

Privacy Policy

of CORAB

S.A.

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We attach the utmost responsibility to safeguarding your personal data. This Privacy Policy addresses the personal data we process as part of our online activities on the websites available at the URLs indicated below:

- <https://szkolenia.corab.pl/>
- <https://shopb2b.corab.pl/>
- <https://sat.corab.eu/>
- https://program.corab.pl
- https://sat.corab.pl
- <https://corab.pl/>
- https://panel.projektanta.corab.pl
- <https://en.shopb2b.corab.pl/>
- <https://de.shopb2b.corab.pl/>
- <https://en.sat.corab.pl/>
- <https://de.sat.corab.pl/>

The document you are reading relies on personal data legislation, including the GDPR (General Data Protection Regulation of 27 April 2016) or the Personal Data Protection Act of 10 May 2018.

The content of the Privacy Policy is subject to change at any time. We will always keep you up to date with any changes and quote a version of the document. We cooperate with entities guaranteeing high protection of the personal data we process.

Get in touch with us!

You can contact us on any matter related to the protection of your personal data through our Data Protection Officer (Katarzyna Krzywicka) at the following e-mail address: ido@corab.com.pl or by phone at: +48 794 509 753.

Data controller

The controller of your personal data is CORAB SPÓŁKA AKCYJNA with its registered office in Olsztyn (10-547) at ul. Michała Kajki 4, registered in the Register of Entrepreneurs kept by the District Court in Olsztyn, 8th Commercial Division of the National Court Register under number KRS 0000950779, REGON (National Business Registry Number): 510519084, NIP (Tax Identification Number): 7390207757 with share capital of PLN 1,184,000.00, paid up in full.

What does the Policy contain?

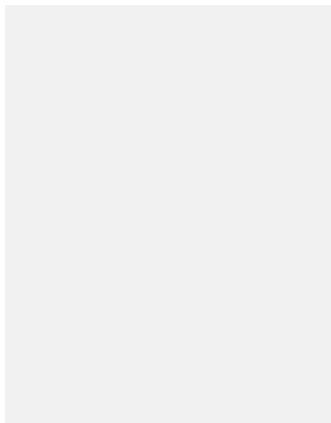
In this document, you can find information concerning, among other things, the principles for processing your personal data, the purposes for which we process your data, and the legal basis that supports the processing, the tools we use to run our websites, as well as the recipients of your data and your rights.

What data do we process, for what purpose, and on what basis?

We process your personal data, e.g. if you have contacted us, if you have visited one of our websites, if you request to receive information about our commercial offers or the commercial offers of our partners, but also if you are our customer and make purchases via our online shops.

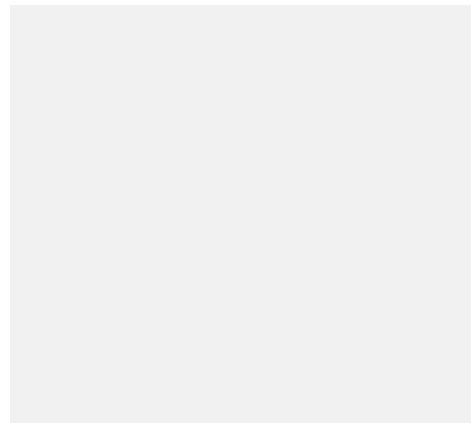
The personal data we receive from you is processed for the following purposes and on the following legal bases:

PURPOSE OF PROCESSING	SCOPE OF DATA	LEGAL BASIS
Contacting you	<ul style="list-style-type: none">- E-mail address (first and last name),- Phone number,- Other data you have provided in the content of correspondence.	The legal basis for such processing is Article 6(1)(a) of the GDPR, which enables us to process data on the basis of consent to reply to your message, and Article 6(1)(f) of the GDPR, which enables us to pursue our legitimate interest in providing efficient and effective communication between the website administrator and you. The legal basis for such processing is also the legitimate purpose in terms of archiving the correspondence for the purpose of evidencing its progress in the future (Article 6(1)(f) of the GDPR).
Placing and processing an order for controller's products/training	<ul style="list-style-type: none">- First and last name,- Address,- E-mail address,- Address,- Phone number, Additionally:	The legal basis for such processing is: Article 6(1)(b) of the GDPR, which enables the processing of data for the purpose of engaging in actions aimed at entering into a contract and for the performance of the contract concluded through placing an order.



- Business details and NIP (Tax Identification Number) if you are entering into a contract in a business capacity,
- Participant profile

The provision of data is voluntary, but necessary for the processing of an order.



Issuing an invoice and fulfilling legal and tax obligations

- First and last name,
- Address,
- Business details and NIP (Tax Identification Number) if you are entering into a contract in a business capacity.

