

Cookies Policy

I. What are cookies?

- 1 "Cookies" should be understood as IT data, in particular text files, which are files saved automatically by the web browser used by the user on the end device (e.g. computer, smartphone, tablet) while browsing the website.
- 2 Cookies are used to adapt the content of websites to user preferences and to optimize the use of websites. They are also used to create anonymous, aggregated statistics that help to understand how the user utilizes websites, which allows to improve their structure and content, excluding personal user identification.
- 3 The data saved in cookies contain information on how users utilize the website (displayed subpages and content), date and time of visit, and other information about users' activity on the website. Cookies usually also contain the name of the website from which they originate, the user's IP, time of their storage on the end device and a unique number.
- 4 The information contained therein is not disclosed to anyone except persons authorized to administer the server and the Office's network. Based on log files, statistics can be generated to assist in administration. Aggregate summaries in the form of such statistics do not contain any identifying features of website visitors.

II. What cookies do we use?

- 1 **Technical cookies** - they are necessary for the proper functioning of the website or functionality that the user wants to utilize. They are used to:
 - a) optimize the website for devices and browsers most often used by users - thanks to this, the user's computer, tablet or phone will display it correctly and legibly,
 - b) remember whether the user has agreed to display selected content on the website of the portal,
 - c) maintain user session when visiting the site.
- 2 **Analytical cookies** - we use analytical cookies to:
 - a) improve the functioning of the website and
 - b) measure, without identifying the user, the effectiveness of actions taken and content presented,
 - c) create aggregate statistics and analyses that help understand how the site is used. These activities allow us to constantly improve the structure and content of the website so that it meets the needs of users as much as possible.
- 3 For analytical cookies, we use Google Analytics tools. Google Analytics is a website analysis service offered by Google Inc., which provides aggregated and therefore anonymous statistics about website visitors. More information about this tool can be found at: <https://support.google.com/analytics/answer/6004245?hl=pl>.
- 4 The user may opt out of Google Analytics cookies by clicking on the link below and downloading the add-on: <http://tools.google.com/dlpage/gaoptout>. Opting out of Google Analytics will not affect the functionality of the website you are visiting.

III. The period during which cookies will be placed on the user's end device:

As a rule, two types of cookies are used, namely "session cookies" and "persistent cookies".

Temporary cookies - placed for the time of using the browser (session), they are deleted after closing it. The first of these are temporary files that remain on the user's device until the software (web browser) is turned off.

Permanent cookies - they are not deleted when you close your browser and remain on your device for a specified period of time. Permanent files remain on the user's device for the time specified in the cookie parameters or until they are manually deleted by the user.

IV. How to change settings, uninstall or prevent the installation of cookies?

- 1 By default, web browsing software allows cookies to be placed on the end device by default. These settings can be changed in order to block the automatic handling of cookies in your web browser settings or to inform you whenever they are sent to your device. Detailed information about the possibilities and ways of handling cookies is available in the software (web browser) settings. Restricting the use of cookies may affect some of the functionalities available on the website or the inability to use certain functions of the websites and perform certain activities.
- 2 On your computer, you can uninstall cookies by deleting them one by one by cookie type or all at once.
- 3 Below you will find instructions on how to change settings and delete cookies in popular browsers:

Mozilla Firefox: "Tools" menu, select the "Options" tab, then "Privacy" and "Delete cookies" - <https://support.mozilla.org/pl/kb/W%C5%82%C4%85czanie%20i%20wy%C5%82%C4%85czanie%20obs%C5%82ugi%20ciasteczek>

Internet Explorer: "Tools" menu, "Internet Options" tab, then select "General", "Browsing History", "Settings", "Temporary Internet Files and History Settings" window and finally "View Files" - <https://support.microsoft.com/pl-pl/help/278835/how-to-delete-cookie-files-in-internet-explorer>

Google Chrome: "Privacy" tab in the "Settings" menu, select "Content settings", then "All cookies and website data" and "Delete all" - <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=pl>

Apple Safari: "Settings", "Safari" and select "Erase Website History and Data" - <https://support.apple.com/pl-pl/guide/safari/sfri11471/mac>

- 4 In addition, you can set your web browser to block cookies or to warn you each time before installing them. The settings are different depending on a browser. Instructions on how to use cookies can be found in the browser's "Help" menu.

V. How long do we use cookies?

- 1 Cookies collected in the logs are stored for an indefinite period of time as material used to administer the site and ensure security. Aggregate summaries in the form of statistics do not contain any identifying features of website visitors.
- 2 Temporary cookies remain on the user's device until they leave the website or turn off the web browser.
- 3 Permanent cookies remain on your device for up to 2 years or until you manually delete them.

VI. Final information

- 1 Stored information and access to cookies will not cause configuration changes to the user's device and the software installed on it.
- 2 Using the website without changing your browser settings means that you agree for cookies to be saved on your device.