## THE POSTRADER USA LLC

DATA PROTECTION AND DATA MANAGEMENT MANUAL

# I. The purpose and effect of the Manual

- **1.1** The purpose of the present Manual is to establish the principles of data protection and management, applied by Postrader (hereafter data manager), also its data protection and user policy, data manager acknowledges the policy as compulsory in its regards.
- **1.2** The present Manual contains the principles of personal data use given by User on the page of the Operator.
- **1.3** During the formation of the present instructions the Operator particularly considered the regulations of the Act CXIII. of 2011 (`Infotv.`) regarding the Right of Informational Self-Determination and of Freedom of Information, included in the 2016/679 statue of the European Parliament and Council (`General Data Protection Regulation` or `GDPR`) and the Act V. of 2013. regarding the Civil Code (`CIV`) and the Act XLVIII. of 2008. about Basic Requirements and Certain Restrictions of Commercial Advertising Activities.
- **1.4** Unless otherwise stated, the scope of the Manual does not cover those services and data operations, which are referred to in the present Manual as pertaining to the below mentioned advertisers on certain sites or appearing on those in other ways and connected to third parties as well as the operator of the website or the website manager as pertaining to promotions, prize winning games, services, other campaigns or contents distributed by them.

Likewise, in the absence of the contrarian information, the scope of the Manual does not cover the services or data management of such websites and service providers that can be referenced through the manual on the website.

Such services are governed by the rules and regulations of a third party operating the service and found in his data management Manual. The data manager accepts no responsibility for these data managements.

## **II. Definitions**

- **2.1** Data management: independent of the applied procedure or any action affecting the personal data or the sum of the procedures, especially the collection of personal data, the recording of those, the filing, storing, alteration, changing, usage, pulling, viewing, using, forwarding, distributing, or the making accessible any other way, publishing, synchronization or harmonizing or connecting, restricting, deleting and destroying.
- **2.2** Data operator: the person who defines individually or together with others the goal and means of Data handling. According to the services referenced in the present Manual, POSTRADER UDA LLC. (7061 S TAMIAMI TRAIL C SARASOTA, FL. US 34231) is designated as Data operator.

- **2.3** Personal data or data: any data or information by which a natural person, User can be clearly identified indirectly or directly.
- **2.4** Data processor: the provider, who handles personal data on behalf of the Data user. In the case of services found in the present Information Manual, Data processors can be the following:
- ALL4FORBUSINES S.L. Calle San Aldaia Spain CIF/VAT: ESB98376155, logistics, home delivery of ordered products (bigbuy.eu)
- Fakturownia Sp. z o.o. Juliana Smulikowskiego 6/8 00-389 Warszawa, Poland VAT ID PL5213704420, online invoice making (invoiceocean.com) Videotex Bt. 2310 Szigetszentmiklós Üdülő sor 195 A.sz. 28181910-1-13, marketing tevékenység marketing activities, IT services, operator duties c/o The Rocket Science Group, LLC 675 Ponce de Leon Ave NE Suite 5000 Atlanta, GA 30308 US EIN 58-2554149, Sending automated or occasional letters (mailchimp.com) Contabo GmbH, Aschauer Straße 32a, 81549 Munich, Germany server service (contabo.com) Hetzner Online GmbH, Industriestr. 25, 91710 Gunzenhausen, Deutschland, server (hetzner.com)
- **2.5 Service(s):** Free or fee-based services can be found on the postrader.com webpage, that people can use after their registration.
- **2.6 User:** a natural person, who registers on the postrader.com website and provides personal data within that framework, which are specified under point III.
- **2.7 Outside provider:** provider partner, so called third party used by the data operator or the operator of the given services and connected to the security of the given services directly or indirectly-. Personal data can and will be forwarded to third parties to secure their services and a third party can forward personal data to the data operator. Furthermore, data operator will consider the user as an outside provider during storage services, when it comes to data handling activities by user in the storage he is using.
- **2.8 Manual:** The present Manual about data management policies of the data operator

## III. The circle of the handled personal data

- **3.1** If the User is the visitor of the postrader.com webpage, then the system of the Data operator will automatically store the IP address of the User.
- **3.2** Based on the decision of the User, Data operator can operate the following data, relating to the use of services: During registration it is compulsory to povide: e-mail address, name. After the first purchase: phone number, exact address (country, city, zip code, street, floor, door) and the User can give other data voluntarily, like: hobbies and introduction.
- **3.3** If the User sends an invitation e-mail from the site of postrader.com, the system of the Data operator will store the e-mail address of the addressee for information purposes but only for the person who sent the invitation. The system of the Data

operator will not send letters to these e-mail addresses and will not give the address to a third party.

