

## SHIPDOCS WEBSITE PRIVACY AND COOKIES POLICY

### 1. DEFINITIONS

- 1.1 PRIVACY POLICY AND COOKIES – the present document which determines principles of personal data protection and processing on the website available at <https://ship-docs.com/> under the Provision of Electronic Services Act.
- 1.2 WEBSITE - website used to provide services electronically available at <https://ship-docs.com/>.
- 1.3 CONTACT FORM – A tool available on the Website that allows User to send messages to Provider. The form enables the entry of personal data such as first name, last name, email address, and message content, which are processed for the purpose of responding to User inquiries.
- 1.4 PRODUCT – commercial electronic product presented on the website available at <https://ship-docs.com/>.
- 1.5 USER – a natural person, a legal person or business unit, which is not legal person, whose rules especially grant juridical ability, uses services provided by electronic means in the scope of the website available at <https://ship-docs.com/>.
- 1.6 PROVIDER – host of website available at <https://ship-docs.com/>, namely company Transition Technologies–Software Sp. z o. o. based in Warsaw, 14 Burakowska Street, 01-066, Warsaw, Poland, registered in the National Court Register – Register of Entrepreneurs, KRS: 0000800662, NIP: 5272903279, with its seed capital of PLN 130.000,00.
- 1.7 ACT ON THE PROVISION OF ELECTRONIC SERVICES – act of 18 July, 2002 on Providing Services by Electronic Means (Journal of Laws 2020, item 344, as of March 3, 2020).
- 1.8 CIVIL CODE – act of 23 April, 1964 (Journal of Laws 2023, item 1610, as of August 14, 2023).
- 1.9 COOKIES – cookie files, namely small files, usually textual, containing computer data, saved with User’s knowledge and consent on the User’s end device, used by the User when browsing the web pages. Obligations concerning cookies result from Article 173 of the Telecommunications Law of 16 July, 2004 (Journal of Laws 2024, item 34, as of January 10, 2024).

### 2. GENERAL PROVISIONS

- 2.1 The present Privacy policy and cookies governs the way User’s personal data is collected, processed and stores, that is necessary to provide services electronically as a part of Website.
- 2.2 The present Privacy policy and cookies describes the rules of collected and using of personal data collecting directly from User’s or via cookies and similar technologies.
- 2.3 Website uses cookies to collect statistical data.

### 3. COOKIES

- 3.1 The website uses cookies to collect anonymous information about the User's access to the website. These are used for statistical and analytical purposes, to improve the overall user experience, processed through analytical tools such as Google Search Console, Search Console Insights, Google Analytics, and Hotjar, in accordance with their license, terms of service, and privacy policy.
- 3.2 The creator of the analytics tools Google Search Console, Search Console Insights, and Google Analytics is Google LLC (formerly Google Inc.), headquartered at 1600 Amphitheatre Parkway in Mountain View, California, hereinafter referred to as “Google.” These tools store a client ID in their own cookie named `_ga`, collecting data such as the number of users, session statistics, approximate geolocation, and browser and device information. More information on data collection can be found on the Google support page at [support.google.com/analytics/answer/11593727](https://support.google.com/analytics/answer/11593727). According to Google’s privacy policy, within the European Economic Area, the service provider and the entity with whom the User enters into an agreement is Google Ireland Limited, a company registered and operating under the laws of Ireland, registration number: 368047, VAT number: IE6388047V, with headquarters at Gordon House, Barrow Street, Dublin 4, Ireland. The privacy policy and terms of

service for the used tools are available at [policies.google.com/terms](https://policies.google.com/terms). Google Analytics also has separate terms of service, available at [marketingplatform.google.com/about/analytics/terms/pl](https://marketingplatform.google.com/about/analytics/terms/pl).

