

Hello!

If you have found this page, it means that the protection of your personal data is important to you. We want to assure you that we care about your privacy and it is important to us. For this purpose, we have implemented not only legal but also technical measures to further strengthen its protection.

In accordance with the GDPR, below we present the rules for processing your personal data by us. Familiarize yourself with the most important questions regarding your personal data, and in case of any doubts regarding the Privacy Policy, please contact us at: kontakt@easypolish.com.pl.

PRIVACY POLICY

§1 Who is the Administrator of your personal data?

The data administrator is the Easypolska Foundation with its registered office at ul. Kosynierska 17 lok. 5, 60-241 Poznań. NIP: 7792453748, REGON: 36604765300000, registered in the National Court Register under the number: 0000651057.

You can contact the Administrator by writing to the e-mail address: kontakt@easypolish.com.pl.

§2 For what purpose do we collect your data and how long do we store it?

We may process your data for the following purposes:

1. Communicating with you, including answering questions submitted via the contact form, e-mail, etc.;

The data will be processed based on the legitimate interest of the Administrator, in the form of communication with the Users of the Website (Article 6(1)(f) of the GDPR). Your data will be processed no longer than until you raise an objection or the business purpose ceases. Providing this data is voluntary, but at the same time necessary for communication with you. Data may also be processed during the archiving process for internal purposes, based on the Administrator's legitimate interest (Article 6(1)(f) of the GDPR), until an objection is raised or the business purpose ceases.

2. Concluding a contract and its implementation (placing an order);

3. Establishing, defending and pursuing claims;

4. Implementation of legal obligations incumbent on the Administrator (including tax and archiving obligations);

The data necessary for the conclusion and performance of the contract will be processed for the duration of the contract, including the time of exercising the rights arising from the contract, such as the right to complaint under the warranty (Article 6(1)(b) and (f) of the GDPR). Providing this data is voluntary, but at the same time necessary to conclude and perform the contract.

Additional data provided in order to, among others, improving the performance of the contract will be processed no longer than until you raise an objection or the business purpose ceases, based on a legitimate interest in customer service (Article 6(1)(f) of the GDPR).

After this time, **the data will be processed for the period of limitation of claims**, based on the Administrator's legitimate interest in order to defend against claims, as well as to establish and pursue claims (Article 6(1)(f) of the GDPR).

If the **data is necessary to fulfill the legal obligations incumbent on the Administrator** (such as issuing and storing invoices) - the data will be processed for this purpose for no longer than 6 years (archiving obligations regarding accounting documents), unless the law requires a longer period (Article 6(1)(c) of the GDPR).

The data may also be archived for internal and statistical purposes, until you raise an objection or the business purpose ceases, based on the Administrator's legitimate interest (Article 6(1)(f) of the GDPR).

5. Providing marketing information (e.g. sending a newsletter and information about services, products, promotions, free content using other tools, e.g. chatbot, telephone);

The data will be processed based on the legitimate interest of the Administrator, in the form of marketing of the Administrator's products and services (Article 6(1)(f) of the GDPR). The data will be processed no longer than until you raise an objection or the business purpose ceases to exist - whichever comes first. Providing data is voluntary, but necessary to receive marketing/commercial information.

According to Art. 10 of the Act on the provision of electronic services, for the purposes of maintaining commercial and telephone communication, we need your consent. You can withdraw it at any time by clicking the link in the footer of the email or by writing to us at the address provided above.

6. Administration and management of the page and groups on social platforms (including Facebook (Meta), Instagram, LinkedIn), in the case of data processing on social platforms, including communication and directing marketing content;

These data will be processed only when you decide to: like the page / join the group / select the "Follow" option or otherwise leave your data on the platform managed by us, e.g. in the form of posting or commenting. The data will be processed for the period of existence of the page/group or until you raise an objection, which may be done by clicking the "Like", "Follow" option, deleting the comment/entry or in another way provided within the platform/page or by contacting with us. Please be advised that the rules relating to the page/fanpage/group are set by the Administrator, while the rules of using the social networking site on which the page/fanpage/group is placed are set by the entity managing these portals.

7. Analytical and statistical;;

Data processing for analytical and statistical purposes consists in particular in the analysis of data obtained automatically when using the website, including cookies. The data is processed based on the legitimate interest of the Administrator, in the form of adjusting the content of the Website to the User's preferences and optimizing the use of the Website; creating statistics that help to understand how Users use the Website, which allows improving its structure and content (Article 6(1)(f) of the GDPR). The data may also be archived for internal and statistical purposes, based on the Administrator's legitimate interest (Article 6(1)(f) of the GDPR), until you raise an objection or the business purpose ceases..

8. Promotion and marketing;;

If you provide us with your data, in particular in the form of an opinion on a product or service, including image data, they will be processed based on the legitimate interest of the Administrator in the form of marketing, for the purpose of improving the quality of services and products as well as promoting services and Administrator's products. These data will be processed for the period necessary to achieve business goals or until an objection is raised. Providing data is voluntary.

9. Recruitment;

The data may be processed for the time necessary for the recruitment process and conclusion of the contract (Article 6(1)(b) and Article 6(1)(c) of the GDPR), and in the case of additional data provided voluntarily - based on your consent. They can also be used for future recruitment purposes - based on your consent - for a maximum period of 3 years (this period is counted from the end of the year in which the application was obtained). Providing personal data is voluntary, however, the provision of some data may be necessary to carry out recruitment, as well as to conclude a contract. The consequence of not providing this data will be the failure to undertake the above-mentioned activities.

§3 Who can we transfer your data to?

