

Policy of Cookie and other technologies on the website

RTCLab Sp. z o.o. (hereinafter referred to as 'The Website Owner'), the owner of the website <https://www.html5meeting.com> (hereinafter referred to as 'The Website') operates with the greatest respect for its users and ensures protection of their rights with particular regard to any data or information which are recorded or read on the terminal device.

We collect basic data related to the users of our website in order for us to better understand their priorities and to adjust data and functionality of the Website to changing expectations. The Users should also expect that the essential data from the terminal device is collected and processed after being read from its source - we have created this Cookie Policy in order to detail and show the principles and mechanisms of collection and processing of data. Cookie data and data read are processed automatically, however, the users have the right to turn off cookies on the Website by using the option provided in browser settings - details of this activity are specified below.

Dear User - by using this Website in any manner you accept the principles included in this Cookie Policy.

Cookies and technology used for storing and reading information:

Cookie is a small file which containing text information and which is stored on your computer's hard drive in order to calculate the improvement of the Website - Cookies are also used in the form of storing and reading data from Local Storage. We use cookies to recognize data of the site which is important to you and to determine which site categories are visited most often so that we can adjust your website experience making it specific and adequate. The User provides information and specifies in which direction we will adjust displayed data, you specify your requirements and any information that may be missing on the website but, as you believe, should be included on it. In addition, Cookies and information from Local Storage are used by the Website to maintain the user session (after logging in), which allows avoiding the re-enter of information on each website page, and in order to collect site statistics to further assist our understanding of how the users interact with the webpage and to identify service improvements.

Local Storage is a component of the application storing the Web which programs interface. It is the method by which Web pages locally indicate key/value pairs within the Web browser used by the client. Similar to cookies, this saved data exists even when you close a browser tab, exit the current website or close the main browser. However, unlike cookies, this data is not carried to the other Web server, unless it is sent manually. Since local storage is initially integrated into Web browsers, it is available without external browser plug-ins.

By using this Website the User determines its future shape - Cookies and information stored in local storage do not destroy in any way or damage user's system or saved files, neither affect adversely the efficiency or functionality of the system. Identification is impersonal and anonymous as this data relates to manner and form of use of the website.

Within the framework of this website two basic types of cookies are used: 'Session cookies' and 'Persistent cookies'. 'Session cookies' are temporary files that are stored on the user's terminal device until the moment of logging out (signing out), exiting the website or closing software (web browser). 'Persistent cookies' are stored on the user's terminal device for a time specified in cookie's

parameters until their removal by the user. Within the framework of the Website the following types of cookies are used:

a) essential cookies which enable using the services available within the framework of the Website e.g. authentication cookies used for services that require authentication within the website;

b) functional cookies which allow to remember settings selected by the user and personalization of the interface made by the User e.g. in relation to language or region from which the user comes from, font size, design of the website etc.

Cookies may also be used and included on your terminal device by advertisers and partners cooperating with the Website Owner.

The Local Storage technology stores information similar to cookies - this is used in particular environments where cookie technology does not function properly or does not function at all.

Accepting cookies and Local Storage technology is not necessary to use the Website and the Website Owner will notify users legibly and clearly on the pages of the website of the purpose of storing and accessing cookies and files stored in Local Storage technology - this allows the User to determine the conditions of storage or access to cookies and above mentioned files through settings of the software installed on the User's device. Please note that lack of acceptance of certain cookies may prevent the proper operation of the Website to its full extent.

You may consent to store cookies and files stored in Local Storage technology on your device and their use in a manner described above by choosing the relevant settings in the web browser that you use i.e. browser settings allowing the acceptance of cookies and Local Storage technology or, respectively, by lack of change of settings that have already existed, after receiving the information listed above, which means the acceptance of receiving and using the above mentioned technologies by the Website Owner in a manner described above.

In order to not receive any cookies one should use the provided option of the web browser which is used to connect to the website and select the option of automatic cookie rejection. These settings also usually allow the management of existing cookies.

In order to not allow Local Storage technology one should switch off any cooperation of the browser with this technology, which usually takes place in a way similar to abandonment of cookies' receiving.

Please find below links to examples of official websites of the producers of commonly used web browsers that contain information about activities needed to change the settings of a given browser to the extent described above.

Mozilla Firefox <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>

Google Chrome <https://support.google.com/chrome/answer/95647?hl=en>

Opera <http://help.opera.com/Windows/8.0/en/cookies.html>

Yandex <https://yandex.ru/support/yabrowser/personal-data-protection/cookie.xml>

MS Internet Explorer <http://windows.microsoft.com/en-us/windows7/how-to-manage-cookies-in-internet-explorer-9>

Safari https://support.apple.com/kb/ph21411?locale=en_US

Please note as an example that the older browser for MS Internet Explorer can be configured for this purpose by choosing the option Tools -> Internet options -> Privacy -> Advanced -> Block cookies. Using the web browser the user may also delete cookies already stored on the device. Using the mentioned web browser you can select the option Tools -> Internet Options -> General -> Delete Cookies.

