

# Privacy Policy

## CORAB S.A.

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We treat and protect your personal data with utmost responsibility. This Privacy Policy applies to personal data that we process in connection with our online activities as part of the web pages available at the addresses specified below:

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

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

We may update this Privacy Policy at any time. We will always inform you of any changes and provide the updated document. We cooperate with entities that provide a high level of protection for the personal data we process.

Feel free to contact  
us!

You may contact us about any matter related to the protection of your personal data through our Data Protection Officer (Ms Katarzyna Krzywicka) by email at [iod@corab.com.pl](mailto:iod@corab.com.pl) or by telephone 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, entered in the register of enterprises kept by the District Court in Olsztyn, 8th Commercial Division of the National Court Register under KRS number 0000950779, REGON (Business ID): 510519084, NIP (Tax ID): 7390207757, with a share capital of PLN 1,184,000.00, fully paid up.

What does the  
policy contain?

It provides such information as the principles of processing your personal data, the purposes for which we process your data and the legal basis that enables us to do so, the tools we use running our web pages, the recipients of your data, and your rights.

Please notify us of  
any illegal content  
or content that does  
not comply with the  
terms of use of our  
web page!

To enable you to report illegal content and content that does not comply with the terms of use of our web pages, the Controller has created a Contact Point available at [dsa@corab.pl](mailto:dsa@corab.pl).

You can use the email address to contact us about any content posted on our web page.

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

We process your personal data, for instance, when you contact us, when you visit one of our web pages, when you wish to receive information about our commercial offers or the commercial offers of our partners, as well as when you are our customer and make purchases from our online shops.

We process the personal data we receive from you for the following purposes and on the following legal basis:

PURPOSE OF PROCESSING	SCOPE OF DATA	LEGAL BASIS
Contacting you	<ul style="list-style-type: none"> <li>- Email address (first and last name),</li> <li>- Telephone number,</li> <li>- Other data that you provide in the correspondence.</li> </ul>	<p>The legal basis for such processing is Article 6(1)(a) of the GDPR, which allows us to process data on the basis of your consent in order to respond to your message, and Article 6(1)(f) of the GDPR, which allows us to pursue our legitimate interest in ensuring efficient and effective communication between the web page administrator and you. The legal basis for such processing is also the legitimate purpose of archiving correspondence for future reference (Article 6(1)(f) of the GDPR).</p>
Placing and processing an order for products/training provided by the controller	<ul style="list-style-type: none"> <li>- Full name,</li> <li>- Address,</li> <li>- Email address,</li> <li>- Address,</li> <li>- Telephone number,</li> </ul> <p>In addition:</p>	<p>The legal basis for such processing is Article 6(1)(b) of the GDPR, which allows us to process data in order to take steps to enter into a contract and to perform a contract concluded by placing an order.</p>

	<ul style="list-style-type: none"><li>- Business details and tax identification number if you are entering into a contract as a company,</li><li>- Participant profile</li></ul> <p>Providing data is voluntary, but required for order processing.</p>	
Issuing an invoice and fulfilling legal and tax obligations	<ul style="list-style-type: none"><li>- Full name,</li><li>- Address,</li><li>- Business details and tax identification number if you are entering into a contract as a company.</li></ul>	The legal basis for such processing is, first of all, Article 6(1)(c) of the GDPR, which allows personal data to be processed where such processing is necessary for the controller to comply with legal obligations to which the controller is subject, and Article 6(1)(b) of the GDPR, which allows personal data to be processed if such processing is necessary for the performance of a contract or taking steps to enter into a contract.
Handling complaints and processing withdrawal from a contract	<ul style="list-style-type: none"><li>- Email address,</li><li>- Full name,</li><li>- Data provided in the complaint,</li><li>- Bank account number,</li></ul>	The legal basis for such processing is, first of all, Article 6(1)(b) of the GDPR, which allows personal data to be processed where such personal data is necessary for the performance of a contract or for taking steps to enter into a contract, and, second, Article 6(1)(c) of the GDPR, which allows personal data to be processed where

	<ul style="list-style-type: none"><li>- Residence address/business address,</li><li>- Telephone number.</li></ul>	such processing is necessary for the controller to comply with its obligations under the law (complaint or withdrawal process).
Marketing purpose (newsletter/contact through a telephone call or short text message)	<ul style="list-style-type: none"><li>- Email address,</li><li>- Full name/business name,</li><li>- Telephone number,</li><li>- Province.</li></ul>	The legal basis for such processing is, first of all, 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 allows personal data to be processed if, by doing so, the controller pursues its legitimate interest (in this case, the purpose is marketing of its own services and products).
Marketing purpose - Corab partners	<ul style="list-style-type: none"><li>- Email address,</li><li>- Full name/business name,</li><li>- Telephone number,</li><li>- Other data provided by you as part of your consent to receive commercial information from our partner.</li></ul>	The legal basis for such data processing is Article 6(1)(a) of the GDPR, i.e. your consent to receive marketing content from our partner.

