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Cookie Policy

1. The website <http://www.biurovirtualnewarszawa.pl/> does not collect any information automatically, except for information contained in cookies.
2. Cookies are IT files, in particular text files, which are stored in the Website User's equipment and are used to operate Website pages. Cookies usually contain the name of a web page they come from, the period of their storage in the equipment and their unique number.
3. Cookies are loaded to the Website User's equipment by and are accessible to the operator of the Website <http://www.biurovirtualnewarszawa.pl/>, i.e. **Adam Fijak VSL-SYSTEM** with its registered office in Warsaw, 02-001 Warsaw, Al. Jerozolimskie 85 suite 21, REGON [*statistical ID*]: 357059904, NIP [*Taxpayer ID No.*]: 679-258-18-13.
4. Cookies are used to:
 - a) tailor the content of Website pages to the User's preferences and optimise the use of web pages; these files enable, in particular, to recognise the Website User's equipment and display a web page tailored to the User's individual needs;
 - b) create statistics, which help to understand how Website Users use web pages in order to improve their structure and content;
 - c) maintain the Website User's session (after logging in), thanks to which the User does not need to enter the User's login and password on each page (applicable only to pages opened with logins and passwords).
5. The Website uses two basic types of cookies: session cookies and persistent cookies. Session cookies are temporary files which are stored in the User's equipment until the User logs out, leaves the web page or closes software (web browser). Persistent cookies are stored in the User's equipment for the period set out in the cookies parameters or until the cookies are deleted by the User.
6. The Website uses the following types of cookies:
 - a) necessary cookies which enable to use services offered by the Website, e.g. authentication cookies which are used for services subject to authentication on the Website;
 - b) cookies used for security reasons, e.g. to identify abuse related to authentication on the Website;
 - c) capacity cookies which enable to collect information about the way the pages of the Website are used;
 - d) functional cookies which "remember" the User's settings and personalise the User's interface, e.g. in terms of a language or a region which the User comes from, font size, web page layout, etc.;
 - e) advertisement cookies which enable to present the User with advertising contents adjusted to the User's interests.
7. In many cases, software used to browse web pages (a web browser) allows for the storage of cookies in the User's equipment by default. The Website Users may change cookies settings any time. The settings may be changed, in particular, so as to disable the automated operation of cookies in the settings of the web browser or to inform the User about all cookies loaded to the Website User's equipment case by case. Detailed information about cookies management possibility and methods is available in the settings of software (web browser).
8. The Website operator informs the Users that if the use of cookies is limited, this may influence certain functionalities of Website pages.
9. Cookies stored in the Website User's equipment may be also used by advertisers and partners cooperating with the Website operator.
10. More information on cookies is available under "Help" in the menu of the User's web browser.