The legal basis for such processing is, first of all, Article 6(1)(c) of the GDPR, which enables the processing of personal data if such processing is necessary for the data controller to meet its obligations under the law, and Article 6(1)(b) of the GDPR, which enables the processing of personal data if such processing is necessary for the performance of a contract or engaging in actions aimed at entering into a contract.

Handling complaints and withdrawal from a contract

- E-mail address,
- First and last name,
- Data contained in the body of the complaint,
- Bank account number,
- Residential/business address,
- Phone number.

The legal basis for such processing is, first of all, Article 6(1)(b) of the GDPR, which enables the processing of personal data if such processing is necessary for the performance of a contract or engaging in actions aimed at entering into a contract, and second of all, Article 6(1)(c) of the GDPR, which enables the processing of personal data if such processing is necessary for the data controller to meet its obligations under the law (complaints process or contract withdrawal process).

<p>Marketing purpose (newsletter)</p>	<ul style="list-style-type: none"> - E-mail address, - First and last name/company, - Phone number, - Voivodeship. 	<p>The legal basis for such processing is primarily Article 6(1)(a) of the GDPR, i.e. your consent to receive marketing content from us, and Article 6(1)(f) of the GDPR, which enables the processing of personal data if the controller thereby pursues its legitimate interest (in this case, the purpose of marketing its own services and products).</p>
<p>Marketing purpose – Corab partners</p>	<ul style="list-style-type: none"> - E-mail address, - First and last name/company, - Phone number, - Other data you have specified in your consent to receive commercial information from our partner. 	<p>The legal basis for such processing is Article 6(1)(a) of the GDPR, i.e. your consent to receive marketing content from our partner.</p>
<p>Archival and evidential purpose, for the purpose of securing information that can be invoked to prove facts</p>	<ul style="list-style-type: none"> - All data listed in the table regarding the processing of data by us. 	<p>The legal basis for such processing is Article 6(1)(f) of the GDPR, which enables the processing of personal data if the controller thereby pursues its legitimate interest (in this case, the controller’s interest is to have personal data to prove facts relating to the use of the website, the performance of a contract, the processing of data upon a legitimate legal basis).</p>

<p>Establishing, pursuing or defending against claims</p>	<ul style="list-style-type: none"> - All of the data listed above. 	<p>The legal basis for such processing is Article 6(1)(f) of the GDPR, which enables the processing of personal data if the controller thereby pursues its legitimate interest (in this case, the controller's interest is to have personal data to establish, pursue or defend against claims brought by users of the website or by third parties, or customers).</p>
<p>Managing the website, using tools to enhance the website and analysing data related to the use of the website</p>	<ul style="list-style-type: none"> - IP, - Behaviour on the website. 	<p>The legal basis for such processing is Article 6(1)(f) of the GDPR, which enables the processing of personal data if the controller thereby pursues its legitimate interest (in this case, the controller's interest is to act with a view to optimising the website, including the content presented on the website to suit users' needs, to perfect the controller's offer).</p>
<p>Using cookies on the website</p>	<ul style="list-style-type: none"> - IP, - User behaviour on the website 	<p>The legal basis for such processing is Article 6(1)(a) of the GDPR, which enables us to process personal data upon your consent. You grant your consent during your first visit to the website.</p>
<p>Managing controller's social media profiles</p>	<ul style="list-style-type: none"> - Data related to the use of a given social media platform. 	<p>The basis for the processing is the controller's authorisation exercised under Article 6(1)(f) of the GDPR, i.e. the controller's legitimate interest to manage a profile on a given platform, as well as your consent (Article 6(1)(a) of the GDPR) which you grant, e.g. by joining a group created by the controller on a given platform or by following our profile.</p>

<p>Meeting data protection obligations (e.g. obligation to create registers and records)</p>	<ul style="list-style-type: none"> - The scope of the data is defined by legislation and varies accordingly to the content of the controller's respective legal obligation. 	<p>The basis for the processing is Article 6(1)(c) of the GDPR i.e. it is carried out on the basis of legislation, which mandates the processing of personal data.</p>
<p>Posting comments on the website</p>	<ul style="list-style-type: none"> - Name, - E-mail address. 	<p>The basis for the processing is Article 6(1)(a) of the GDPR, i.e. your consent, which you grant when adding a comment on our website.</p>
<p>Contacting you by phone</p>	<ul style="list-style-type: none"> - First and last name, - Phone number, - Other data you have provided for the purpose of contacting you. 	<p>The legal basis for such processing is Article 6(1)(a) of the GDPR, which enables us to process data on the basis of consent to present you with our offer or to reply to your question at your request.</p>
<p>Satisfaction survey</p>	<ul style="list-style-type: none"> - Name, - Phone number/e-mail address 	<p>The legal basis for such processing is Article 6(1)(f) of the GDPR, which enables us to process data on the basis of the controller's legitimate interest to improve our services and products, as well as to improve our customer service.</p>

