

## **PRIVACY POLICY**

This Privacy Policy defines the manner of data protection of Users availing of the Service.

For the purpose of this Privacy Policy, Terms defined in the Rules and Regulations shall apply. Availing of the Service shall be tantamount to accepting said Rules and Regulations, and this Privacy Policy constitutes an integral part thereof.

The Administrator of Personal Data obtained via the Service shall be PROIDEA sp. z o.o. with registered office in Kraków at ul. Łabędzia 9, 30-651 Kraków, entered into the Register of Entrepreneurs maintained at the District Court for Kraków-Śródmieście in Kraków, National Court Register with the KRS number: 0000448243, NIP number: 6793088842, with the initial capital in the amount of PLN 10,000.00, paid up in full.

### **Scope and Basis of Collection of Personal Data.**

PROIDEA shall collect User data in the manner defined in the text of Rules and Regulations.

PROIDEA shall collect and processes the following User data of natural persons who registered via the Service:

(i) name, (ii) surname, (iii) e-mail address, (iv) phone number, (v) correspondence address (vi) T-shirt size (vii) lunch preferences (standard/ vegetarian), (viii) how Users found out about the Conference. Optionally, if such data was provided by the User, PROIDEA may also collect: (ix) User`s additional comments, (x) User`s name on LinkedIn, (xi) User`s name on Facebook, (xii) User`s name on Twitter.

PROIDEA shall collect and process the following data regarding companies who register Users and the Users who register themselves:

(i) name of the registering company, (ii) address, (iii) name and surname of registering person, (iv) e-mail address of registering person, (v) phone number of registering person. If such data was provided by the User, PROIDEA may also collect: (vi) User`s additional comments, (vii) how Users found out about the Conference, (viii) User`s name on LinkedIn, (ix) User`s name on Facebook, (x) User`s name on Twitter.

PROIDEA shall collect and process the following data of Conference Participants registered by companies (i) name, (ii) surname, (iii) e-mail address, (iv) position held, (v) T-shirt size, (vi) lunch preference.

Users shall provide PROIDEA with personal data as well as other data mentioned hereinabove by way of filling out a registration form available via the Conference website.

### **Purpose of Data Collection and Scope of Processing.**

Any and all data collected by PROIDEA shall be used for purposes related to organization of the Conference, including but not limited to registration of Conference Participants, providing communication with the Conference Participant and entities that register Conference Participants, as well as other purposes related to performance of the Agreement on Participation in the Conference.

If the User or a Conference Participant who is not a User but expressed his consent, PROIDEA shall process the collected data for the purposes connected with transfer of information on business activity and offer of PROIDEA and Conference Partners.

### **Right of Access**

Users and Conference Participants who are not Users but whose data is concerned, shall be entitled to access said data and update them. Any and all changes in Personal Data may be done by sending a relevant statement to the address of PROIDEA.

### **Cookies**

The Website uses small files called Cookies.

User of the Service is informed about the use of Cookies by displaying a relevant dialogue box on the Website. Moreover, PROIDEA informs the User that further use of Service shall be tantamount to granting acceptance for the use of Cookies, unless Cookies were turned off in the web browser settings by the User.

Cookies are recorded by the server on the computer of the User who visits the Website. Cookie file usually contains the name of the domain from which it originates, its 'retention period' and an individual, randomly assigned number that identifies such file. Cookies do not contain any data that allow for identification of the User. Information collected by way of those files helps sync the Website with

individual preferences and needs of the Users. They also allow for preparation of general statistics related to the Website traffic.

The Cookies mechanism is entirely safe for computers, specifically, it does not allow in any viruses or other malware into the Users` computers.

However, the User may limit or turn off Cookies` access to his computer. If such option is chosen, navigation within the Website will be possible, however it may result in a limitation of possibilities of availing of certain functionalities.

### **IP Address**

PROIDEA reserves the right to collect IP addresses of Website visitors, which may be helpful when diagnosing technical problems with the server, creating statistical analyses (e.g. establishing what regions most traffic originates from). Moreover, such data may become useful in administration and improving the Website.

IP addresses are collected in an anonymous manner, which means that they are not associated with any user data.

### **Third Party Access to Data.**

Only authorized employees, co-workers of PROIDEA or authorized persons dealing with Website support who were granted relevant authorizations have direct access to Personal Data collected by PROIDEA.

Moreover, Personal Data may be disclosed to entities authorized to obtain such access on the basis of legal provisions in force, including but not limited to relevant authorities of the judicial system.

### **Security and Personal Data Protection**

PROIDEA shall process Personal Data in accordance with the [Polish] Act of 29 August 1997 on Protection of Personal Data and shall implement technical and organizational security measures which provide security relevant for a level of threat and the category of data under protection, including but not limited to, protecting data from their loss, damage or being accessed by unauthorized persons.

## **How to Contact Us**

Please send any additional questions related to Privacy Policy to the correspondence address provided hereinabove or to our e-mail address at: [anna.bil@proidea.org.pl](mailto:anna.bil@proidea.org.pl)

## **Changes to Privacy Policy**

PROIDEA reserves the right to amend the Privacy Policy. Privacy Policy constitutes an integral part of Rules and Regulations and any changes thereto must follow the procedure set forth for the Rules and Regulations.

Date provided hereinbelow shall be the effective date for the most current version of the Privacy Policy.

Date: 20 October 2018.