



PRIVACY POLICY

The purpose of this Privacy Policy (hereinafter: **"Policy"**) is to present information on the processing of personal data in connection with the business of ftl Długosz Stolarski spółka komandytowa (hereinafter: **"ftl"**) in the field of provision of legal assistance services.

The Policy contains, in particular, information on the processing of personal data of ftl clients and counterparties, their representatives and other staff members working with ftl on behalf of its clients or counterparties. The Policy also contains information on the processing of personal data by ftl in connection with recruitment, handling of correspondence, building and strengthening business relationships, as well as the functioning of ftl's profiles on social media.

Whenever reference is made in the Policy to the term **"GDPR"**, it should be understood as 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, and repealing Directive 95/46/EC (General Data Protection Regulation).

CONTROLLER; CONTACT WITH THE CONTROLLER

Controller	The controller of personal data processed in connection with the business activity conducted by ftl is ftl Długosz Stolarski spółka komandytowa with its head office in Kraków at ul. Moniuszki 6/2, 31-513 Kraków, entered in the Register of Entrepreneurs kept by the District Court for Kraków-Śródmieście in Kraków, XI Commercial Division of the National Court Register (KRS), under the number KRS 0001021813.
Contact in matters relating to personal data	In all matters related to the processing of personal data by ftl, you can contact us: <ul style="list-style-type: none">• by writing to the following e-mail address: kontakt@ftl.pl;• by writing to the ftl head office address: ul. Moniuszki 6/2, 31-513 Kraków.

PURPOSES AND GROUNDS FOR PERSONAL DATA PROCESSING

Clients and counterparties	<ol style="list-style-type: none">1. ftl processes the personal data of its clients and counterparties in connection with the provision of legal assistance services by ftl, as well as services provided to ftl by its counterparties. In this regard, ftl processes personal data of its prospective or current clients and counterparties, respectively, for the purposes of:<ul style="list-style-type: none">• taking steps, at the client's request, prior to entering into a contract with the client and, in particular, to present an offer regarding ftl services and make related arrangements (Article 6.1(b) of the GDPR);• entering into and performing a contract concluded with a client for the provision of legal assistance services or entering into and performing a contract with a counterparty (Article 6.1(b) of the GDPR);• ensuring compliance with ftl's legal obligations, including – where applicable – regulations on anti-money laundering and counter financing of terrorism, tax and accounting regulations, including the keeping of tax documentation and storage of accounting documents, as well as for compliance with the relevant regulations governing the provision of legal assistance services (Article 6.1(c) of the GDPR);
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	<ul style="list-style-type: none"> • pursuing ftl's legitimate interests, including the establishment, investigation and defence of potential claims relating to legal assistance services provided by ftl or services provided to ftl by its counterparties, maintaining an ongoing relationship with a client or a counterparty as part of the business relationship, verifying a client or counterparty, as well as managing the provision of services and making internal settlements (Article 6.1(f) of the GDPR). <ol style="list-style-type: none"> 2. The personal data of clients and counterparties are obtained by ftl directly from its clients or counterparties. Providing data is voluntary, however, failure to provide some may result in the inability or refusal to enter into or perform the contract and, in cases provided for by the law, also its termination. 3. Depending on the circumstances, ftl may also obtain personal data of clients and counterparties from third parties, including persons acting on behalf of the client or counterparty, or from publicly available sources of information, such as the <i>Monitor Sądowy i Gospodarczy</i> official gazette, the National Court Register or the Central Register and Information on Business Activities, the Central Register of Beneficiary Owners or other domestic and foreign client- or counterparty-specific registers.
Representatives and other delegates of the client's or the counterparty's personnel	<ol style="list-style-type: none"> 1. ftl processes personal data of the persons acting for the benefit of current and potential ftl clients or counterparties. This includes the processing of personal data of: <ul style="list-style-type: none"> • persons representing the client or counterparty, in particular members of their statutory bodies, attorneys, commercial proxies or other representatives; • other personnel, including employees or persons providing services to the client or the counterparty, respectively, other than under an employment relationship, participating on behalf of the client or the counterparty in the conclusion or performance of contracts between ftl and the client or counterparty, respectively; • third parties or their personnel acting on behalf of the client or the counterparty in connection with the conclusion or performance of a contract between ftl and the client or counterparty. 2. The data of the persons referred to above include, as applicable, their name and surname, information about the function or position they hold, contact telephone number and e-mail address. In the cases of, and to the extent provided for by law, including anti-money laundering and counter financing of terrorism regulations, the data may also include the following information about the person authorized to act on behalf of the client: their citizenship, PESEL (personal ID) number (or, in its absence, the date of birth), information about the country of birth as well as the series and number of their identity document. 3. ftl processes the personal data referred to above for the purposes of: <ul style="list-style-type: none"> • contact related to the conclusion or performance of a contract the parties to which are or are to be ftl and its clients or counterparties, which is ftl's legitimate interest (Article 6.1(f) of the GDPR), • establishing, investigating or defending potential claims relating to the relationship between ftl and its client or counterparty which is ftl's legitimate interest (Article 6.1(f) of the GDPR), • performing ftl's legal obligations, including – where applicable – obligations arising from the anti-money laundering and counter financing of terrorism, tax