Your rights with respect to the processing of your personal data

Please be informed that you enjoy the following rights with respect to the processing of your personal data:

If you wish to exercise your right, please e-mail us at: wsparcie@corab.com.pl

1. **Right of access to information** – means that every person whose data is processed has the right to know what happens to their personal data. This is one of the purposes for which the Privacy Policy you are reading has been created.
2. **Right of access to personal data** – means that if we, as the controller of your data, have received a request from you for access to your data, we are obliged to provide you with such information. We, as the controller, are required to fulfil our obligations in this regard without delay, no later than within one month. If it is not possible to do so within this timeframe, we are obliged to inform you at least whether or not we are processing your data, and we can then extend the timeframe for a comprehensive response to your request by another two months.
3. **Right of rectification of personal data** - means that you can request the controller of your data to rectify inaccurate data or supplement incomplete data.
4. **Right of erasure of personal data, right of being forgotten** - means that you can request us, in our capacity as the controller of your personal data, to erase your personal data, to notify the person to whom your data has been transferred of the erasure. You also have the right to request that your data, which has been made public by us, should also be erased by other controllers. As the controller of your data, we are also obliged, upon your request, to inform you to which recipients your data to be erased has been transferred.
5. **Right of restriction of the processing of personal data** – means that you can request the restriction of the processing of your personal data. This is the case, for example, when you disagree with the accuracy of the data being processed or when you consider that you no longer need the data for the purposes of the processing.
6. **Right of objection to the processing of personal data**
- means that you can object to your data being processed by the controller.
7. **Right of data portability** - means that you, under certain conditions, can request that your data be transferred directly to a designated, alternative controller.
8. **Right of lodging a complaint** - means that as soon as you consider that our processing of your data violates the law, you can lodge a complaint with the President of the Data Protection Office.

9. Right of withdrawal of consent- means that you have the right to withdraw your consent at any time if your data is processed on the basis thereof. The withdrawal of consent does not affect the lawfulness of our processing of your personal data until you have withdrawn your consent.

Data recipients

Your personal data may be transferred to third parties whose services we use in conjunction with the running of our websites and our social media profiles. We shall warrant that we carefully select the entities with which we cooperate or whose services we use. Furthermore, we are always guided by the adequate safeguarding of data.

The list of entities gives you details of the trusted entities we use in conjunction with the processing of your personal data. They have been categorised into two groups – the first group comprises entities that process data within the European Union while the second group processes data outside the European Economic Area (e.g. in the US).

Whenever personal data is transferred outside the European Union, those entities involved in such processing maintain an adequate standard of data protection in line with EU standards, inter alia, through the use of standard contractual clauses adopted by the European Commission.

Data processors in the European Economic Area:

JAMEL spółka z ograniczoną odpowiedzialnością S.K.A., NIP: 5842674718 (websites:corab.pl/en.corab.pl/de.corab.pl/panel.projektanta.corab.pl); Nettom S.C. Anna Chrowska-Ziajka, Tomasz Ziajka NIP 7393818444 (websites: szkolenia.corab.pl/shopb2b.corab.pl/en.shopb2b.corab.pl/program.corab.pl/en.program.corab.pl”) B I M M.r. Borkowski Spółka Jawna NIP: 9271910925 (website: sat.corab.pl)

Provider of IT system maintenance services.

Hetzner Online GmbH DE812871812 (websites:corab.pl/en.corab.pl/panel.projektanta.corab.pl); cyber_Folks S.A. NIP: PL 7822622168 (websites:

Hosting provider (maintenance of data on a server).

shopb2b.corab.pl/
en.shopb2b.corab.pl/program.corab.pl/e
n.program.corab.pl") OVH Sp. z o.o. NIP:
8992520556 (website: szkolenia.corab.pl)

Streamsoft spółka z ograniczoną
odpowiedzialnością sp. k. NIP: 9291851723

Provider of ERP business software for corporate management.

JAWASOFT S.C. Jacek Zborowski,
Waldemar Karaś NIP: 973 10 19 941

IT service provider.

Google Cloud Poland Sp. z o.o. NIP:
PL5252822767

Provider of Google services including cloud service, e-mail service.

Thulium sp. z o.o. NIP: 6783144527

Provider of customer service and customer contact support software.

T-Mobile Polska S.A.; NIP 5261040567

Provider of the Microsoft Azure cloud service.

BASELINE SP. Z O.O. SP. K. NIP:
6793090715

Provider of corporate management software.