We transfer your data to other entities only when it is necessary to achieve the purposes of processing referred to in §2 and only to the extent necessary to achieve this goal. As a rule, we collect and process only the data that you have provided to us, subject to the data collected automatically (cookies). More about cookies can be found in §7.

If necessary, your data may be transferred to entities with which we cooperate in the implementation of the above purposes, in particular a company providing accounting and bookkeeping services, a company providing newsletter services, a company providing cloud services, entities providing marketing services, entities providing administrative services, subcontractors, lawyers, customer service platform.

As a rule, data will not be transferred outside the EEA, subject to the situations described below. In other cases, if the data is transferred outside the EEA, it will be based on your consent, standard contractual clauses or based on other safeguards provided for in the GDPR, after meeting, among others, information obligation.

Services provided by Google or Facebook (META) are generally performed by entities based in the European Union. However, due to the global nature of these entities' operations, your data may be transferred to the USA in connection with their storage on American servers (in whole or in part). Regardless, Google and Facebook have implemented safeguards in accordance with the requirements of the GDPR, aimed at protecting personal data through the use of standard contractual clauses. More information on the principles of data processing by the above-mentioned providers, can be found in the Privacy Policies of each entity.

Your data (if it results from the purpose of processing) may also be transferred outside the EEA to the following entities:

- 1) Slack Technologies, Inc, United States, 500 Howard Street, San Francisco, 94105

§4 What are your rights?

In connection with the GDPR, you have the right to access your personal data, rectify personal data, delete personal data, limit the processing of personal data, object to the processing of personal data, transfer personal data, withdraw consent to data processing; withdrawal of consent does not affect the lawfulness of the processing carried out before its withdrawal. Detailed information on the above rights are in the GDPR regulation, i.e. in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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).

If you believe that your personal data is processed contrary to applicable law, you have the right to lodge a complaint with the President of the Office for Personal Data Protection. In this case, however, I encourage you to contact us in advance to clarify your doubts.

§5 Is your data profiled?

The administrator analyzes personal data in an automated manner, using tools provided by software providers (e.g. using statistics, history), only to the extent that does not have any legal effects on you or does not significantly affect your situation, including guaranteed rights and freedom. The purpose of data processing in an automated manner is to learn the Users' preferences (more information about the analysis can be found in §7 Cookies Policy).

§6 Legal provisions applicable in the field of personal data

In matters not regulated, the relevant provisions of law, including European law (e.g. GDPR), shall apply.

§7 Cookies policy

The website does not automatically collect any information, except for information contained in cookie files. These data are collected in a way that prevents identification of the User, the so-called anonymous data.

Cookie files (so-called "cookies") are IT data, in particular text files, which are stored on the Website User's end device and are intended for using the Website. Cookies usually contain the name of the website they come from, their storage time on the end device and a unique number.

Cookies are used: to adjust the content of the Website to the User's preferences and to optimize the use of the Website, as well as to create statistics that help understand how Users use the Website, which allows improving its structure and content.

You can make changes to the cookie settings yourself. In many cases, the web browser allows cookies to be stored on the User's end device by default. Detailed information on the possibilities and ways of handling cookies are available in the software (web browser) settings. Failure to consent to cookies may limit the operation of some functionalities on the Website.

The Administrator uses technologies that monitor actions taken by the User within the Website:

- Facebook conversion pixel (Meta) provided by Meta Platforms Ireland Limited - to manage ads on Meta and conduct remarketing activities; Facebook Pixel is a piece of code published on a website that allows you to reach a target group based on the data of people who have used the website. As part of the Facebook Pixel function, it is therefore possible to display published advertisements on Meta-owned portals only to users of the portal who have shown interest in products or services or have common factors for the above. people. These data are processed based on the Administrator's legitimate interest (Article 6(1)(f) of the GDPR). Detailed information on the Facebook Pixel can be found on the [Facebook Privacy Policy \(Meta\) page](#).

- Google tools, including Google Analytics provided by Google LLC, 1600 Amphitheater Parkway, Mountain View, CA 94043, USA. Data obtained as part of the use of the above-mentioned I use the tools to analyze the statistics of the Website. Google Analytics uses its own cookies to analyze the actions and behavior of Website Users. These files are used to store information, e.g. from which page the User came to the current website. Help to improve the Website. These data are processed based on the Administrator's legitimate interest (Article 6(1)(f) of the GDPR). Detailed information on Google Analytics can be found on the website: [rules for using Google tools](#).

§8 Social plugins

The Website uses plug-ins, widgets and other social tools provided by portals such as: Facebook (Meta), Instagram. The rules regarding the processing of personal data are described directly on the pages of the abovementioned websites. service providers.

§9 Joint controllership

The data processed for the purposes of statistics collected within the Facebook (Meta) platform are co-administered by the Administrator and Meta Platforms Ireland Limited, with its registered office at 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland, hereinafter referred to as the Co-Administrator. Detailed rules regarding the co-administration of data, including information on rights, are described on the [Privacy Policy page](#).

The data processed within the LinkedIn platform are co-administered by the Administrator and LinkedIn Ireland Unlimited Company, address: Legal Dept. (Privacy Policy and User Agreement), Wilton Place, Dublin 2, Ireland, hereinafter referred to as the Joint Controller. Detailed rules regarding the co-administration of data, including information on rights, are described on the [Privacy Policy page](#).

The Administrator processes data based on the Administrator's legitimate interest, consisting in conducting analyzes of Users' activity, as well as their preferences, in order to improve the functionalities and services provided. In matters relating to personal data, you can contact both the Administrator and the Co-administrator.