

Privacy and cookies policy

For a good start - great that you have visited our **Laniakea Pictures Ltd.** website, the way we process your personal data is not indifferent to you. Below you will find the purposes, legal basis and period of personal data processing indicated separately for each purpose of data processing.

To begin with, we want to highlight that your data is **safe with us**. We ensure the confidentiality of any data you provide to us, protect it from unauthorized access, and take appropriate security and data protection measures as required by data protection laws.

1. General Information

1.1 The administrator of your personal data is **Laniakea Pictures Ltd.** If you have any doubts about the privacy policy, you can contact us at any time by sending a message to **office@laniakea.pictures**

1.2 **The RODO** (*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*) grants you the following rights related to the processing of your personal data:

- a) the right to access your data and receive a copy of it,
- b) the right to rectify (amend) your data,
- c) the right to erasure (if, in your opinion, there are no grounds for us to process your data, you can demand that we erase it),
- d) the right to restrict data processing (you can request that we restrict data processing only to storing your data or performing activities agreed with you),
- e) the right to object to data processing (you have the right to object to processing on the basis of legitimate interest; you should indicate the particular situation that you think justifies us stopping the processing covered by the objection. We will stop processing your data for these purposes unless we can demonstrate that the grounds for our processing override your rights or that your data are necessary for us to establish, assert or defend claims),
- f) the right to data portability (you have the right to receive from us in a structured, commonly used machine-readable format the personal data you have provided to us under the contract or your consent; you may have us send this data directly to another entity),
- g) the right to lodge a complaint with a supervisory authority (if you find that we are processing your data unlawfully, you may file a complaint to this effect with the President of the Office for Personal Data Protection or other competent supervisory authority).

The rules related to the exercise of the rights indicated above are described in detail in Articles 16 - 21 of the RODO. Remember that you can also request that we provide you with information about what data we hold about you and for what purposes we process it. All you need to do is send an email to **office@laniakea.pictures**

1.3 Your personal data may be processed by entities whose services we use. They may have access to your personal data if the services they provide involve or may involve the processing of personal data to the extent related to such access. This includes, in particular, entities such as a web host, email service providers, website maintenance provider, law firms, marketing service providers, accounting firms, cloud software providers, etc. Remember that your data is secure and processed only to the extent necessary. In addition, if necessary, your personal data may be shared with entities, authorities or institutions authorized to access the data under the law, such as police, security services, courts, prosecutor's offices, as well as tax offices to the extent necessary to carry out tax and accounting obligations.

1.4 We transfer your personal data to third countries in connection with the use of tools that store personal data on servers located in third countries, in particular in the USA. The providers of these tools guarantee an adequate level of personal data protection through the relevant compliance mechanisms provided for by the RODO or the use of standard contractual clauses. The storage of personal data on servers located in third countries occurs within the framework of Google services (described in this privacy policy), whose provider is Google Ireland Limited, and within the framework of the Gmail mailing system.

2. purposes and activities of personal data processing

2.1 Contact.

Data processed: first name, e-mail address plus possibly data contained in the body of the message (providing data is voluntary but necessary to establish contact).

Purpose of processing: to establish contact

Processing period: the content of the correspondence may be subject to archiving and we are not able to clearly determine when it will be deleted.

Legal basis: Article 6(1)(f) RODO, i.e. our legitimate interest. The legal basis for post-contact processing is also our legitimate purpose of archiving correspondence for internal purposes (Article 6(1)(f) RODO).

Entitlements: You have the right to request the history of correspondence you have had with us (if it was subject to archiving), as well as to request its deletion, unless its archiving is justified by our overriding interests, such as defense against potential claims on your part.

3. Cookies

3.1 Cookies and other tracking technologies. Our website uses cookies.

Cookies are small text information stored on your terminal device (e.g. computer, tablet, smartphone), which can be read by our ICT system (our own cookies) or the ICT system of third parties (third-party cookies). Some of the cookies we use are deleted when your browser session ends, i.e. when you close it (so-called session cookies). Other cookies are stored on your terminal device and allow us to recognize your browser the next time you visit the site (persistent cookies).

3.2 Consent to cookies.

- When you visit the site for the first time, you are shown information about the use of cookies along with a question about your consent to the use of cookies.

- You can always change your cookie settings from within your browser or delete cookies altogether. Browsers manage cookie settings in different ways. See your browser's help menu for explanations on how to change your cookie settings.
- You can also manage your cookie settings by installing special add-ons that allow you to control cookies.
- Disabling or restricting cookies may cause difficulties in using our site, as well as many other websites that use cookies.

3.3 Server Logs.

- Use of the site involves sending requests to the server where the site is stored. Each request made to the server is recorded in the server logs.
- Logs include, but are not limited to, your IP address, the date and time of the server, information about your web browser and the operating system you are using.
- Logs are saved and stored on the server. The data stored in the server logs are not associated with specific individuals using the site and are not used by us to identify you.
- Server logs are only auxiliary material for the administration of the site, and their contents are not disclosed to anyone except those authorized to administer the server.

3.4 Social tools

- Our website uses plug-ins and other social tools provided by social networks such as Facebook, Instagram, LinkedIn.
- When displaying our website containing such a plug-in, your browser establishes a direct connection to the servers of the social network administrators (service providers). The content of the plug-in is transmitted by the respective service provider directly to your browser and integrated into the page. Thanks to this integration, service providers receive information that your browser has viewed our site, even if you do not have a profile with the given service provider or are not logged in with them at the moment. This information (along with your IP address) is sent by your browser directly to the service provider's server (some servers are located in the USA) and stored there. If you have logged in to one of the social networks, this service provider will be able to directly attribute your visit to my site to your profile on the given social network.
- You can also completely prevent plug-ins from loading on the site by using the appropriate extensions for your browser, such as blocking scripts.
- Logging out of a particular social networking site before visiting our website will prevent data collected during your visit to our website from being associated directly with your profile on that site.
- If you use a particular plug-in, e.g. by clicking on the "Like" or "Share" button, the corresponding information will also be sent directly to the server of the respective service provider and stored there.
- The purpose and scope of data collection and its further processing and use by service providers, as well as the possibility of contacting you and your rights in this regard and the possibility of making settings to ensure the protection of your privacy are described in the privacy policies of the respective service providers.

Facebook https://www.facebook.com/legal/FB_Work_Privacy

Instagram <https://help.instagram.com/155833707900388/>

LinkedIn <https://www.linkedin.com/legal/privacy-policy>

Please note that if any of the information we have provided about our privacy policy or cookies is unclear to you, we are available to you at the email address office@laniakea.pictures