To disable Local Storage technology the following activities are also recommended depending on the browser:

Mozilla Firefox:

- key combination [Ctrl + Shift + Delete] will display a window containing the options of deletion of given elements. The element "cookies" applies to removing cookies and contents of the Local Storage.

- please type in the website address bar the instruction 'about: config', and then locate the line 'dom.storage.enabled'; then replace the default value 'true' with 'false'.

Chrome:

- key combination [Ctrl + Shift + Delete] will display a window containing the options of deletion of given elements. The element 'cookies and other data related to websites and plugs' applies to removing cookies and contents of the Local Storage.

Internet Explorer:

- key combination [Ctrl + Shift + Delete] will display a window containing the options of deletion of given elements. The element 'cookies and website data' applies to removing cookies and contents of the Local Storage.

- from start menu please choose Tools -> Internet options -> bookmark 'Advanced'-> in section 'Protection' you should deselect 'Enable DOM storage'.

Opera:

- from start menu please choose Menu -> Settings -> Delete private data. In the dialogue window please choose the elements to be deleted. The element 'Delete all cookies' and 'Clear permanent storage' will allow deletion of cookies and Local Storage contents.

- please type in the website address bar the instruction 'opera: config'. The line 'localStorage' should be changed to '0' (zero) in the fields 'Domain Quota Exceeded Handling For Local Storage' and 'Domain Quota For Local Storage'.

Yandex:

- key combination [Ctrl + Shift + Delete] will display a window containing the options of deletion of given elements. The element 'cookies and other data related to websites and plugs' applies to removing cookies and contents of the Local Storage.

Safari:

- Choose Safari > Preferences, click Privacy, then remove stored cookies and data: Click Remove All Website Data, or click Details, select one or more websites, then click Remove.

The Website Owner is not responsible for the content of cookies sent by other websites to which the links are included on pages of the website.

Information note regarding provisions of the Regulation of the European Parliament and of the Council (UE) 2016/679 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 - GDPR).

The Controller of your personal data specified above is RTCLab Sp. z o.o. with its registered seat in Gdańsk at al. Grunwaldzka 212, 80-266 Gdańsk, Poland, entered into the register of entrepreneurs of the National Court Register by District Court Gdańsk-Północ in Gdańsk, VII Commercial Department of National Court Register, under no. KRS 0000613170, with share capital in amount of 50,000 PLN, NIP (Tax Identification Number): 5842748894.

Personal data is processed on the basis of the provisions of the REGULATION OF THE EUROPEAN PARLIAMENT AND THE COUNCIL (UE) 2016/679 of 27 April 2016 (hereinafter referred to as **GDPR**), and also other provisions of Polish law.

Data protection supervisor in the company of the Controller is available at the correspondence address RTCLab Sp. z o.o., al. Grunwaldzka 212, 80-266 Gdańsk, Poland, and also at the e-mail address dpo@rtclab.com.

In order to perform obligations arising from GDPR the Controller provides hereby the following information on processing of your personal data:

1. Processing of the following categories of your personal data: *session, persistent* and *external* cookies, is necessary to perform website use agreement in electronic form concluded by and between you and the Controller (Article 6(1) point (b) of GDPR);
2. All categories of your personal data are transmitted to other entities for purposes necessary for their processing in accordance with the purpose of processing declared by the Controller or in accordance with your instruction. The recipients to which we transfer your data are AMAZON WEB SERVICES INC. in USA.
3. The Collector intends to transfer all categories of your personal data to the United States of

America (USA). This country provides the appropriate standards of protection and security of your personal data, which is confirmed by the European Commission in so-called Privacy Shield.

4. The Controller processes your personal data specified above throughout the period of providing service and throughout the activity of the User of the service at her or his meetings in which you participated.
5. You have the right to demand from the Controller to have an access to personal data related to you, its rectification, erasure or restriction of its processing, to object to processing, and also the right to transfer the data.
6. You have the right to lodge a complaint against the Controller or activities related to processing of your personal data with supervisory authority, in particular in a member state of the European Union of your habitual residence, your place of work or place where alleged breach has taken place, if you believe that processing of your personal data breaches the provisions of GDPR. In Poland the mentioned authority is the President of the Office of Personal Data Protection.
7. Providing personal data is voluntary. The consequences of not providing data are as follows:
 - Lack of possibility to use the service properly.

