

## **PRIVACY POLICY OF GROUP A05 SP. Z O.O.**

### Administrator's data

we would like to inform you that the administrator of your personal data is Grupa A05 Sp. z o.o., with headquarters in Krakow, Pl. Na Groblach 14/2 31-101 Kraków, entered into the National Court Register under the number KRS 0000131043, with NIP number 676-01-02-956, hereinafter referred as the "Company". Contact with the Company regarding the protection of personal data is possible at the following e-mail address: [a05@a05.pl](mailto:a05@a05.pl)

### Goals and basics of personal data processing

Wishing to exercise due diligence in protecting the privacy of people using our services, we would like to inform you that as part of its operations, the Company processes personal data for various purposes, but always in accordance with the law and therefore introduces the following regulations name Privacy policy.

The purposes of processing personal data together with the legal basis:

- In order to send newsletters, which can be registered using the form on the Company's website or on the websites of events organized by us, we process personal data such as: e-mail address, name and surname. The legal basis for such data processing is art. 6 par. 1 lit. of the RODO, which allows personal data to be processed, if the user consented to it.
- In order to contact the User, we process such personal data by phone: phone number, name, surname and e-mail address. The legal basis for such data processing is art. 6 par. 1 lit. of the RODO, which allows personal data to be processed, if the user has given his consent.
- In order to register for a conference, congress or other event organized or operated by the Company by sending a contact or registration form, we process personal data in order to correctly process your application/contract, issue documentation proving participation, issue payment confirmation and archiving. as: name and surname, e-mail address, home address, telephone number, PESEL number, date of birth. The legal basis for such data processing is art. 6 par. 1 lit. of the RODO, which allows personal data to be processed, if the User agrees.
- If the User decides to use the services we offer, the basis for processing his data will be Art. 6 par. 1 lit. b RODO - these data will be necessary for the implementation of the contract between us, the subject of which is specified in it. The element of contract performance is m.in. issuing a certificate or a certificate in which we will post personal data.
- In order to send commercial communications and offers related to organized conferences and events or services offered by means of electronic communication, if it was previously agreed to receive such commercial information, e.g. during registration for another event or transferred in another form to the Company .
- In order for our websites to function properly, update them and publish information on them, we cooperate with hosting companies and websites that service our websites. To this end, these companies have access to personal data collected by the Company in the scope described above. We have written more about these companies in the following paragraphs.

### Cookies

1. The company on its websites uses the so-called cookies, or short text information, saved on a computer, phone, tablet or other user device. They can be read by our system as well as by systems belonging to other entities we use our services (eg Facebook, Google).

2. Cookies meet many very important functions on the website:

- ensuring security - cookies are used to authenticate users and prevent unauthorized use of the client's panel. They are therefore used to protect the user's personal data against unauthorized access;
- they influence the processes and efficiency of using the website - cookies are used to make the website work efficiently and to make use of the features available on it, which is possible, among

other things, by remembering the settings between subsequent visits on the website. Thanks to them, you can efficiently navigate the website and individual subpages;

- inform about the state of the session - in cookies, information about how visitors use the website is often saved, eg which subpages are most often displayed; they also enable identification of errors displayed on some subpages. Cookies used to save the so-called "Session state" helps, therefore, improve services and increase the comfort of browsing;
- maintaining the state of the session - if the client logs in to his panel, cookies allow the session to be sustained. This means that after switching to another subpage, you do not have to enter your login and password again each time, which contributes to the comfort of using the website;
- creating statistics - cookies are used to analyze how users use the website (how many websites open, how long they remain on the website, which content arouses the most interest, etc.). Thanks to this, you can constantly improve the website and adapt its operation to the preferences of users. In order to track activity and create statistics, we use Google tools, such as Google Analytics; in addition to reporting website usage statistics, the Google Analytics pixel can also be used, along with some of the cookies described above, to help display more relevant content to the user on Google services (e.g. Google search) and across the web;
- using social functions - on the website we have so-called Facebook pixel, which allows you to like our fan page on this site while using the site. However, to make this possible, we need to use the cookies provided by Facebook.

3. Many cookies are anonymized - no additional information, based on them we are unable to identify the User's identity.

4. By default, the web browser allows the use of cookies on the device, so when you first visit, please agree to the use of cookies. However, if you do not wish to use cookies while browsing the website, you can change the settings in the web browser - completely block the automatic support of cookies or request notification whenever you post cookies on your device. Settings can be changed at any time.

5. While respecting the autonomy of all people using the website, we feel, however, that we must notify you that disabling or limiting the use of cookies may cause quite serious difficulties in using the website, eg in the form of having to log in to each subpage, longer charging period websites, restrictions on the use of functionality, limitations in liking a page on Facebook, etc.

6. If the above information is insufficient, please contact [a05@a05.pl](mailto:a05@a05.pl)

#### The right to withdraw consent

1. If the processing of personal data is based on consent, the consent may be revoked at any time - at its sole discretion.

2. If you would like to withdraw your consent to the processing of personal data, it is sufficient for this purpose:

- send an email directly to the Company at the address [a05@a05.pl](mailto:a05@a05.pl)

3. If the processing of your personal data took place on the basis of your consent, its withdrawal does not mean that the processing of personal data up to this point infringed the law.

#### The requirement to provide personal data

1. Providing any personal data is voluntary and depends on your decision. However, in some cases, providing certain personal data is necessary to meet the expectations of using the services that we offer through our website or websites dedicated to events organized by us.