User.com Sp. z o.o. NIP: 5272791969

Provider of the system that handles our newsletter, our forms, and supports us in our marketing activities.

ABAK SPÓŁKA AKCYJNA, NIP:
7390406362

Accounting services provider.

PANDA MARKETING SP. Z O.O. NIP
7393895746; Performance Media P.S.A. NIP:
5213742952; AGENCJA NIE DO
OGARNIĘCIA SP Z O O SPÓŁKA
KOMANDYTOWA NIP 9442258450;
Rather Tomasz Jasionowicz NIP:

Entities assisting the controller with marketing activities.

6852183632, Starling Digital Piotr
Szpakiewicz NIP: 9562121535

PayPro SA (provider of the Przelewy24
system) NIP 7792369887,

Provider of fast online payments.

Data processors outside the European Economic Area:

Google Analytics, Google Tag Manager
contract with Google Ireland Limited, a
service provided by Google LLC

Marketing tool.

Celonis Inc. One World Trade Center
Celonis Inc.

Provider of software used to manage the data collected on our
websites.

Recipients of your personal data may also be state authorities (such as the Tax Office) or entities that support us in rendering legal assistance.

Business partners

If you consent, we will transfer your data to our trusted partners for marketing purposes and to prepare a customised offer for you. We can guarantee you that our partners safeguard your personal data at the adequate standard and make every effort to keep your data secure at all times.

At any time, you can ask us to specify which partners we transfer/have transferred your data to by e-mailing us at: corabpartner@corab.com.pl or by calling us at: + 48 799 396 396.

You can withdraw your consent to the transfer of data to our partners at any time, and this does not affect the lawfulness of the actions taken by us and our partners until you have withdrawn your consent.

Based on your consent, we transfer to the partner data such as your name, surname, phone number, e-mail address, installation address, any other data you have voluntarily provided to us, and which data can help us match you with the entity that would present you with the most optimal marketing offer.

The respective partner, who has been informed of your consent to be contacted about an offer for you, gets in touch with you as soon as possible and presents you with an offer. It is entirely up to you whether to cooperate with the partner and under what terms.

How do we transfer your data to our partners?

You grant us your consent to transfer your data to our partner upon submitting your enquiry to us by completing the form and declaring your willingness and consent to receive an offer from our partner. We may wish to get in touch with you to further define your needs. Whenever no contact from us is necessary for the preparation of a personalised business offer by our partner, we transfer your data directly to the partner or send the partner's offer to the contact details you have provided.

During the initial contact with you, our partner introduces you to information related to the processing of your personal data by them.

You are entitled to request us for verification of data processing by automated means.

We may get in touch with you after you have contacted the respective partner or after you have initiated cooperation with the respective partner with the aim of delivering the superior service to you and other entities with whom we cooperate.

If you have any further questions about receiving business information from our business partners, do not hesitate to contact us.

How do we verify the reliability of our partners and why do we verify the track record of cooperation with a partner?

With a view to cooperating only with partners who deliver the finest standard of service, we oversee the process of cooperation between our partners and those entities with whom they have established cooperation through our relationship. In practical terms, this means that our partners should maintain the standards we require and adhere to. We render it possible for our partners to attend training courses and expect them to keep improving their skills.

We intend for the information sent to you to be attractive to you, and for potential cooperation to be established with reliable entities, therefore we exercise due diligence in the selection of our partners.

By verifying the reliability of our partners' actions, we manage to transfer your data to partners who bring the highest professionalism.

Our standards rely on the latest industry guidelines and our experience.

If you encounter any problems while working with a partner, you may let us know about this development, and we will initiate the appropriate measures to verify their reliability.

We will be more than happy to answer your questions about our processing of your personal data and our principles for cooperation with our partners; therefore, you will get full clarity on how we process your personal data.

Withdrawal of consent to data processing

If the processing of personal data is based on consent, you may withdraw this consent at any time

– at your discretion. If you wish to withdraw your consent to the processing of your personal data, all you need to do is e-mail us directly at the address shown at the beginning of this Privacy Policy.

If the processing of your personal data has been carried out based on your consent, the withdrawal of this consent does not render the processing of your personal data until that point unlawful. In other words, until you withdraw your consent, we are entitled to process your personal data, and withdrawing your consent shall not affect the lawfulness of the processing to date.

Requirement to provide personal data

The provision of personal data is voluntary and at your discretion, although the provision of certain personal data is necessary to meet your expectations for entering into a contract or using our services, or purchasing products that we sell. If you are placing an order for a product – the provision of your data is necessary to fulfil all your requests pertaining to the contract entered into.

If you get in touch with us on any matter related to the website, our products, or the services we provide, you may be required to provide your contact details so that we can reply to your question.