3.3 The creator of the behavior analysis tool Hotjar is Hotjar Ltd., headquartered at Dragonara Business Centre, 5th Floor, Dragonara Road, Paceville, St Julian's STJ 3141, Malta, hereinafter referred to as "Hotjar." Hotjar tracking code cookies are created using a script that runs from the host domain. The website uses Hotjar to better understand User needs and optimize this service and user experience. Hotjar is a technology service that helps understand the User experience better (e.g., how much time they spend on which pages, which links they choose to click, what users do and don't do, etc.), which allows building and maintaining the service based on User feedback. Hotjar uses cookies and other technologies to collect data on User behavior and the IP address of their devices (processed during the session and stored in a de-identified form), device screen size, device type (unique device identifiers), browser information, geographic location (country only), and preferred language used to display the website. Hotjar stores this information on behalf of the Service Provider in a pseudonymized user profile. Hotjar is contractually prohibited from selling any data collected on behalf of the Service Provider. More information can be found in the "About Hotjar" section on the Hotjar support page at [help.hotjar.com/hc/en-us/sections/115003204947](https://help.hotjar.com/hc/en-us/sections/115003204947). The terms of service, privacy policy, and other Hotjar documents are available at [help.hotjar.com/hc/en-us/articles/360045447134-Legal-Agreements-at-Hotjar](https://help.hotjar.com/hc/en-us/articles/360045447134-Legal-Agreements-at-Hotjar). Hotjar respects the "Do Not Track" browser setting. More information on installing the Do Not Track header is available at [hotjar.com/policies/do-not-track](https://hotjar.com/policies/do-not-track) or in browser guides. Selected instructions for installing the Do Not Track header:

- a. Google Chrome: <https://support.google.com/chrome/answer/2790761>
- b. Firefox: <https://support.mozilla.org/en-US/kb/how-do-i-turn-do-not-track-feature>
- c. Safari: <https://support.apple.com/en-gb/guide/safari/sfri40732/mac>
- d. Opera: <https://help.opera.com/en/latest/security-and-privacy/#:~:text=To%20set%20this%3A-Go%20to%20Settings, request%20with%20your%20browsing%20traffic.>

3.4 The information contained in cookie files usually doesn't allow for the User's identification.

3.5 The information collected via cookies and similar technologies aren't combined with other User's data and aren't used to identify them by Administrator.

3.6 The web browser usually automatically allow cookies. Until the change settings of User's browser, such files are saved on User's device.

3.7 Upon first visiting Website, Users are presented with a message regarding the use of cookies. Clicking the „Accept all" button constitutes consent to the use of cookies. User have the right to customize their cookie acceptance preferences by selecting the „Customize" or „Reject all" options.

3.8 User have the option to change their preferences at any time by activating the cookie settings management button located in the lower left corner of the screen. Any changes made to the cookie preferences will take effect immediately after being approved by User.

3.9 User acknowledge that blocking or deleting cookies may affect the usability of websites.

3.10 User can also use Website in the so-called incognito mode, which generally doesn't save browsing activity in local storage, cookies and data entered in forms on the device, however User's activity, e.g. location, may be visible. Using incognito mode doesn't provide total anonymity, User's activity remains visible to the network operator and internet service provider.

3.11 Using Website without changing the browser settings, i.e. with the default permission to accept cookies and similar technologies means consent to their use for the purposes specified above. Administrator doesn't use the information obtained for marketing purposes.

3.12 In order to delete cookies, follow the instructions provided by the support department of a given browser, taking into account the validity of the instructions, browser version compatibility and compatible with the version of operating system. Selected cookie removal instructions:

- a. Google Chrome: [support.google.com/chrome/answer/95647](https://support.google.com/chrome/answer/95647)
- b. Firefox: [support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox](https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox)

- c. [Internet Explorer: support.microsoft.com/en-us/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ed5947fc64d](https://support.microsoft.com/en-us/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-ed5947fc64d)

#### 4. CHANGES PRIVACY POLICY AND COOKIES

- 4.1 Provider reserves the right to change Privacy policy and cookies for important reasons, in particular changes in the law or technological changes. Provider undertakes to inform User about the new version of Privacy policy and cookies.
- 4.2 User will have to re-accept Privacy policy and cookies, otherwise User will be obliged to stop using Website.

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