

## **PRIVACY POLICY**

This Privacy Policy defines the methods of protecting data of Website Users. The terms defined in the Rules shall also apply in this Privacy Policy.

This Privacy Policy is an integral part of the Rules and using the Website is deemed to be an acceptance thereof.

The entity acting as the Controller of personal data collected on the Website is PROIDEA Sp. z o.o. of Kraków, with its registered office at ul. Łabędzia 9, 30-651 Kraków, entered in the Business Register maintained by the District Court for Kraków-Śródmieście in Kraków under No. KRS 0000448243, holding Tax Identification Number (NIP): 6793088842, with the share capital of PLN 10,000, paid in full.

### **Scope and legal basis for collection of personal data**

PROIDEA collects the data of Users in the manner specified in the Rules.

PROIDEA collects and processes the following data relate to Users, who are natural persons who have registered on the Website:

(i) first name, (ii) surname, (iii) e-mail address, (iv) telephone number, (v) mailing address (address, postal code, city/town), (vi) where they learned about the Conference, (vii) purpose of participation in the Conference. Optionally, if such information is provided by the User, PROIDEA may also collect: (viii) the User's additional notes, (ix) the User's name on Twitter.

PROIDEA collects and processes the following data related to companies and Users submitting requests for participation by Participants:

(i) name of the company completing the registration process, (ii) address, (iii) name and surname of the person submitting the request, (iv) e-mail address of the person submitting the request, (v) telephone number of the person submitting the request, (vi) mailing address (address, postal code, city/town), (vii) where they learned about the Conference, (viii) purpose of participation in the Conference. Optionally, if such information is provided by the User, PROIDEA may also collect: (ix) the User's additional notes, (x) the User's name on Twitter, and (xii) the company's Tax Identification Number (NIP).

PROIDEA collects and processes the following data of the User who participates in the Conference as a Speaker: (i) name and surname, (ii) e-mail address, (iii) telephone number, (iv) e-mail, (v) country of residence, (vi) company name, (vii)

position, (viii) brief curriculum vitae, (ix) type of session, (x) name of the lecture, (xi) category, (xii) level of difficulty of presentation, (xiii) abstract, (xiv) duration, (xv) language of the lecture.

Users provide PROIDEA with personal and other data referred to above by filling in the registration form available on the Website and in the Platform.

### **Purpose of personal data collection and scope of its processing**

All data collected by PROIDEA are used for the purposes for which they were collected.

(a) With respect to Participants and Users: PROIDEA processes the data for the purposes related to the organisation of the Conference, including registration of Participants, ensuring communication with Participants and entities submitting notices of participation of Participants, as well as other purposes related to the performance of the agreement on participation in the Conference, and the complaint procedure.

(b) With respect to Speakers: PROIDEA processes the data for the purposes of evaluation of the submitted requests and selection of Speakers, as well as for the purposes related to the participation of the Speaker in the Conference.

Consent to the processing of data of a User participating in the Conference as a Speaker is given by marking the appropriate box in the Speaker's request form and giving such consent is entirely voluntary, although it is a condition for registering for participation in the Conference as a Speaker.

(c) If a User or a Participant who is not a User gives such consent, PROIDEA and the Conference partners may process the following data for the purposes related to sending information on PROIDEA's and the Conference partners' business activities and offer (marketing purposes):

Giving the consent referred to in item c) above is voluntary and is not a condition of participation in the Conference – a Participant may give a separate consent to the processing of their personal data for the purpose indicated above by marking the appropriate box (YES or NO) in the registration form.

The User, as the data subject, has the right to withdraw his or her consent to the processing of his or her personal data at any time. To that end, he or she should notify PROIDEA of the fact by sending a relevant request by e-mail to the following address: [rejestracja@proidea.org.pl](mailto:rejestracja@proidea.org.pl), or to PROIDEA's address: ul. Łabędzia 9, 30-651 Kraków. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. Once the User withdraws his or her consent to the processing of personal data, the provisions of this Privacy Policy shall apply accordingly.

## **Right of access**

Users and Participants who are not Users, as data subjects, have the right to access and correct their personal data, have them completed, updated or rectified, request that their processing be suspended temporarily or permanently, restrict their processing or their erasure.

PROIDEA reserves the right to refuse to erase the Client's data, if their retention is necessary to enforce claims or is required under the applicable laws.

Any changes to a person's personal data may be made by sending a relevant statement to PROIDEA's address.

## **Cookies**

The Website uses small files called cookies.

Website Users are informed of the use of cookies through a relevant pop-up window displayed on the Website. In the notice PROIDEA informs Users that further use of the Website is deemed as the acceptance of the use of cookies, unless cookies have been disabled by the User in browser settings.

Cookies are stored by the server on the computer of the User using the Website. Cookies usually contain the name of the domain from which they originate, their expiration date and a unique, randomly selected number identifying the file. Cookies do not contain data that would permit the identification of the User.

Information collected by means of such files help adjust the Website to individual preferences and needs of Users. It also makes it possible to produce general statistics on the use of the Website.

The operation of cookies is entirely safe for computers, in particular no viruses and other malicious software can affect Users' computers through cookies.

Nonetheless, Users may restrict or disable the storage of cookies on their computers. If Users choose to do so, browsing through the Website will be possible, but the use of its certain functions may be limited.

## **IP address**

PROIDEA reserves the right to collect IP addresses of Website visitors, which may be helpful in diagnosing technical issues concerning the server and creating statistical analyses (e.g. to determine the regions where the highest number of

Website visits are made). In addition, collection of IP addresses may be useful for administration purposes and to improve the Website.

IP addresses are collected in an anonymous way, which means that they are not assigned to any User data.

### **Access to data by third parties**

The personal data collected by PROIDEA may be accessed directly only by authorised employees or associates of PROIDEA, authorised persons responsible for maintenance of the Website, as well as entities that have been granted relevant authorisations.

Personal data collected by PROIDEA are also accessible by the entity operating the Platform, through which registration for participation in the Conference is carried out. In addition, if a Participant uses the online payment method, PROIDEA will disclose the data related to such Participant to relevant payment agents in the scope necessary to process such payments. Data are transferred under the personal data processing agreements executed by PROIDEA.

Personal data may also be made available to entities authorised to receive them under the applicable law, in particular competent judicial authorities.

If an explicit and voluntary consent is given, as referred to in Section “Purpose of personal data collection and scope of its processing”, the provided personal data may also be processed by Conference partners.

### **Safeguards and personal data protection**

PROIDEA processes personal data in accordance with the Personal Data Protection Act of 29 August 1997 and implement technical and organisational measures which ensure adequate protection of processed personal data, considering relevant threats and the category of protected information, in particular they secure personal data against disclosure to unauthorised persons, loss or damage.

### **Contacting us**

Any additional questions related to the Privacy Policy should be sent to the correspondence address indicated above or the following e-mail address: [rejestracja@proidea.org.pl](mailto:rejestracja@proidea.org.pl)

### **Amendments to the Privacy Policy**

PROIDEA reserves the right to amend this Privacy Policy. The Privacy Policy is an integral part of the Rules and any amendment hereof will take place in accordance with the procedure applicable to amending the Rules.

The date given below is the effective date of this Privacy Policy in its latest version.

Date: 15.03. 2018