are processed only on the basis of an explicit

consent given by the User.

3. Additionally, the Administrator processes User data:

- a. In order to properly conduct training on photovoltaic systems in preparation for the Certified Installer exam, including:
 - preparing personal certificates for students,
 - in order to send the necessary documents with the data of the trainees to the Office of Technical Inspection after each completed training,
 - to send annual reports with the data of trainees to the Office of Technical Inspection in each subsequent year of training on photovoltaic systems.
- b. In order to properly conduct free and paid product and technical trainings for KENO company clients and to prepare necessary certificates for trainees.
- c. In order to create a personalized account on the B2B platform (<http://www.b2b.keno-energy.com/>).
- d. In order to fulfill legal obligations of KENO Sp. z o.o. in connection with distribution activities and execution of contracts concluded with clients.
- e. For marketing and promotional purposes of products and services offered by KENO Sp. z o.o. with its registered office in Gliwice.
- f. To carry out the shipment of goods to end customers: by post, courier or other forwarding.
- g. To prepare design and technical documentation for photovoltaic systems using individual data.

VI. WITHDRAWAL OF CONSENT, MODIFICATION OF DATA, FILING A COMPLAINT

1. The user has the right to access their data and the right to correct them, delete them, limit processing, the right to object, and the right to withdraw consent to the processing of personal data for marketing purposes at any time. For the above purposes, the User should notify the Administrator at the email address prawny@keno-energy.com.
2. The user has the right to lodge a complaint to the supervisory authority, i.e. Office of Personal Data Protection.

VII. DISCLOSURE, TRANSFER OF DATA

3. The Administrator shall not sell or share Users' personal data with third parties without their consent. User data is not subject to profiling.
4. Depending on the type and scope of cooperation between the User and the Administrator, the Administrator, in connection with its business activity, may transfer the User's data to:
 - a. The Office of Technical Inspection with headquarters in Warsaw and other branches of the Office of Technical Inspection on the territory of Poland,
 - b. Manufacturers of photovoltaic systems with whom KENO Sp. z o.o. based in Gliwice cooperates, who will conduct product and technical trainings,
 - c. Courier and forwarding companies.

The Administrator may disclose personal data if required by applicable law, or if it is necessary to comply with legal process or contractual obligations, to respond to claims, or to protect the Administrator's rights, property or safety.

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VIII. PROTECTION AND STORAGE OF PERSONAL DATA

1. Out of concern for the security of entrusted data, the Personal Data Administrator has developed internal procedures and recommendations to prevent unauthorized access to the data. We use technological, contractual, administrative and physical measures to protect your data from unauthorized access. We control their execution and constantly check their compliance with the relevant legal acts.
2. The Administrator shall store the User's personal data only for the time necessary to fulfill the purposes for which they were collected.

IX. COOKIES, FACEBOOK PIXEL, GOOGLE ANALYTICS, LINKEDIN INSIGHTS TAG

1. The Administrator uses cookies to facilitate the use of the website. By using this website you consent to the Administrator's use of cookies. If you do not block these files, you agree to their use and storage in the memory of your device (https://keno-energy.com/KENO_Cookie_policy.pdf).
2. The Administrator uses Google Analytics, Pixel Facebook and LinkedIn Insight Tag, i.e. codes that collect data on website traffic. The above information will be used for marketing purposes only. By using the service, you consent to the collection and use of this data.

X. LINKS TO OTHER WEBSITES

Links to other websites may appear on this site. Such websites operate independently from the Service and are not supervised by the Administrator in any way. These websites may have their own privacy policies and regulations, which we recommend you review.

XI. REVISION OF THE DATA PROTECTION POLICY

The Administrator reserves the right to change the data protection policy which may be affected by the development of Internet technology, possible changes in the law on personal data protection and the development of the Administrator's website. The administrator will inform about any changes in a clear and readable way.

XII. QUESTIONS

If you have any questions about the data protection policy, please email prawny@keno-energy.com.