	<p>and accounting regulations, including the obligation to keep tax documentation and store accounting evidence, as well as meeting obligations arising from the relevant regulations governing the provision of legal assistance services (Article 6(1)(c) of the GDPR).</p> <ol style="list-style-type: none"> 4. The above personal data are obtained by ftl directly from the data subject or from other sources, including from the client, counterparty or third party working with the client or the counterparty. 5. As appropriate, ftl may also obtain personal data from publicly available sources of information, such as the <i>Monitor Sądowy i Gospodarczy</i> official gazette, the National Court Register or the Central Register and Information on Business Activities, the Central Register of Beneficiary Owners or other domestic and foreign client- or counterparty-specific registers. 6. Providing personal data is voluntary, but failure to provide some may affect the performance of the contract concluded by ftl with the client or the counterparty.
<p>Natural persons contacting ftl for purposes not related to a contract with a client or a counterparty</p>	<ol style="list-style-type: none"> 1. ftl processes personal data obtained from persons contacting ftl by correspondence, by phone, by e-mail or using contact forms or the LinkedIn messenger, in matters other than the conclusion or performance of a contact between ftl and a client or a counterparty. The data is processed to handle the contact, including: <ul style="list-style-type: none"> • analysis and consideration of the matter to which the request sent to ftl relates and providing a reply to the contacting person or taking other relevant actions. The legal basis for the processing of personal data is the legitimate interest of ftl, including the handling of requests addressed to ftl in connection with ftl's business (Article 6.1(f) of the GDPR); • where appropriate – establishment, investigation or defence of potential claims relating to the request received by ftl (Article 6.1(f) of the GDPR). 2. Providing personal data is voluntary, but failure to provide some may result in the inability to consider the matter to which the request relates or provide a response.
<p>Data processing for recruitment purposes</p>	<ol style="list-style-type: none"> 1. ftl processes personal data provided by candidates applying for employment, practical training or internship at ftl. 2. Concerning the above, depending on the nature of the intended business relationship, ftl processes personal data for the purposes of: <ul style="list-style-type: none"> • performing ftl's obligations resulting from the labour law, regulations on the process of employment where the intended form of employment is an employment contract (Article 22¹.1(1)-(6) of the Labour Code in conjunction with Article 6.1(c) of the GDPR or Article 22¹.1(1)-(3) of the Labour Law in conjunction with Article 6.1(c) of the GDPR – where it is not necessary to obtain the data referred to in Article 22¹.1(4)-(6) of the Labour Code); • conducting the recruitment process if the intended form of employment is a civil-law contract (Article 6.1(b) of the GDPR); • checking the candidate's knowledge, abilities and skills, which is ftl's legitimate interest related to recruitment (Article 6.1(f) of the GDPR); • establishing, investigating or defending potential claims relating to the candidate's participation in the recruitment process, which is ftl's legitimate interest (Article 6.1(f) of the GDPR). 3. The provision of the personal data by a candidate (e.g., in the CV, letter of application or correspondence regarding recruitment), to an extent not specified