If the provision of your data follows from legislation – the provision of data is your obligation.

Automated decision-making and profiling

We do not use your data for automated decision-making that could affect your legal standing or produce other similarly momentous effects against you.

The tools implemented within the website may be profiling the user’s behaviour in order to streamline the website and tailor the displayed content to the user’s preferences; in this case, data of a primarily anonymous nature (location, age, interests) would be analysed.

We employ cookies and analytics tools like any other website. Further in this Privacy Policy, we explain how cookies work and how these actions affect you.

How long do we process your data?

As per current legislation, we only process your data for the time it is needed to achieve the intended purpose. After this period, your personal data will be irreversibly erased or destroyed. The extra year related to the processing of personal data collected with a view to the performance of a contract is due to the fact that you may make a request just before the expiry of the statute of limitations.

We process your data:

for 3 or 6 years + 1 year in respect of data relating to the contract between us	with regard to personal data processed for establishing, pursuing or defending claims, the choice of 3 or 6 years is contingent upon whether or not both parties are business operators.
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until effective objection has been lodged or the purpose of the processing has been achieved	with regard to personal data processed on the basis of a legitimate interest of the controller.
until it becomes obsolete or no longer useful	with regard to personal data processed primarily for the purposes of website administration.
until withdrawal of consent or until it is no longer useful	with regard to personal data processed on the basis of your consent, unless explicitly stated otherwise upon granting your consent

Social media

Our websites incorporate plug-ins for our profiles on the social media platforms we run.

We act in the capacity of a profile administrator on a given platform, and we process your data (first name, surname, nickname, and other data specified by you on your profile) mainly for the purpose of managing our profile, creating a community, and interacting with our followers.

Each social media platform's provider establishes the rules governing the platform and the rules for processing data for their own purposes; therefore, we encourage you to read the terms & conditions and policies of each platform.

Plug-ins directing to our profiles allow you to link straight to our profile by clicking on the platform icon. The social media platform may retrieve information about your interaction with our website, in particular when you are logged in as a user.

If you do not wish social media sites to retrieve information about your activity, we advise you to log out of your profiles and to use your browser in incognito mode.

Facebook

Together with Facebook, we co-control data generated by our Facebook profile, including for our joint business goals such as, among other things, the processing of data related to visits to our profile, including the display of our profile through the use of the plug-in available on our websites.

We process data within the profile to administer our profile, inform you about our activities, promote our services, campaigns, products, and stay in touch with our audience. We also analyse the data collected within the profile for statistical purposes and for potential defence against claims.

The scope of the data that we process within the profile comprises the data that you make publicly available as part of your profile (first name, surname, possibly an image or other data that you have added to your profile or that you have provided us with in a message or in a comment).

We do not process data collected by Facebook for its own purposes nor do we have access to data collected by Facebook for its own purposes and in accordance with Facebook's terms & conditions.

You can find our Facebook profile at: <https://www.facebook.com/corabspzoo/>

We process your personal data on the basis of your consent, which you grant by following our profile, leaving a comment, as well as on the basis of our legitimate interest i.e. to interact with entities that follow or use our profile, or for profile management purposes. You can stop following our profile at any time.

We recommend that you read Facebook's privacy policy, available at: <https://www.facebook.com/privacy/explanation>.

Instagram

Together with Instagram, we co-control data generated by our Instagram profile, including for our joint business goals such as, among other things, the processing of data related to visits to our profile, including the display of our profile through the use of the plug-in available on our websites.

We process data within the profile to administer our profile, inform you about our activities, promote our services, campaigns, products, and stay in touch with our audience. We also analyse the data collected within the profile for statistical purposes and for potential defence against claims.

The scope of the data that we process within the profile comprises the data that you make publicly available as part of your profile (first name, surname, possibly an image or other data that you have added to your profile or that you have provided us with in a message or in a comment).

We do not process data collected by Instagram for its own purposes nor do we have access to data collected by Instagram for its own purposes and in accordance with Instagram's terms & conditions.

You can find our Instagram profile at: https://www.instagram.com/corab_eu/

We process your personal data on the basis of your consent, which you grant by following our profile, leaving a comment, as well as on the basis of our legitimate interest i.e. to interact with entities that follow or use our profile, or for profile management purposes. You can stop following our profile at any time.

We recommend that you read Instagram's privacy policy, available at:

https://help.instagram.com/519522125107875?helpref=page_content.

LinkedIn

Together with LinkedIn, we co-control data generated by our LinkedIn profile, including for our joint business goals such as, among other things, the processing of data related to visits to our profile, including the display of our profile through the use of the plug-in available on our websites.

