

PRIVACY POLICY

Dear User,

As Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, "GDPR") applies from 25 May 2018, we present the Privacy Policy that we apply. This document sets out the principles under which personal data of persons using the Meeting Application and the <https://rejestracja.cybersecforum.eu/pl/rejestracja> website (hereinafter referred to as the "Website") are protected.

The Privacy Policy describes the type of the Service User's Personal Data collected, the manner of its collection, use, as well as its storage and possible disclosure, and describes what rights you have in connection with the processing of your Personal Data.

The Administrator is obliged to protect Service User's privacy. Acting with this objective in mind, the Administrator shall make every effort to ensure the protection of the personal data provided to Service User in connection with use of the Service and making purchases.

The administrator of your personal data is:

Kosciuszko Institute Association based in Krakow at Wilhelma Feldmana 4/9-10, 31-130 Krakow entered in the register of associations, other social and professional organizations, foundations and public health care facilities and the register of entrepreneurs of the National Court Register kept by the District Court for Krakow - Śródmieście in Krakow, XI Economic Department of the National Court Register registered under KRS number 0000145838, having NIP: 675-130-29-92.

PURPOSES AND GROUNDS FOR PROCESSING

1. Contract

If you are contacted with a view to concluding a contract, we process your data in order to take steps at your request before concluding the contract, e.g. to conduct negotiations or to present an offer (basis of Article 6(1)(b) of the RODO). The data will be processed for the period necessary to take action at your request. If a contract is not concluded after this period, the data will be deleted, and if a contract is concluded, they will continue to be processed until the execution of the contract and the statute of limitations for claims arising from the contract on the basis of the legitimate interest of the Administrator, which is the defence and vindication of claims (Article 6(1)(b) and (f) of the RODO).

If a contract is concluded with you, the data will be processed:

- for the purpose of concluding and performing the Agreement (e.g. contact in connection with its performance, payment confirmation, granting discounts, delivery of products and services, sending notifications about the implementation of the Agreement and orders) and on its basis (basis of Article 6(1)(b) of the RODO);
- in order to provide electronic services, in particular, to maintain the User's account on the Website (basis of Article 6(1)(b) of the RODO);
- for the purpose of implementing the complaint process and ensuring proper service to the User (basis of Article 6(1)(b) RODO);

- in order to fulfil the Administrator's legal obligations, such as tax obligations, the Accounting Act, the Civil Code, RODO, processing of complaints, fulfillment of information obligations (the basis of Article 6(1)(c) RODO);
- for archival (evidential) purposes to secure information in the event of a legal need to prove facts, based on the Administrator's legitimate interest (the basis of Article 6(1)(f) RODO), which is the archiving of records,
- for the possible establishment, investigation or defence against claims, based on the Administrator's legitimate interest (basis of Article 6(1)(f) RODO), which is then the establishment, investigation and defence against claims,
- for the purpose of direct marketing of the Administrator's own products and services based on a legitimate interest of the Administrator (basis of art. 6 par. 1 letter f RODO), which is direct marketing of its own products and services,
- to tailor advertising offers to customers' needs, to present advertisements based on your consent and the Administrator's legitimate interest (basis of Article 6(1)(a) and (f) of RODO), which is the adjustment of categories of offers or individual offers on the basis of your activity
- creating analyses of results of the Administrator's statutory and/or business activity for internal needs (legal basis in Article 6.1.f of the Regulation - realization of the Administrator's legitimate interest in the form of optimization of business activity).

2 Commercial information

If you have given your consent, your personal data will be processed to send you commercial information concerning products and services, promotions, and offers on the basis of your consent and the Administrator's legitimate interest, which is direct marketing of its own products and services (the basis of Article 6(1)(a) and (f) of the RODO).

3. Contact form

We process the personal data provided by you in the contact form for the purpose of processing the request and answering the question, based on the Administrator's legitimate interest (basis of Article 6(1)(f) of the RODO), which is to contact the User and answer their questions.

4. Regular and e-mail correspondence

If you send e-mails or traditional correspondence to the Administrator that is not connected to the provision of services or performance of another contract, the personal data contained therein are processed to process the request or query raised in the correspondence.

The basis for the processing in such a case is the legitimate interest of the Administrator (Article 6(1)(f) of the RODO), which consists in maintaining the correspondence and handling requests and inquiries in connection with the business activities performed. Providing personal data necessary to handle the request is mandatory.

5. Telephone contact

In the case of contact by you by telephone, in matters that are not related to the provision of services to you or the performance of another contract, the personal data provided by you are processed to handle the request or query raised.

The basis for such processing is the legitimate interest of the Administrator (Article 6.1.f RODO), which consists in handling requests and inquiries in connection with the business

activity. The Administrator may require you to provide data necessary to handle the request, in which case providing such data is mandatory to handle the request.