	<p>by the law, shall be considered equal to the consent to the processing of such personal data (Article 6.1(a) of the GDPR) for recruitment purposes. Expressing consent in this case is voluntary, and such consent may be revoked at any time by contacting ftl.</p> <ol style="list-style-type: none"> 4. ftl shall process the personal data of the applicants for employment in subsequent recruitments if these persons have given their consent (Article 6.1(a) of the GDPR). This consent may be revoked at any time. 5. Where the proposed form of employment is an employment contract, failure to provide the data required in accordance with Article 22¹.1 of the Labour Code shall result in the impossibility to consider the particular candidate in the recruitment process. The provision of the other data by the candidate is voluntary, although providing some of them may be necessary for the consideration of the candidate in the recruitment process.
<p>ftl company profile on LinkedIn</p>	<ol style="list-style-type: none"> 1. ftl maintains a profile on LinkedIn. In that connection, ftl processes the personal data of the website users visiting its profile, of the website users observing its profile and users publishing comments on its content or otherwise interacting with ftl's profile. 2. In connection with the functioning of the ftl profile, the data provided by the data subject is processed, as well as the data obtained from the operator of the LinkedIn social networking site - LinkedIn Ireland Unlimited Company, including the user's ID, name and surname and the content of the comments published as part of the ftl profile. 3. The above personal data are processed for purposes whose pursuance is ftl's legitimate interest (Article 6.1(f) of the GDPR), including: <ul style="list-style-type: none"> • keeping ftl's profile on the LinkedIn social networking site on the terms and conditions specified by the website operator; • providing information via ftl's profile concerning ftl's activity; • analysing and responding to comments posted by users as part of ftl's profile; • building and strengthening relationships with potential and current ftl clients, partners and candidates for employment at ftl as part of communication via the functionalities available on the LinkedIn site; • conducting analyses and statistics on the functioning, popularity and manner of using the ftl profile by the site users; • establishing, investigating and defending potential claims relating to the use of ftl's profile. 4. Providing data by the user as part of ftl's profile is voluntary, although failure to provide the same may result in the impossibility to fully use ftl's functionality.
DATA SHARING BY FTL; PERSONAL DATA RECIPIENTS	
<p>ftl personnel</p>	<ol style="list-style-type: none"> 1. ftl employees and persons working with ftl, including attorneys at law, tax advisers, attorney at law trainees, as well as other ftl lawyers and administrative staff participate in the processing of personal data by ftl, each time to the extent corresponding to their tasks. 2. Before they proceed to process personal data, ftl's personnel are required to commit to keep such data strictly confidential. Within the limits specified in the law, ftl's personnel are also subject to the statutory confidentiality obligation – the legal professional privilege and the confidentiality obligation set for tax advisers.

Public authorities and third parties	<ol style="list-style-type: none"> 1. ftl, to the extent necessary, may disclose personal data to relevant public authorities or third parties who are entitled to request them in accordance with the applicable law. 2. ftl can disclose personal data to public authorities or other third parties where, due to the nature of the legal assistance provided, this is necessary for its proper provision. 3. Data shall each time be disclosed subject to the applicable rules of legal professional privilege and the confidentiality obligation set for tax advisers, and separate regulations on the protection of information.
ftl service providers	<ol style="list-style-type: none"> 1. ftl discloses personal data to entities that provide ftl with various services related to its business operations, including accounting advisors, service providers operating the ICT system used by ftl, as well as suppliers who provide data hosting services to ftl. 2. In each case, the scope of data disclosed to other entities shall include the data necessary for the fulfilment of the tasks contracted by ftl thereto. 3. Where applicable, the data shall be disclosed under an outsourcing agreement on data processing concluded between ftl and the entity that is the personal data recipient.
Other cases	<ol style="list-style-type: none"> 1. ftl may disclose the personal data of users of ftl's profile on the LinkedIn social networking site to the site's operator and other users thereof, on the terms and conditions set by the operator of the LinkedIn social networking site.
PLANNED PERIOD OF PERSONAL DATA STORAGE	
Storage of personal data processed in connection with the provision of legal assistance services	<ol style="list-style-type: none"> 1. The personal data of clients, client representatives and other delegates of its personnel, processed by ftl in connection with the provision of legal assistance services to the client, shall be retained for a period of 10 years from the date of the conclusion of the proceedings to which the legal assistance provided by ftl to the client relates or the termination by ftl of the provision of legal assistance services not related to the participation in the proceedings. 2. In accordance with the applicable law, personal data: <ul style="list-style-type: none"> • included in the VAT invoices or other accounting documents – shall be stored for a period of 5 years from the end of the year in which the tax was due under the invoice or another accounting document; • documents related to the application of financial security measures by ftl – shall be stored for a period of 5 years from the date of termination of the business relationship with the client or the execution of an occasional transaction involving the client. 3. The personal data storage periods shall be extended if further data storage is justified by possible determination, investigation or defence of potential claims relating to the legal assistance services provided by ftl. In such as case, personal data shall be stored for no longer than until the related financial claims become time barred.
Storage of personal data of counterparties, their representatives and other delegates of their personnel	<ol style="list-style-type: none"> 1. The personal data of counterparties, their representatives and other personnel delegates shall be processed until the completion of the activities intended to conclude the contract, and where it is concluded with the counterparty – until the termination of the contract, regardless of the reasons. 2. In accordance with the applicable law, the personal data contained in VAT invoices or other accounting documents shall be stored for a period of 5 years counting