- **3.4** If the user will connect his Facebook with the postrader.com webpage on his own will, then the Data operator can operate the following personal data of the user in addition to the above mentioned: Facebook profile name, URL of Facebook profile, Facebook profile identification, Facebook profile picture, Facebook e-mail address.
- **3.5** Independent of the abovementioned it may happen that the data provider technically connected to the data management services may conduct data management activities without informing the data manager. Such an activity does not constitude data management by the data manager. Data manager will do all he can to prevent and filter such data managements.

## IV. The spectrum of Subsequent data handled by the data manager

- **4.1** In the interest of providing individually tailored service, the data manager places small information packets (so colled cookies) on the user's computer. The purpose with the cookies is ensuring an ever-higher quality operation, the custommade service and the increase of user experience. User is able to delete cookies from his computer or can set the browser to delete and block the cookies. By prohibiting the use of cookies user acknowledges that without the cookies the operation of the website is not at an optimum. In this case the data manager waives all responsibilities for lost data.
- **4.2** By using cookies during the personalized service on data management, data manager handles the following personal data, information regarding the circle of interests, habits, preferences (based of prior web searches)
- **4.3** The technical data recorded during the system usage are: those computer data of the entering user which are generated during the usage of the service and which are recorded as a result of the automated technical processes by the data manager's system. The system automatically logs the entering or exiting data without the express declaration or action of the user.

# V. The purpose of data management and its claim

- **5.1** The purpose of the data management by the data manager:
- a) the identification of the user, the keeping of contact with the user
- b) he permission of denial of eligible services found on the postrader.com website
- c) the handling of the personal user enquiries
- d) preparation of statistics and analysis
- e) the canvassing for the purpose of direct market capture and market oriented enquiries
- g) the provision of data storage space generated by the user such as introduction, uploaded videos and photos
- h) in the event of social services (chat, messaging) the securing of identification by the users, and enabling the communication amongst one another
- i) the organization and handling of occasional price lotteries, the notification of

prize winners and the provision of the prizes

- j) in the case of webshop services, the creation of the contract between the parties, the fixing of the content, modification, monitoring of the accomplishments, , the delivery of the products ordered , the usage of the service ordered, the invoicing of the purchase price as well as the enforcing of the follow ups involved documenting the appropriate fulfillment of the accounting obligations
- k) the technical development of the information system
- I) the protection of the user rights
- m) the protection of the rights of the data manager

Data manager may not use the personal data provided for any purpose other than expressly stated herein.

- **5.2** Data management is implemented upon the declaration of the users that were executed following the voluntary and adequate briefing which declaration contains the epress approval of the users that during the usage of the website the personal information they provided and the personal information generated on them may be put to use. When the data management is based upon the permission of the user, the user is entitled to withdraw his consent at any time Which withdrawal however does not extend to the legality of the data management that occurred prior the the withdrawl of the consent. At the time of entry by the user on the postrader website the service provider logs the user's IP address without the express permission of the user considering the interest of the data manager as well as being able to provide legally compliant services (e.g. unlawful usage or the filtering of unlawful content)
- **5.3** Data transfer to the data processors listed in this manual are permissible without the approval of the user. Personal data can only be transferred to third parties or to authorities only by final legal verdicts or by the prior, express, written consent of the user unles otherwise regulated by some legal provision.
- **5.5** A Felhasználó szavatol azért, hogy a Szolgáltatások igénybevétele során általa más természetes személyekről megadott vagy hozzáférhetővé tett személyes adat kezeléséhez (pl. a Felhasználó által generált tartalom közzététele során stb.) az érintett természetes személy hozzájárulását jogszerűen beszerezte. A Felhasználó által a Szolgáltatásokba feltöltött, megosztott felhasználói tartalomért minden felelősség a Felhasználót terheli.