6. Contact by employees of the Contracting Party, the Client or a third party

If you contact us by phone or e-mail in connection with a contract concluded with your employer or actions taken at his request prior to concluding a contract - we process data obtained in this way in order to perform the concluded contract and take actions at his request prior to concluding a contract (the basis of Art. 6(1)(b) RODO), as well as for the purpose of asserting claims or defending against them, which constitutes a legitimate interest of the Administrator consisting in the protection of your rights (basis from Article 6(1)(f) RODO).

If you contact us on a matter other than the concluded agreement, for example, to obtain information about events, conferences, training or statutory activities, we process your data in order to answer the question asked or resolve the matter with which you turn to us. The basis for the processing is the legitimate interest of the Administrator in answering the question asked or resolving the matter in connection with its business activities (the basis of Article 6(1)(f) of the RODO).

7. Other grounds for the processing

Your data may also be processed for analytical and statistical purposes of customer satisfaction surveys, which is the legitimate interest of the Controller (basis of Article 6(1)(f) RODO).

If you are a member of the Administrator's bodies, we process your data for the purpose of exercising code and statutory supervisory and control rights and obligations (basis of Article 6(1)(c) of the RODO), as well as for the proper functioning of the company based on the Administrator's legitimate interest (basis of Article 6(1)(f) of the RODO), which is the proper functioning of the company.

RECIPIENTS OF DATA

1. Data processing outsourcing and data sharing

We may share your personal data with the entities we use to process it, in particular:

(a) other controllers who process personal data on their own behalf:

-entities that are authorized to receive your personal data under the relevant legislation,

-entities that provide trade fair stand construction services - to the extent that they become the data controller,

-entities that carry out workshops related to the Event - to the extent that they become data controllers,

-entities that carry out postal or courier services,

-entities that carry out payment activities (banks, payment institutions - to make mutual settlements, including payments to you),

-entities that purchase receivables and debt collection entities - in the event of non-performance by you of your obligations under the Agreement,

-entities that cooperate with us in handling accounting, tax, legal issues - to the extent that they become data controllers,

b) entities that process personal data on our behalf:

-entities that operate ICT systems and provide IT services,

-entities that provide us with advisory, consulting, auditing, legal, tax, accounting services,

-entities that provide document archiving services,

-entities that provide opinion services, advertising, and marketing services

-our subcontractors, i.e. entities that perform a service for us or provide goods related is the Agreement,

to the extent that it is necessary for the purposes of processing your personal data.

The Administrator will also provide access to your data when this is necessary due to an obligation incumbent upon it.

The Administrator may make your personal data available to parties to transactions that are concluded through the Service. Entities to which RODO applies, after obtaining personal data of the Service Users from the Administrator, are obliged to fulfill all obligations towards those Users arising from RODO and other legal regulations, including ensuring execution of the rights vested under RODO.

The Administrator may share data stored in cookies with Trusted Partners to better recognize the attractiveness of advertisements and services for improving the overall quality and effectiveness of services provided by these entities. Sharing of data stored in cookies is dependent on the User's consent. The recipient of the information stored in cookies is the hosting provider operating the web portal.

2. Transfer of data to third countries or international organizations

The Administrator may entrust the processing of personal data to a third country, i.e. outside the European Economic Area, and send it to external entities cooperating with the Administrator acting on behalf of the Administrator for the purposes described above.

Your personal data may be transferred outside the European Economic Area to:

- Alphabet Inc with its registered office in San Bruno (California) in the United States which owns the website available at www.youtube.com and is affiliated with Google LLC with its registered office in Mountain View in the United States in connection with the use of this portal and the provision of recordings of events, conferences, as well as webinars,

- Twitter Inc. based in San Francisco (California), United States in connection with the publication of information on the website www.twitter.com by the Administrator.

- LinkedIn Corporation based in the United States in connection with the publication of information on the Internet portal www.linkedin.com by the Administrator.

- Facebook based in the United States in connection with the publication of information on the web portal www.facebook.com by the Administrator.

- Instagram based in the United States in connection with the publication of information on the web portal www.instagram.com by the Administrator.

The Administrator may also store personal information in a location that is subject to a different jurisdiction than where you reside or are located.

In addition, some of our Trusted Partners or affiliates may store Service user data outside the EEA (European Economic Area).

The transfer of data outside the EEA, e.g. to the USA, only takes place if the entity in question meets an adequate level of security and data protection, e.g. under the European Commission's decision of 12 July 2016, the so-called Privacy Shield. This means that your data may only be transferred to entities that comply with the principles set out by the United States Department of Commerce under the EU-US Privacy Shield Framework programs governing the collection, use and storage of personal data from European Union member states, respectively. Such transfers shall only occur if a contract containing standard contractual clauses requiring a specific level of protection for personal data has been entered into with the entity receiving the data.