	<p>from the end of the year in which the tax was due under the invoice or another accounting document.</p> <p>3. Personal data storage periods shall be extended if further data storage is justified by establishing, investigating or defending potential claims relating to the business relationship with the counterparty. In such a case, the personal data shall be stored until the related financial claims become time barred.</p>
Storage of the personal data of persons contacting ftl for purposes unrelated to a contract with a client or a counterparty	<p>1. The personal data of persons contacting ftl for purposes not related to a contract with a client or a counterparty shall be stored for a period justified each time by the purpose of their processing, subject to the nature of the request received by ftl.</p> <p>2. The personal data retention period specified above shall be extended if further data retention is justified by the determination, investigation or defence of potential claims relating to the business relationship with the counterparty. In such a case, the personal data shall be stored until the related financial claims become time barred.</p>
Storage of personal data related to recruitment	<p>1. The personal data provided by candidates in connection with their application for employment, practical training or internship at ftl shall be stored until the recruitment process for the position to which the application relates is completed.</p> <p>2. To the extent that the candidate's personal data are processed on the basis of the consent granted by the candidate, within the limits set out above, the data shall be processed until the consent is withdrawn, but no longer than until the end of the recruitment process for the position to which the application relates, subject to sec. 3 below.</p> <p>3. If the candidate has consented to the processing of their personal data for the purposes of future recruitment conducted by ftl, the data provided by the candidate shall be stored for up to 12 months from the date of their acquisition or until the consent for their processing is withdrawn.</p> <p>4. The personal data storage periods specified above shall be extended if further data storage is justified by establishing, investigating or defending potential claims relating to the candidate's participation in the recruitment process. In such a case, the personal data shall be stored until the related financial claims become time barred.</p>
Storage of data in connection with the operation of ftl's on LinkedIn profile	<p>1. The personal data provided in comments posted by users as part of ftl's profile on the LinkedIn social networking site shall be stored therein until they are deleted by the author.</p> <p>2. The period of storage of all data related to the use of ftl's profile on the LinkedIn social networking site shall be determined by the LinkedIn operator.</p> <p>3. More information on the processing of personal data on LinkedIn is available at www.linkedin.com/legal/privacy-policy.</p>
RIGHTS OF DATA SUBJECTS	
General information	<p>1. In connection with the processing of personal data by ftl, the data subject has various rights, described in detail below.</p> <p>2. The data subject may exercise their rights by submitting a request:</p> <ul style="list-style-type: none"> • by writing to the e-mail address: kontakt@ftl.pl; • by writing to ftl's address at: ul. Moniuszki 6/2, 31-513 Kraków.
Right to access the data	The data subject has the right to access their personal data processed by ftl. By exercising this right, the data subject may request ftl to provide the information on