User undertakes that he legally obtains the permission of the party involved for the publishing or sharing of data belonging to natural persons while using the website services (e.g. during the publishing of data generated by the user) . User bears all responsibility for the uploading of data to the services, as well as for all shared content.

**5.6** Any User providing the Email address and all other information during registration (such as username, identity number, password etc) is to make sure that only he personally is using the services from the given E-mail address. Accordingly, all the responsibilities concerning the activities connected to the given Email address and registration rests solely upon the user.

# VI. Principles and method of data management

- **6.1** Data manager handles all personal data based on principles of good intentions, transparency and good will as well as in accordance with the legal regulations and the stipulations of this manual.
- **6.2** Data manager uses all personal data which are absolutely necessary to make use of the services with the express consent of the user and only towards the end goal in providing the service.
- **6.3** Data manager handles personal data only for the purposes set forth in this manual while in accordance with the pertinent legal regulations. The scope of the personal data handled are commensurate with the purpose of the data management and can not over reach beyond those purposes. Data manager is supposed to inform the user inall such instances when the data is to be used for purposes other than the original intent and in such an event secures the prior expressed approval of the user while providing user a chance of refusal.
- **6.4** Data manager does not check the validity of the personal data provided. The responsibility for the data provided sets solely upon the user providing the data.
- **6.5** Data manager does not pass the personal information provided to any third party except to data processors as described or referenced in this manual. Under certain circumstances such as during official court proceedings, law enforcement enquiries, legal procedures, copyright or material infringement or the reasonable suspicion of such, the violations of the rights of the data manager, the endangerement of the services provided, the personal data of the violators may be made available.
- **6.6** The system of the data manager may collect data on the activities of the users that are not connecrted with the data provided during the registration process or with the data generated during the service usage of other websites.
- **6.7** Data manager notifies the user and all those that were forwarded the data for processing about the correction, limitation or deletion of the personal data handled. The notification can be bypassed if the lawful rights of the user regarding the purpose of the data provided, are not violated.
- **6.8** Data manager ensures the security of the personal data and undertakes to take all necessary measures such as implementing those technical and procedural guidelines that can guarantee that the recorded and stored data will be protected as well as preventing the accidental loss, unlawful destruction, unlawful acces, unlawful usage and unlawful alteration or transfer of the same. Data manager calls upon the execution of the above all such third parties who he will distribute the personal data to.
- **6.9** Based of the pertinent stipulatons of the GDPR, Data manager is not obligated to appoint a data protection officer.

# VII. The duration of the data management

**7.1.** Data manager stores the automatically recorded IP addresses for no longer than 13 months from the date of the recording.

- **7.2** In the case of the invitations sent by the users the Email addresses will be stored until such time that the user or the person invited will request the deletion of same.
- **7.3** The personal data provided by the user will be help up until the user will request the deletion of the data. In this case the personal data will be deleted from the system of the data manager. Following the deletion, the user will be unable to make use of the services of Postrader website and his user account gets terminated as well.
- **7.4** In case of unlawful or deceitful use or when the user commits a crime or there is a hacking attempt against the system, data manager is entitled to delete all personal data of the user while terminating the registration of the use as well. At the same time if there is a suspicion of a crime or civil liability data manager is allowed to keep all the personal data for the duration of the legal proceedings.
- **7.5** During the operation of the system all recorded data will be kept from the date of generating them until su ch time that the data manager deems it necessary to keep the system operational. Data manager ensures that these automatically recorded data and other personal data except for instances where legal stipulations rule otherwise will not be idenfitiable, save and except for investigating authorities and experts.
- **7.6** If the authorities order the deletion of the personal data, then the data manager shall execute such an order. Instead of deletion, the data manager while informing the user limits the usage of the personal data if the user so requests or if it assumed based on the available information that the deletion would infringe upon the rights of the user. Data manager will not delete personal data during the period when the purpose of the data management is valid such that excluded the deletion of the data.