We process data within the profile to administer our profile, inform you about our activities, promote our services, campaigns, products, and stay in touch with our audience. We also analyse the data collected within the profile for statistical purposes and for potential defence against claims.

The scope of the data that we process within the profile comprises the data that you make publicly available as part of your profile (first name, surname, possibly an image or other data that you have added to your profile or that you have provided us with in a message or in a comment).

We do not process data collected by LinkedIn for its own purposes nor do we have access to data collected by LinkedIn for its own purposes and in accordance with LinkedIn's terms & conditions.

You can find our LinkedIn profile at: <https://pl.linkedin.com/company/corab-s-a>

We process your personal data on the basis of your consent, which you grant by following our profile, leaving a comment, as well as on the basis of our legitimate interest i.e. to interact with entities that follow or use our profile, or for profile management purposes. You can stop following our profile at any time.

We recommend that you read LinkedIn's privacy policy, available at: <https://pl.linkedin.com/legal/privacy-policy>.

YouTube

Together with YouTube, we co-control data generated by our YouTube profile, including for our joint business goals such as, among other things, the processing of data related to visits to our profile, including the display of our profile through the use of the plug-in available on our websites.

We process data within the profile to administer our profile, inform you about our activities, promote our services, campaigns, products, and stay in touch with our audience. We also analyse the data collected within the profile for statistical purposes and for potential defence against claims.

The scope of the data that we process within the profile comprises the data that you make publicly available as part of your profile (first name, surname, possibly an image or other data that you have added to your profile or that you have provided us with, e.g. in a comment).

We do not process data collected by YouTube for its own purposes nor do we have access to data collected by YouTube for its own purposes and in accordance with YouTube's terms & conditions.

You can find our YouTube profile at:

https://www.youtube.com/channel/UCfbfcicq4_ghv2T2Ag9GLEuw

We process your personal data on the basis of your consent, which you grant by following our profile, leaving a comment, as well as on the basis of our legitimate interest i.e. to interact with entities that follow or use our profile, or for profile management purposes. You can stop following our profile at any time.

We recommend that you read YouTube's privacy policy, available at: <https://policies.google.com/privacy?hl=pl>.

Newsletter

Your data provided in the newsletter subscription form (name, surname, phone number, e-mail address, voivodeship) is processed in order to send the newsletter – based on your consent and in accordance with the [Newsletter Terms & Conditions](#).

We use services of a newsletter provider that safeguards your data, i.e. the company called User.com Sp. z o.o. (the provider's privacy policy is available at: <https://user.com/pl/polityka-prywatnosci>). The provider's system records your activity linked to your subscription to our newsletter.

Your data will not be transferred to a third country outside the European Union with a view to sending the newsletter. The provision of your data in the newsletter subscription form is voluntary, although necessary to send you the newsletter on the basis of your consent, as well as to send you information about the marketing of our own products or services on the basis of our legitimate interest of the controller (i.e. Article 6(f) of the GDPR) and to pursue possible claims arising from the sending of the newsletter.

You will receive our newsletter until you unsubscribe or we stop sending the newsletter. If a subscriber is inactive for 2 months, we may stop sending the newsletter, in which case we will remove you from our subscriber list.

Unsubscribing from the newsletter service is simple and involves clicking on an active link stating, "I unsubscribe from the newsletter". Once you have exercised this right and unsubscribed from the newsletter, your newsletter subscription data will be retained for the period of time necessary to defend against potential claims. This is our legitimate interest as the data controller.

We may transfer the personal data provided upon subscribing to the newsletter to the following entities: the IT system maintenance and hosting service provider, the email service provider, the newsletter service provider, and third parties assisting us with the sending of the newsletter with whom we have entered into the relevant contracts.

As with any instance where we process your data, you have the right to access the content of your data, to receive a copy thereof, the right to rectification, erasure, restriction of processing, the right to data portability, the right to object, and the right to withdraw consent at any time.

Nevertheless, be advised that if you withdraw your consent to data processing, this fact shall not affect the lawfulness of the processing that has been carried out on the basis of your consent prior to its withdrawal.

You also have the right to lodge a complaint with the President of the Data Protection Office as soon as you have recognised that the processing of your data violates the law. Your data will not be processed by automated means.

Order placement

When placing an order via our online shop, you must provide the personal data necessary to process that order, i.e. first and last name, e-mail address, phone number, address for delivery, and business details if a contract is entered into in a business capacity. If you have already provided this data in your user account details, the data will be automatically inserted into the order form, although you always have the option to modify it.

The legal basis for the processing of your personal data included in your order is the performance of a contract you enter into under the terms & conditions.