	whether ftl processes their personal data, what categories of data are processed and for what purposes. Under the right of access to data, the data subject may also request information about to whom their personal data is made available, how long they will be stored and what the source of their acquisition is. The data subject may also request information about automated decision making.
Right to obtain a copy of the data	As part of the right to access, the data subject has the right to obtain a copy of their personal data processed by ftl.
Right to rectify data	The data subject has the right to request ftl to immediately rectify their personal data that are incorrect, as well as to supplement incomplete personal data, including by providing an additional statement.
Right to request the deletion of personal data	The data subject has the right to request ftl to delete their personal data immediately, if: <ul style="list-style-type: none"> • the personal data are no longer necessary for the purpose for which they were collected or otherwise processed; • the data subject has withdrawn their consent to their processing and there are no other grounds for processing their data; • the data subject has objected to their processing and there are no overriding legitimate interests that justify their further processing, or if the data subject has objected to the processing of their data for direct marketing purposes; • personal data have been unlawfully processed; • personal data must be deleted by ftl in order to comply with a legal obligation.
Right to request restriction of processing	The data subject has the right to request ftl to limit the processing of their personal data if: <ul style="list-style-type: none"> • the data subject questions the correctness of the personal data processed by ftl - for a period allowing ftl to verify the correctness of such data; • the processing is unlawful, and the data subject opposes the deletion of their personal data and requests restriction of their use instead; • ftl no longer needs personal data for the purposes of processing, but they are needed by the data subject to establish, assert or defend potential claims; • the data subject has objected to the processing of their personal data by ftl - pending verification whether the legitimate grounds of the controller override those of the data subject.
Right to object	The data subject has the right to object to the processing carried out by ftl due to its being necessary for the pursuance of ftl's legitimate interests.
Right to withdraw the consent	Whenever ftl processes personal data based on a consent, the data subject has the right to withdraw such consent at any time. Withdrawal of consent does not affect the lawfulness of the processing of the personal data carried out prior to its withdrawal.
Right to lodge a complaint with the supervisory authority	ftl makes reasonable efforts to ensure that the processing of personal data is carried out in accordance with the provisions of the applicable law. If, nevertheless, the data subject decides that their personal data are processed unlawfully by ftl, they have the right to lodge a complaint with the supervisory authority. In Poland, the supervisory authority is the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warszawa).
OTHER INFORMATION	

Automated decision making	ftl, based on the personal data which are processed, shall not perform automated decision making, including profiling referred to in Article 22.1 and Article 22.4 of the GDPR.
Transferring personal data to third countries	ftl shall transfer personal data to a third country (outside the European Economic Area) only when it is necessary, in particular due to the characteristics of the legal assistance services provided by ftl. The transfer of personal data to a third country shall each time will take place in compliance the protection measures provided for by the law, in particular on the basis of the applicable decision of the European Commission stating an adequate level of protection of personal data in the country to which the personal data are transferred, based on standard contractual clauses approved by The European Commission or any other appropriate mechanism that allows the transfer of personal data to a third country in accordance with the applicable law.
Policy review and update	This Policy is subject to periodic reviews and updates.

COOKIES

*In order to ensure the proper functioning and display of the www.ftl.pl website (hereinafter: "**Site**") on the device used by the user (hereinafter "**User**") and to adapt the content of the Site to the User's preferences and its continuous optimisation, the Site uses cookies.*

What are cookies and what data can they collect	<ol style="list-style-type: none"> 1. Cookies are text files sent by a web server and stored on the User's device (in its browser's memory). When the browser reconnects to the Site, the Site recognises the type of device from which the User is connecting. The parameters allow only the server that created them to read the information they contain. 2. Cookies collect, <i>inter alia</i>, the following data related to the use of the Site by the User: User's IP address, information about the Internet browser and the computer system used by the User.
What cookies are used on the Site	<ol style="list-style-type: none"> 1. The Site uses cookies to ensure proper functioning of the Site and its display on the User's device, as well as to increase the comfort of using the Site. Cookies are also used by ftl to operate a tool that obtains the consent to use the cookies and contains information about these cookies (the so-called "cookie window"). 2. Cookies have their retention period ("lifespan") after which they expire. ftl uses two types of cookies: <ul style="list-style-type: none"> • session cookies, i.e. temporary files that are stored on the User's device until logging off, leaving the Site or switching off the software (web browser) and • persistent cookies, which are stored for a specified period in the file parameters or until they are deleted by the User. 3. The Site uses the following cookies: <ul style="list-style-type: none"> • essential cookies – necessary for the operation of the Site. They are usually used in response to actions taken by the User, such as setting privacy options; • functional cookies – allowing the device to "remember" the settings selected by the User, e.g. with respect to the selected language. The purpose of these cookies is to enable the User to use the Site in a manner better adapted to their personal preferences, based on previous visits and the selected settings.
Links to social networking sites (LinkedIn)	The Website contains links that direct the User to the ftl fanpage on the LinkedIn social networking site. Once redirected to LinkedIn, the owner of the social portal also becomes the personal data controller. ftl has no control over the data