#### VIII.

**8.1** Rights of the user and the method of enforcement

User may request the data manager for briefing whether he handles the personal data of the user and if so, then to provide access to these personal data for him. The personal data provided by the user together with the profile data found in the user's file can be viewed and modified. Independent of this the user can request in writing information about the handling of the personal data sent by registered mail or by E-mail sent to <a href="mailto:info@postrader.com">info@postrader.com</a>

Data manager deems the request sent in the mail authentic if the user can be obviously identified based on the application. If a request is sent by e-mail then the data manager deems it authentic only if the request was sent from the user's registered E-mail address although all this does not exclude the possibility of the data manger identifying the user in some other ways as well.

The information request can expand to the user's data handled by the data manager, its sources, the purpose of the data management, the legal foundations, duration, the names and addresses of the data processers, the activities related to

the data management and in the case of transferring data who and to what end the user's personal data was provided.

- **8.2** User can modify its data on the web page at any time by entering his own file. However, following the modifications, the original data can not be restored.
- **8.3** User may request the deletion of his personal data handled by the data manager. The request can be denied for the purpose of (1) excercising the right for the freedom of opinion or the freedom ofd information (2) if legal provisions allow the handling of data, or (3) putting forward legal claims, validation or protection. Data manager informs the user about the denial of the request every time, indicating the reason for the denial. Following the deletion of a requested data, the earlier data can no longer be reinstated. User may unsubscribe from the list of newsletters by clicking the corresponding link in the mail. In case of unsubscribing, data manager deletes the personal data of the user in his data base. User may unsubscribe form the system level newletters in his own user file.
- **8.4** User may request the data manager to limit the handling of his personal data if the user disputes the details of the handled personal data. In this case the limitation covers the time period that allows the data manager to check the details of the personal data. Data manager identifies the personal data handled by him, and if the user disputes the validity or accuracy of the data, but the disputed personal data's inaccuracy can not be clearly established.

User may request that the data manager limits the use of his personal data even if the data management is unlawful but if the user objects to the deletion of his data and instead asks for the limitation of its uses.

Furthermore the user can ask that the data manager limits the usage of his dagta if the purpose of the data usage is fulfilled, but the user requires the the handling of the data manager in order to put forward some legal claim, validation or protection.

Simultaniously with the suspension of the data management, the user's account gets suspended as well.

- **8.5** User may request that the data submitted and handled automatically by the data manager be handed over to him in a widely used, machine legible format and /or transferred to another data manager.
- **8.6** User may object against the handling of his personal data if (1) the handling of the personal data solely pertains to the fulfillment of data manager's legal obligation or is necessary for the fulfillment of the legal right of the data manager, some service operator of a third party. (2) if the purpose of the data management is the direct accomplishment of a business contract, public or scientific survey, or (3) if the data management is done for the interest of public good. Data manager examines the merti of the user objection and if the merti of the objection gets established, then the data management will be cancelled, the personal data will be blocked and will notify all parites concerned and those who have been forwarded data earlier about the objection and the resulting connecting activities

# IX. Data processing

- **9.1** The data manager utilizes as per the present manual the above-mentioned data processors for the fulfillment of his activities.
- **9.2** Data processors do not come to an independent decision, they can only follow the procedures outlined in the contract with the data manager and the instructions received.
- **9.3** Data manager controls the work of the data processors.
- **9.4** Data processors are further entitled

# X. External providers

**10.1** The operators of the services or the data provider utilize outside providers, and the data manager cooperates with those outside providers. The personal data kept and handled in the operating systems of the outside providers the governing rules are those included in the manual of the outside providers. Data manager will do everything in his power to ensure the legally compliant handling of the personal data transferred to the outside providers and that those data will be handled in a legal manner and be used only as instructed by the user or as prescribed in the present manual and for the below mentioned purposes. Data manager informs the users about the transfer of the data to the outside providers within the confines of this present manual.