DATA RETENTION PERIOD

The period for which we may process your personal data depends on the legal basis that constitutes the legal prerequisite for the processing of personal data by the Administrator. We will never process personal data for a period longer than that resulting from the mentioned legal grounds. Accordingly, we inform you that:

- where the Administrator processes personal data based on consent for the period necessary to achieve the purposes referred to in the consents or until such consent is withdrawn by you,
- in case the Administrator processes your personal data obtained based on your request to take action by the Administrator prior to concluding a contract or other specified actions, the processing period lasts for the time necessary to take action upon your request,
- in case the Administrator processes personal data when it is necessary for the performance of a contract, the processing period lasts until the moment when the possibility of asserting claims related to the contract by either of the parties' ceases,
- where the Controller processes personal data on the basis of a legitimate interest of the Controller, the period of processing shall last until that interest ceases to exist (e.g. the period of limitation of civil law claims) or until the data subject objects to further processing
- in situations where such objection is legitimate under the law,
- in case the Administrator processes personal data because it is necessary by virtue of the binding legal regulations, the periods of data processing for this purpose are determined by these regulations.

YOUR RIGHTS

We inform you that you have the following rights

1. **The right** to access your data and to receive a copy of it
2. **The right** to correct (amend) your data
3. **The right** to data deletion.

If you believe that there are no grounds for us to process your data, you can request that we delete it.

4. The right to restrict processing

You may request that we restrict the processing of your personal data to the sole purpose of storing it or carrying out activities agreed upon with you if you believe that we have incorrect data about you or are processing it unfoundedly; or you do not want us to delete it because you need it to establish, assert or defend a claim; or for the duration of an objection raised by you against the processing.

5. The right to object to processing:

"marketing" objection. You have the right to object to the processing of your data for direct marketing purposes. If you exercise this right - we will stop processing your data for this purpose.

Objection on grounds of a special situation. You have the right to object to the processing of your data on the basis of legitimate interests for purposes other than direct marketing, as well as when the processing is necessary for the performance of a task carried out in the public interest or for the exercise of official authority vested in us. You should then indicate to us your particular situation which, in your opinion, justifies us ceasing the processing covered by the objection. We will no longer process your data for these purposes unless we can demonstrate that the grounds for our processing override your rights, or that your data is necessary for us to establish, exercise or defend our claims.

6. The right to data portability:

You have the right to receive from us in a structured, commonly used, machine-readable format (e.g. ".csv" format) the personal data concerning you that you have provided to us on the basis of a contract or your consent. You may also instruct us to send this data directly to another entity.

7. The right to lodge a complaint to the supervisory authority

If you believe that we are processing your data unlawfully, you may lodge an appropriate complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection with its registered office in Warsaw at Stawki 2, 00-193 Warsaw.

8. The right to withdraw consent to the processing of personal data

At any time, you have the right to withdraw your consent to the processing of those personal data that we process on the basis of your consent. Withdrawal of consent will not affect the lawfulness of processing, which was performed on the basis of your consent before its withdrawal.

If you wish to exercise your rights, please contact us personally by mail or e-mail using the following data:

Kosciuszko Institute Association based in Krakow
4/9-10 Wilhelma Feldmana St.
31-130 Cracow
e-mail: rodo@ik.org.pl
(Monday to Friday, 9 a.m. to 5 p.m.)

The Administrator shall respond to the submitted requests no later than within one month of receiving them.

VOLUNTARINESS OF PROVIDING PERSONAL DATA

The provision of data in connection with the handling of the request and the submitted inquiry, presented by telephone, postal correspondence, or email correspondence, is necessary for the handling of the inquiry and the response and the resolution of the matter, and failure to do so will result in the impossibility of sending a response or resolving the matter.

When you contact us to ask a question or indicate a case for a solution, providing your data enabling return contact is voluntary, but necessary to answer the question or solve the presented case.

Provision of data indicated in the contact form as mandatory is necessary to handle the question and answer it, and their failure will result in the inability to send the inquiry. Providing data in connection with the conclusion, execution and performance of the Agreement is voluntary, but necessary for the proper implementation of the service and performance of the contract. The consequence of failing to provide such data will be an inability to conclude a contract.

We may also require you to provide data if this is necessary for us to comply with legal obligations. In this case, the provision of data is mandatory.

Provision of data necessary to send commercial information on products and services, promotions and offers is voluntary, but necessary to send such information. Failure to provide such data makes it impossible to send commercial information on products and services, promotions and offers.