	<p>collected and the data processing, the purpose of data processing or the duration of data storage by the owner of the LinkedIn social networking site.</p>																				
<p>How to limit / disable cookies</p>	<ol style="list-style-type: none"> 1. The use of cookies other than necessary requires the User’s consent. Such consent is voluntary. 2. When visiting the Site for the first time (or after deleting cookies on a particular device), the User will see a message indicating that they agree to the use of the cookies. By clicking the appropriate button, the User can consent to the use of the cookies. The User can also limit the use of particular categories of cookies by clicking the “Configure” button or completely disable the use of non-essential cookies by clicking “Do not accept”. Limiting the use of cookies (or disabling them) may affect some of the functionalities available on the Site and hinder its operation. 3. The User may at any time change or withdraw their consent or modify their decision regarding cookies by clicking on the "Cookies" button located at the bottom of the Site. 																				
<p>This table contains information about the cookies used on the Site</p>	<table border="1"> <thead> <tr> <th data-bbox="456 869 722 909">Name</th> <th data-bbox="722 869 1046 909">Purpose</th> <th data-bbox="1046 869 1217 909">Category</th> <th data-bbox="1217 869 1465 909">Retention period</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 909 722 1160">CookieLawInfoConsent</td> <td data-bbox="722 909 1046 1160">These cookies are set by the GDPR Cookie Consent plugin. They are used to store the User’s consent to particular categories of cookies.</td> <td data-bbox="1046 909 1217 1160">Necessary</td> <td data-bbox="1217 909 1465 1160">12 months</td> </tr> <tr> <td data-bbox="456 1160 722 1406">cookieLawInfo-checkbox-necessary</td> <td data-bbox="722 1160 1046 1406">This cookie is set by the GDPR Cookie Consent plugin and is used to record the User’s consent to the cookies in the "Necessary" category.</td> <td data-bbox="1046 1160 1217 1406">Necessary</td> <td data-bbox="1217 1160 1465 1406">12 months</td> </tr> <tr> <td data-bbox="456 1406 722 1615">cookieLawInfo-checkbox-functional</td> <td data-bbox="722 1406 1046 1615">The cookie is set by the GDPR Cookie Consent plugin to record the user consent for the cookies in "Functional" category.</td> <td data-bbox="1046 1406 1217 1615">Necessary</td> <td data-bbox="1217 1406 1465 1615">12 months</td> </tr> <tr> <td data-bbox="456 1615 722 1984">pll_language</td> <td data-bbox="722 1615 1046 1984">The pll_language cookie is used by Polylang to remember the language selected by the User when returning to the Website, and also to get the language information when not otherwise available.</td> <td data-bbox="1046 1615 1217 1984">Necessary</td> <td data-bbox="1217 1615 1465 1984">12 months</td> </tr> </tbody> </table>	Name	Purpose	Category	Retention period	CookieLawInfoConsent	These cookies are set by the GDPR Cookie Consent plugin. They are used to store the User’s consent to particular categories of cookies.	Necessary	12 months	cookieLawInfo-checkbox-necessary	This cookie is set by the GDPR Cookie Consent plugin and is used to record the User’s consent to the cookies in the "Necessary" category.	Necessary	12 months	cookieLawInfo-checkbox-functional	The cookie is set by the GDPR Cookie Consent plugin to record the user consent for the cookies in "Functional" category.	Necessary	12 months	pll_language	The pll_language cookie is used by Polylang to remember the language selected by the User when returning to the Website, and also to get the language information when not otherwise available.	Necessary	12 months
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