Archival and evidentiary purpose, to preserve information that can be used to prove facts

- All data listed in the table concerning our data processing.

The legal basis for such processing is Article 6(1)(f) of the GDPR, which allows personal data to be processed if, by doing so, the controller is pursuing its legitimate interest (in this case, the controller's interest is to have personal data to prove facts relating to the use of the web page, performance of a contract, processing of data on a legitimate legal basis).

Establishing, asserting or defending claims

- All of the above data.

The legal basis for such processing is Article 6(1)(f) of the GDPR, which allows personal data to be processed if, by doing so, the controller is pursuing its legitimate interest (in this case, the controller's interest is to have personal data to establish, assert or defend claims from web page users, third parties, or customers).

Managing the web page, using tools to improve the web page, and analysing data related to the use of the web page

- IP,
- Behaviour on the web page.

The legal basis for such data processing is Article 6(1)(f) of the GDPR, which allows personal data to be processed if, by doing so, the controller is pursuing its legitimate interest (in this case, the controller's interest is to take steps to optimise the web page, including adjusting

		the content on the web page to the users' needs, improving the controller's offer).
Use of cookies on the web page	- IP, - User behaviour on the web page	The legal basis for such data processing is Article 6(1)(a) of the GDPR, which allows personal data to be processed with your consent. You give your consent during your first visit to a given web page.
Managing the controller's social media profiles	- Data related to the use of a given social media platform.	The basis for the processing is the controller's right exercised pursuant to Article 6(1)(f) GDPR, i.e. the controller's legitimate interest to manage your profile on a given platform, and your consent (Article 6(1)(a) of the GDPR), which you give, e.g. by joining a group created by the controller on a given platform or by following our profile.
Fulfilling personal data protection obligations (e.g. obligation to establish registers and records)	- The scope of data is defined by the law and varies depending on the content of a given legal obligation of the controller.	The basis for the processing is Article 6(1)(c) of the GDPR, i.e. the data is processed under the legislation that requires the processing of personal data.

Posting comments and reviews on the web page

- First name
- Email address
- Other data that you agree to have been published

The basis for processing is Article 6(1)(a) of the GDPR, i.e. your consent, which you give to add a comment or review on our web page. You can also express your opinion in other forms, and we may also present them in other locations, e.g. as part of our social media profiles.

Contacting you by phone

- Full name,
- Telephone number,
- Other data you have provided for the purpose of contacting you.

The legal basis for such processing is Article 6(1)(a) of the GDPR, which allows us to process your data on the basis of your consent in order to present you our offer or answer your question at your request.

Satisfaction survey

- First name,
- Telephone number/email address

The legal basis for such processing is Article 6(1)(f) of the GDPR, which allows us to process data on the basis of the legitimate interest of the controller in order to improve our services and products and improve our customer service.

## Your rights in relation to the processing of your personal data

We inform you that you have the following rights in relation to the processing of your personal data:



If you wish to  
exercise your right,  
please write to us at  
wsparcie@corab.co  
m.pl

1. **Right of access to information** – it means that every person whose data is processed has the right to know what happens to their personal data. The Privacy Policy you are reading at the moment has been developed for this purpose.
2. **Right of access to personal data** – if we, as the controller of your data, receive a request from you for access to your data, we are required to provide you with such information. As the data controller, we are expected to fulfil our obligations in this respect immediately, no later than within one month. If this is not possible within this time limit, we are required to inform you at least whether we are processing your data, and then we may extend the deadline for providing a complete response to your request by two months.
3. **Right to rectification of personal data** – you can request that the controller of your data rectify inaccurate data or complete the incomplete data.
4. **Right to erasure of personal data, right to be forgotten** – you may request us as the controller of your personal data to erase your data and inform the person to whom your data have been transferred of the erasure. You also have the right to demand that your data that have been made public be also erased by other controllers. As the controller of your data, we are also required, upon your request, to inform you of the recipients to whom your data – to be erased – have been transmitted.
5. **Right to restriction of processing** – you may request that the processing of your personal data is restricted. This is the case when, for example, you contest the accuracy of the data processed, or when you decide that you no longer need the data for the purposes of the processing.

6. **Right to object** – you may object to your data being processed by the controller.
7. **Right to data portability** – you may, under certain conditions, request that your data be transferred directly to another controller of your choice.
8. **Right to lodge a complaint** – as soon as you consider that our processing of your data violates the law, you can lodge a complaint with the President of the Personal Data Protection Office.
9. **Right to withdraw consent** – means that where data is processed on the basis of your consent, you have the right to withdraw it at any time. The withdrawal of your consent does not affect the lawfulness of processing of your personal data before the withdrawal of your consent.

## Data recipients

Your personal data may be transferred to third parties whose services we use in connection with running our web pages and our social media profiles. We ensure that we carefully select the entities we cooperate with or whose services we use, and we are always guided by adequate data protection.