2. To receive the newsletter, it is necessary to provide an e-mail address - without this we are not able to send information about our activities and issues related to the profile of our business.

3. In order to be able to pick up a call exchanged via CallPage, it is necessary to provide a phone number - without this we are unable to make a call to you.

4. To be able to correctly carry out the service you have subscribed to through our website (conference, congress, event, etc.), it is necessary to provide your name, e-mail address, optional telephone number, PESEL number and date of birth.

### Automated decision making and profiling

We kindly inform you that we do not make automated decision-making, including on the basis of profiling.

### Recipients of personal data

1. In our activities, we use the help of other entities, which often involves the necessity to provide personal data. Therefore, if necessary, we pass your personal data to the following recipients:

- Grupa KKI-BCI Sp. Z o.o.
- Netventure Sp. z o.o., owner of the Syskonf Conference System
- Venture Plus

These entities process personal data only by providing services to the Company - they do not have the right to use your personal data for other purposes or to transfer them without our knowledge and consent to other entities.

2. In addition, it may happen that, for example, on the basis of the appropriate law or decision of the competent authority, we will have to transfer your personal data to other entities, be it public or private. It is difficult for us to predict who may apply for the disclosure of personal data. However, every case of request to provide personal data is analysed very carefully so as not to provide information about you to an unauthorized person.

### Transfer of personal data to third countries

1. Please be advised that we use popular services and technologies offered by entities such as Microsoft or Google. These companies are based outside the European Union and are therefore treated as third countries in the light of the provisions of the GDPR.

2. The ROPE imposes certain restrictions on the transfer of personal data to third countries. Therefore, each personal data administrator is required to establish the legal basis for such transmission.

3. For our part, we ensure that when using services and technologies, we will only transfer personal data to entities from the European Union or the United States, but for the latter only those who have joined the Privacy Shield, based on the decision of the European Commission with on July 12, 2016 - more on this subject can be read on the European Commission website available at [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfersoutside-eu/eu-us-privacy-shield\\_pl](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfersoutside-eu/eu-us-privacy-shield_pl)

Entities that have joined Privacy Shield guarantee that they will comply with the high standards of personal data protection that are in force in the European Union, that is why using their services and technologies offered in the processing of personal data is legal.

4. We will provide you with additional explanations regarding the transfer of personal data at any time, in particular when this issue raises your concern. You also have the right to obtain a copy of your personal data transferred to a third country.

### The period of personal data processing

1. In accordance with applicable law, we process your personal data only for the time that is needed to achieve a specific goal (one of the goals we have set out above). After this period, your personal data will be irretrievably deleted or destroyed.

2. Regarding individual periods of personal data processing, we indicate that we process personal data for the period of:

- duration of the contract - in relation to personal data processed in order to conclude and perform the contract
- 3 years or 10 years + 1 year - in relation to personal data processed in order to establish, investigate or defend claims (the length of the period depends on whether you are an entrepreneur or not);
- 6 months - in relation to personal data that were collected in the valuation of the service, and at the same time there was no immediate conclusion of the contract (we need this data if you

would like to come back to us during this period - it will be easier for us to determine your needs);

- 5 years - in relation to personal data related to the fulfillment of obligations under tax law (this time counts from the end of the calendar year in which the tax obligation arose related to the act of processing your data);
  - until the consent is withdrawn or the purpose of the processing is achieved, however, not longer than 5 years - in relation to personal data processed on the basis of consent;
  - until the opposition has been successfully filed or the purpose of processing has been achieved, but not for more than five years - in relation to personal data processed on the basis of a legitimate interest of the Company or for marketing purposes; • until obsolescence or obsolescence, but no more than three years - in relation to personal data processed mainly for analytical purposes, the use of cookies and the administration of the website.
3. We count the periods in the years from the end of the year in which we began to process personal data to improve the process of removing or destroying personal data. Separate calculation of the deadline for each contract concluded or consent would entail significant organizational and technical difficulties, as well as significant financial outlay, therefore establishing one date of removal or destruction of personal data allows us to manage this process more efficiently. Of course, if you use the right to "forget", such situations are considered individually.
4. An additional year associated with the processing of personal data collected for the purpose of the contract is dictated by the fact that you can submit a claim just before the expiry of the limitation period - in such a situation your request (or lawsuit) may be delivered to us late.

#### Rights of personal data subjects

1. You have the right to:

- access to your personal data;
- changes in personal data (written form);
- deletion of personal data;
- restrictions on the processing of personal data;
- opposition to the processing of personal data;
- moving out personal data.

2. If you want to understand more exactly what these rights are, you need to read the law, ie you need to read the text of the General Regulation on the processing of personal data (the so-called GDPR).

3. We indicate that these rights are not absolute, and therefore we may refuse you to comply with law in certain situations. However, if we refuse to accept the request, then only after careful consideration and only if the refusal to take into account the request is necessary.

4. You can exercise your rights by sending an email directly to the Company at the address [a05@a05.pl](mailto:a05@a05.pl)

#### The right to lodge a complaint

If you believe that your personal data is processed contrary to applicable law, you can complain to the President of the Office of Personal Data Protection.

#### Final Provisions

1. In the scope not covered by this Privacy Policy, there are provisions regarding the protection of personal data.
2. This Privacy Policy applies from September 1, 2018