# **10.2** Outside providers making the registration or entry easy

the operators of the services and/or the data manager in connection with the providing of the services cooperate with such outside providers, who provide applications which make user registration and entry easy. within the framework of such cooperation certain personal data (e.g. address, e-mail, registration name) get handed over to the outside providers and/or data processors. thes outside providers gather, collect, handle and transfer the data according to their own internal data protection initiatives. The outside providers enabling the registration and entry: Facebook Inc.

# **10.3** Outside providers of web analytics and advertising services

The providers of the services cooperate with the service operators and or the data manager web analytical and advertising service providers in connection with the web page services. These outside providers have access to the user IP address, furthermore in many instances assist the creation of personalized analysis or statistics in many instances using different click measuring techniques such as web beacon (the IP address that is used for the fixing of the web page in some instances done in emails or mobil applications, a click tag that is a measuring code monitoring the frequenting of a certain advertisement) or other click measuring techniques ensuring the personalization, analysis and statistics of the services. Such cookies placed by outside providedrs can be deleted at any time from the device of the user, and with the proper selection of the web browser the use of the cookies can be denied. The identification of the placed by outside providers can be done by

identifying the domain connected to the cookies. There is no possibility to refuse the web beacon, a click tag and other click measuring techniques. These outside providers handle the personal data transferred to them adhering to their own internal data protection guidelines. The outside provider cooperationg with the web analytical and advertsising sevice provider is: Facebook Inc.

- **10.5** Income paying outside providers enter into agreements with outside providers who enable payments in connection with the webshop services. These income paying providers handle the personal information transferred to them such as credit card numbers, number of bank accounts etc. in accordance with their own internal data protection guidelines. Further details about these guidelines can be read on the web page of the outside payment provider. The data manager does not store such information. The outside providers cooperating with the data manager are: Paypal, Stripe
- **10.6** In the event of providing web storage space from the point of view of the service providing, the data manager considers outside providers those users that are using the web storage space provided by the data manager. User is entitled to upload personal data based on his independent decision. In all cases where the data manager as provider provides web storage space, he does not do data management as related to personal data. All responsibility for the legally compliant handling of data here solely rests upon the user.
- **10.7** providers that neither the service operators, nor the data manager does not have contractual relartionship

Data manager does not have contractual relationship in terms of handling data or intentionally does not cooperate, but regardless have access to the wervice web page either through the cooperation of the user (e.g. connecting his personal account to the sevice) or without it and collect information about the activities of the service page which may independently or in conjunction with other informations gathered by other outside providers may be able to identify the user. Such outside providers may be especially but not exclusively: Facebook Ireland LTD., Google LLC, Instagram LLC., PayPal Holdings Inc., Pinterest Europe Ltd., Twitter International Company, Viber Media LLC, Vimeo INC., Yahoo! EMEA Ltd., YouTube LLC E These outside providers use the data transferred to them in accordance with their own internal data security guidelines.

# XI. Data transfers to third parties

- **11.1** Data manager is entitled and obligated to transfer to the authorities all such personal data which transfer of personal data he is obligated to by the force of legal stipulation of binding court ruling. Data manager can not be held liable for the consequences of transferring such information.
- **11.2** In order to properly inform user of such data transfer, and to monitor the lawfulness of the information transfer, Data manager logs all such transfers of information.

## XII. The amendment of the data management manual

- **12.1** Data manager retains the right to unilaterally amend this present manual.
- **12.2** By taking the next step, Users automatically accept the applicable stipulations of this manual, moreover there is no further need to get the approval of the individual user

# XIII. Legal remedies

- **13.1** Any enquiries, questions and observations about the data management, may be put to the assistants of postrader at the email address: info@postrader.com
- **13.2** User may turn with his complaint regarding the data handling directly to Nemzeti Adatvédelmi és Információszabadság Hatósághoz (address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.; telefon: +36-1-391-1400; e-mail: ugyfelszolgalat@naih.hu; web: www.naih.hu)

user my turn to court with his complaints. The prevailing authority shall be the High Court. the legal proceedings can be initiated at the district court of the user's residence as well. At the request of the user, he is being informed about the legal remedies and means.

Dated at Budapest, this 8<sup>th</sup> day of March 2018