AUTOMATED DECISION-MAKING

The information we collect in connection with your use of our Services may be used in an automated manner (including in the form of profiling). We may undertake profiling activities for marketing purposes, i.e. to tailor marketing offers to your preferences. For this purpose, we will process your personal data directly while you are on the Website in connection with placing an order for Events selected by you (legal basis Art. 6(1)(f) of the Regulation - implementation of the controller's legitimate interest in the form of direct marketing. Our Partners may use targeting and profiling, i.e. automated processing of personal data, which consists, among other things, in using personal data to analyze or forecast personal preferences, interests, location, behavior.

COOKIES POLICY

The <https://rejestracja.cybersecforum.eu/pl/rejestracja> system uses cookies to provide you with the best possible experience of using it.

A cookie is a small piece of text information sent by a server and stored on the device of a visitor to our Service (usually on the hard drive of a computer or mobile device). It stores information that the Service may need to adapt to a visitor's use of the Service and to gather statistical information about the Service.

During browsing the content of the Service by Users, information on the use of the Service by Users and their IP addresses is collected automatically, based on analysis of access logs,

e.g. browser type, operating system type, date and time of visit, number of connections, number of opened subpages of the Service, viewed content.

Cookies do not store information constituting personal data of Website Users. Cookies are not used to determine User identity.

There are two main types of cookies used on the Website: "session" (session cookies) and "permanent" (persistent cookies).

"Session" cookies are temporary files that are stored in the final device of the User until logging out, leaving the website, or switching off software (web browser).

"Permanent" cookies are stored in the User's end device for the time specified in the parameters of cookies or until they are deleted by the User.

Apart from cookies, the Website may also collect data customarily gathered by administrators of Internet systems within so-called logs or log files. Information contained in logs may include IP address, type of platform, type of Internet browser.

Cookies are used on the Website with User's consent.

Consent to the use of cookies

The storage of cookies on the Users' terminal equipment depends solely on the Users' will. This means that when you give your consent to the saving of cookies, these files may be temporarily stored in a designated space and read by their provider. Realization of the following purposes is also justified by the Administrator's legitimate interest in ensuring access to the Service and providing services at the highest possible level (Article 6.1.f RODO).

What do we use cookies for?

Cookies are used for statistical purposes, presentation and personalization of the Website content, handling of forms, adjusting the Website content to the preferences of a given User, ensuring proper functioning of the Website and its functionality, marketing of our own products and services.

Cookies are also used for functional, content personalization, statistical, analytical, and marketing purposes.

The basis of collecting information about Service Users is the Administrator's legitimate interest in marketing its products and services, conducting statistical and analytical analyses, and ensuring the provision of services at the highest level.

Personal data

In principle, cookies do not constitute personal data. However, certain information stored in cookies (e.g. as to your preferences), especially when combined with other information about the user of the websites, may be treated as personal data. Personal data collected using cookies may only be processed for the purpose of performing certain functions for you as described above. Such data is encrypted in a way that prevents unauthorized access.

Third party cookies

By using our websites, you may receive cookies from third parties that cooperate with the Administrator, such as Google, Facebook, Twitter, as well as from companies implementing advertising campaigns on our websites on behalf of advertisers. You can find more information about these cookies on the websites of the respective third parties.

Changing the cookie settings

As a rule, web browsers, as well as other software installed on your computer or other devices that has been connected to the network - by default allow the placement of cookies on such a device. Therefore, they make it possible to collect information on persons visiting the Website. However, by changing the settings of the Internet browser, consent given for the use of cookie technology can be modified or canceled at any time by the Service User. This means that a User of the Service can, for example, partially restrict the storage of cookies on his/her device or completely disable such possibility. The Administrator informs however that limiting or disabling cookies usage can influence some functionalities available on the Service website

Detailed information on changing settings concerning cookies and their individual deletion in the most popular Internet browsers are available in the help section of the Internet browser and on the following websites:

- in Chrome: www.support.google.com/chrome/bin/answer.py?hl=pl&answer=95647
- Firefox: www.support.mozilla.org/pl/kb/ciasteczka
- the Internet Explorer browser: www.support.microsoft.com/kb/278835/pl
- the Opera browser: <https://www.opera.com/pl/privacy/cookies>
- the Safari browser www.safari.helpmax.net/pl/oszczedzanie-czasu/blokowanie-zawartosci/

Other

Please be informed that within the Website links may be placed that will enable its Users to directly access other websites. The Administrator has no influence on the privacy policy and the use of cookies applied by their administrators. We recommend that, before using the resources offered by other websites, each User should read the document concerning privacy policy and the use of cookies, if they have been made available, and, if they have not been made available, contact the editors of a given website to obtain information on this subject.