The data you have provided in the order form will be stored in a database and will be retained there until the statute of limitations for claims arising from a contract entered into. Each order is recorded as a separate item in the database. As well as personal data, order details, e.g. date of order, subject, and value of order, selected method of delivery, and payment, are also recorded.

User account

When creating a user account, you must provide your basic data, such as your e-mail address, first and last name, phone number, billing address, business details, and a password. You can edit your account details at any time using the options available after logging in to your account.

The legal basis for the processing of your personal data included in your user account is the performance of a contract for the operation of your account that you enter into with us under the terms & conditions.

Your personal data included in your user account is processed as long as your account is active, i.e. for the duration of the contract for the operation of the account referred to above. You can opt for deletion of your account at any time, and this will also result in your personal data being erased from the database. Please note, however, that deleting your account in no way results in the deletion of data concerning orders placed.

Contact form

You can contact us via the contact form featured on the website or by e-mail.

The data you provide through the contact form, i.e. your first and last name, phone number, e-mail address, and other information entered in the form will be processed by us in order to contact you by electronic means.

Whenever you get in touch with us by e-mail, you provide us with your e-mail address as the sender address of the message. You may also include other personal data in your message.

The legal basis for the processing of personal data in this instance is your consent arising from the initiation of contact with us.

Once we have finished contacting you, we can archive the content of your correspondence. The period of archiving will not extend beyond the statute of limitations for claims under the law.

Phone contact

Those users of our websites who choose to provide their phone number for contact purposes, as well as anyone interested in our offer, are given the opportunity to contact us by phone.

The legal basis for the processing of your personal data in this instance is your voluntary consent arising from the initiation of contact with us or your consent to be contacted by us.

For the sake of transparency in our relationship, we record the conversations held.

Once we have ceased contacting you, we may archive the recording for up to 12 months from the date of the conversation, subject to the period of archiving not extending beyond the statute of limitations for claims under the law or the cessation of the basis for our processing of the recording.

If, during the conversation, you have consented to receive commercial information, we will retain a recording of your marketing consent until you withdraw your consent to receive commercial information from us or the purpose of the processing by us has ceased, but no longer than 12 months after we have last contacted you by phone.

We run our marketing activities, including contact with entities that have given their consent, through cooperation with trusted business partners and using software that safeguards the personal data processed for this purpose.

You have the right to withdraw your consent to be contacted by phone at any time. The withdrawal of consent shall not affect the lawfulness of the processing carried out before the withdrawal of your consent.

Thulium

For your convenience, we employ software to ensure seamless management of communication with you and others interested in our activities and to deliver the utmost quality of customer service, i.e. the tool provided by Thulium.

A plug-in implemented on our websites gives you the option to initiate real-time contact with us and to leave your details along with your request to be contacted at a later date (in this case, you specify a phone number and an IP address that approximates your location). You have the option to leave your message, which is registered in the system as a request (in this case, in the form you specify your name, your e-mail address, and the content of your message).

The tool's provider is Thulium sp. z o.o. We would recommend that you read the provider's privacy policy available at: <https://thulium.com/static/4654e2f2431f8048273c60e3f7b9674c/Privacy%20Policy%20of%20thulium.pdf>.

The legal basis for the use of the Thulium tool is our legitimate interest as the data controller to seamlessly manage our customer service as well as marketing and business management activities in terms of communication with those interested in our activities.

The use of the Thulium tool available on our website is entirely voluntary, although you may be required to provide additional information, such as your e-mail address, in order to obtain additional information from us.

Comments

We allow users to leave comments on the website. Adding a comment is entirely voluntary.

If you wish to leave a comment, please complete the form, stating your name and e-mail address. The fact that you are posting a comment on the website means that you consent to the processing of the related data.

The provider of the system that handles comments on our website <https://szkolenia.corab.pl/> is PrestaShop (we recommend that you read the provider's privacy policy: <https://www.prestashop.com/en/privacy-policy>).

We would appreciate it if you observe the rules of mutual respect and remember that you are responsible for the content you post in your comments. We reserve the right to moderate comments, in particular to remove ones of an offensive, vulgar, advertising, or infringing nature.

Cookies and tools implemented on the website

This website, like many others, uses cookies. Cookies are short text information stored on the device you use to browse websites. Such cookies can be read by us ("own cookies", which we use to make this website work properly, to improve our offer), as well as by systems belonging to other entities whose services we use ("external cookies"). Please be advised that you have the right to change your cookie settings in your browser, or to delete them.

When you first visit the website, you will be shown information about the use of cookies. If you do not change your browser settings, you consent to their use.

Our website employs the following tracking technologies:

- social media plug-ins redirecting to our social media profiles, as discussed in more detail above,
- analytical and marketing tools, such as: Google Analytics, Meta Pixel (Facebook Pixel).