(more about your rights at the end of this document)

You have right to object at any time – due to reasons related to your particular situation – to processing of personal data related to you based on your consent or legally justified interest of the Controller (see information above), including profiling. **In case of such an objection to the Controller, your personal data is no longer allowed to be processed, unless the Controller proves that there are important and legally justified grounds to process, overriding your interests, rights and freedoms, or proves that there are grounds to establish, exercise or defend legal claims.**

If your data is processed in accordance with the information above for purpose of direct marketing, you have the right, at any time, to object to processing of your personal data for purposes of such a marketing, including profiling, to the extent that processing is related to such a direct marketing. **In case of such an objection to the Controller your personal data is no longer allowed to be processed for such purposes.**

You may object in any manner, in writing, by e-mail or by telephone using data of the Controller

specified at the beginning of this document.

Your Rights towards the Controller of Personal Data (hereinafter referred to as the Controller) as the data subject are as follows:

Right of access to data: Article 15 of GDPR. You have the right to obtain your data processed by the Controller (the Controller shall provide to you the copy of the data being subject to processing with fee regulated by GDPR as an option) and the information related to: the purpose of processing, categories of personal data concerned; the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in the third country or international organization; security related to transfer; where possible, the envisaged period for which the personal data will be stored, or, if it is not possible, the criteria used to determine such a period; the right to request from the Controller rectification or erasure of personal data or restriction of processing of personal data or to object to such processing; the right to lodge a complaint with a supervisory authority; where the personal data is not collected from you, any available information as to its source; automated decision-making, including profiling and principles of how they are made, as well as the significance and the envisaged consequences of such processing for you.

Right to rectification: Article 16 of GDPR. You have the right to obtain from the Controller without undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to erasure, so-called right to be forgotten: Article 17 of GDPR. You have the right to obtain from the Controller the erasure of your personal data without undue delay where one of the following grounds applies: the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed; the data owner withdraws consent on which the processing is based and where there is no other legal ground for the processing; you object to processing and there are no overriding legitimate grounds for the processing in cases other than direct marketing; the personal data has been unlawfully processed; the personal data has to be erased for compliance with a legal obligation in European Union or member state law to which the Controller is subject; the personal data has been collected in relation to the offer of information society services. However, the law specified above shall not apply to the extent that the processing is necessary: for exercising the right of freedom of expression and information; for compliance with a legal obligation which requires processing by European Union or member state law to which the Controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller; for reasons of public interest in the area of public health; for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in so far as the right referred to above is likely to render impossible or seriously impair the achievement of the objectives of that processing; for establishment, exercise or defence of legal claims.

Right to restriction of processing: Article 18 of GDPR. You have the right to obtain from the Controller restriction of processing where one of the following applies: the accuracy of the personal data is contested by you - for a period enabling the Controller to verify the accuracy of this personal data; the processing is unlawful and you oppose the erasure of the personal data and request the restriction of its use instead; the Controller no longer needs the personal data for purposes of the processing, but it is required by you for establishment, exercise or defence of legal claims; the owner of data has objected to processing - pending the verification whether the legitimate grounds of the Controller override grounds of complaint of the person to whom data is related to, except for processing for purposes of direct marketing. Where processing has been restricted, such a personal data shall, with exception of storage, only be processed with your consent or for establishment, exercise or defence of legal claims or for protection of the rights of another natural or legal person or for reasons of important public interest of the European Union or a member state.

Right to data portability: Article 20 of GDPR. You have the right to receive your personal data, which you have provided to the Controller, in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without hindrance from the Controller, where: the processing is

based on consent or on a contract, and the processing is carried out by automated means. You have the right to have the personal data transmitted directly from the Controller to another controller, where technically feasible.

Right to object to data processing: The information about these rights was included by the Controller in the box below the main information, above.

You may exercise these rights in any manner, including by e-mail to the address support@html5meeting.com, by mail to the address of the Controller specified at the beginning of this document.

Partners

This Cookie Policy does not apply to the websites of the entities whose contact details or links are displayed on the website.

Amendments to Cookie Policy

The offer of the Website Owner can be extended with time. Technologies, standards and requirements related to conducting business on the Internet also will change. This means that in the future the Website Owner may, and sometimes will have to amend the Cookie Policy. After each amendment, a new version of the Cookie Policy will appear on the website together with a full announcement and will come into force in its new form on the date of notification of its change by making it available on the website. All and any amendments will be properly highlighted during the first 30 days from the date of the amendment.

If you have further questions about privacy protection please contact us by using the contact form provided on the Website [Contact Us](#).