Meta Pixel (Facebook Pixel)

Meta Pixel is an analytics tool, a piece of code implemented on a website that makes it possible to route marketing activities to people who have visited our website or are interested in our activities.

The data collected by the tool is anonymous (location, gender, age, or internet activity), although the provider may aggregate it with data they have collected about you through your use of their platform.

Meta Pixel helps us identify the success of our ads, reach a specific audience, as well as shows their reactions to our activities.

If you wish to read more about the tool, please visit the provider's website:

<https://pl-pl.facebook.com/business/help/742478679120153?id=1205376682832142>

Google Analytics

Google Analytics enables you to analyse online services and activities. Google Analytics employs cookies, which are stored on your computer and enable an analysis of your experience on the website

You are given the option to disable the storage of cookies via the appropriate settings in your browser. Nevertheless, there is a risk that you will create a situation where you cannot make full use of all the features of this website.

The data collected by the tool is anonymous (location, gender, age, or internet activity), although the provider may aggregate it with data they have collected about you through your use of their browser and/or their services.

We employ Google Analytics to analyse the use of the website by its users as well as to make it better in line with users' preferences. The statistics obtained enable us to customise our offers, to name but a few.

For more details on Google Analytics, please click on the link: <https://analytics.google.com/analytics/web/provision/?hl=pl#/provision>.

Google guarantee that they use the data protection and security mechanisms stipulated by the European legislation. For details on Google's data protection, please click on the link: <https://policies.google.com/privacy?hl=pl>.

Google Tag Manager

Google Tag Manager is a tag management system, giving the option to update tracking codes. We use it for statistical and analytical purposes.

For more details on this tool, please click on the link: <https://support.google.com/tagmanager/answer/6102821?hl=pl>.

Hotjar

Hotjar is an analytical tool, enabling us to analyse the users' behaviour on our websites as well as to improve our activities aiming at facilitating the use of the website and matching them to the preferences of our audience.

Hotjar is a tracking code implemented on our websites to record the activities of each user and to allow us to recreate your activities on the respective website we run. The tool produces an activity map and shows us the interest in individual elements of our websites.

The data recorded by Hotjar does not identify you as a person (we have access to information such as the browser you are using, the time you spend on the website, the pages you open on our website, the sites you click on, although we cannot see the data you enter if you use the forms available on the website).

You are given the option to disable the storage of cookies via the appropriate settings in your browser (<https://www.hotjar.com/policies/do-not-track/>).

For more details on Hotjar, please click on the link: <https://www.hotjar.com/legal/policies/terms-of-service/>.

Hotjar guarantee that they use the data protection and security mechanisms stipulated by the European legislation. For details on Hotjar's data protection, please click on the link: <https://www.hotjar.com/legal/policies/privacy>.

LinkedIn Insight Tag

LinkedIn Insight Tag is an analytics tool, enabling us to track audience groups, track conversions and demographic data of our websites by creating a cookie.

The data collected through LinkedIn Insight Tag and transferred to us by the provider does not identify you as a person visiting our website.

We employ the tool to tailor the website, promotional activities, and offer to our audience's preferences as well as to measure the effectiveness of our marketing activities.

If you have a LinkedIn account, you can manage the use of your data for advertising purposes in your account at: <https://www.linkedin.com/psettings/guest-controls/retargeting-opt-out>.

For more details on this tool, please click on the link: <https://www.linkedin.com/help/lms/answer/a489169>.

We would recommend reading LinkedIn's privacy policy: <https://pl.linkedin.com/legal/privacy-policy>.

Content from external services

We may upload content from external websites, e.g. audiovisual or sound recordings, and these websites may record information whenever you play the content. If you have an account with a particular website, we recommend that you log out of that website before playing content on our website if you do not want the website to be aware of it.

Server logs

Using our website involves sending requests to the server hosting the website.

Every request sent to the server is recorded in the server logs, which include, for example, your IP address, the date and time of the server, information about your web browser, and the operating system you are using.

The data recorded in the server logs is not associated with specific users of the website and is used as auxiliary material for administration purposes.

The contents of the server logs are not disclosed to anyone except those authorised to administer the server.

Final provisions

Any content uploaded to our websites and supported social media platforms represents a manifestation of our own intellectual creativity. Consequently, this content is subject to our copyright.

We do not give permission for the content to be copied in whole or in part without our explicit consent granted in advance.

You are obliged to use our website lawfully and in conformity with good practices, while respecting the personal rights and intellectual property rights of third parties.

Last but not least, please note that the content of this Privacy Policy may change, e.g. when we change our service provider or the scope of functionality on the website. For your convenience, the policy update date is stated at the beginning of the Policy.

That is all we have to share with you now. Thank you for your time.