In the list of entities, you may find information about the trusted entities whose services we use in connection with the processing of personal data. They are divided into two groups – the first group is entities that process data within the European Union and the second group processes data outside the European Economic Area (e.g. in the USA).

If personal data is transferred outside the European Union, entities carrying out such processing maintain an adequate level of data protection, in line with EU standards, for example, by applying the 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 (web pages: corab.pl/en.corab.pl/de.corab.pl/panel.projektanta.corab.pl); / [sat.corab.pl](http://sat.corab.pl) / [sat.corab.eu](http://sat.corab.eu) / [en.sat.corab.pl](http://en.sat.corab.pl) / [de.sat.corab.pl](http://de.sat.corab.pl) /

Providers of IT system maintenance services.

Nettom S.C. Anna Chrowska-Ziajka, Tomasz Ziajka NIP 7393818444 (web pages: szkolenia.corab.pl / [szkolenia.corab.pl/en](http://szkolenia.corab.pl/en) / [szkolenia.corab.pl/de](http://szkolenia.corab.pl/de) / [shopb2b.corab.pl](http://shopb2b.corab.pl) / [en.shopb2b.corab.pl](http://en.shopb2b.corab.pl) / [de.shopb2b.corab.pl](http://de.shopb2b.corab.pl) / [program.corab.pl](http://program.corab.pl) / [en.program.corab.pl](http://en.program.corab.pl) / [de.program.corab.pl](http://de.program.corab.pl) / [encorbat.corab.pl](http://encorbat.corab.pl))

JAMEL spółka z ograniczoną odpowiedzialnością S.K.A., NIP: 5842674718 (webs pages: corab.pl/en.corab.pl/ de.corab.pl / / [sat.corab.pl](http://sat.corab.pl) / [sat.corab.eu](http://sat.corab.eu) / [en.sat.corab.pl](http://en.sat.corab.pl) / [de.sat.corab.pl](http://de.sat.corab.pl) /) / [panel.projektanta.corab.pl](http://panel.projektanta.corab.pl))

Hosting providers (data maintenance on a server).

Cyber\_Folks S.A. NIP: EN 7822622168 (web page: [net.corab.pl](http://net.corab.pl))  
IQ.pl NETTOM (web pages: [shopb2b.corab.pl](http://shopb2b.corab.pl) /

en.shopb2b.corab.pl/  
de.shopb2b.corab.pl/  
program.corab.pl/program.corab.pl  
/de / program.corab.pl/en /  
szkolenia.corab.pl /  
szkolenia.corab.pl/en /  
szkolenia.corab.pl/de/) /  
net.corab.pl

QuickerSim Sp. z o.o.  
NIP: 527-274-08-19

Entity providing calculation software for the purposes of photovoltaic facilities.

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

Provider of ERP business software for business 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 the cloud service and 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

Microsoft Azure cloud service provider.

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

Provider of business management software.

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

Entity providing our newsletter system, our forms and supporting us in our marketing activities.

ABAK SPÓŁKA AKCYJNA, NIP:  
7390406362

Accounting service provider.

PANDA MARKETING SP. Z O.O. NIP  
7393895746;

Entities supporting the controller in marketing activities.

Performance Media P.S.A. NIP:  
5213742952;

AGENCJA NIE DO OGARNIĘCIA SP Z O  
O SPÓŁKA KOMANDYTOWA NIP  
9442258450;

Rather Tomasz Jasionowicz NIP:  
6852183632,

Starling Digital Piotr Szpakiewicz NIP:  
9562121535

PayPro SA (provider of Przelewy24)  
NIP 7792369887,

Provider of fast online payments.

**Data processors outside the European Economic Area:**

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

Marketing tool.

Celonis Inc. One World Trade Center  
Celonis Inc. Provider of data management software for data collected  
from our web pages.

The recipients of your personal data may also be state authorities (such as a tax office) or entities that support us in the provision of legal aid.

## Business partners

If you give your consent, we will provide your data to our trusted partners for marketing purposes and in order to prepare a customised offer for you. We assure you that our partners guarantee the adequate level of protection of your personal data and make every effort to keep your data secure at all times.

You can ask us at any time to identify the partners to which we provide/ have provided your data by sending a message to [corabpartner@corab.com.pl](mailto:corabpartner@corab.com.pl) or by calling us (number + 48 + 48 799 396 396).

You may withdraw your consent to the transfer of data to our partners at any time, but this will not affect the lawfulness of the actions taken by us and our partners before withdrawal of your consent.

Based on your consent, we provide our partner with such data as your first name, last name, telephone number, email address, installation address and other data that you have voluntarily provided to us and that help us to connect you with an entity that will present you with the best possible marketing offer.

The partner who has been informed of your consent to contact you to present you with an offer will promptly contact you for this purpose and will present you with an offer. It is entirely up to you whether to cooperate with the partner or not and on what terms.

## How do we provide your data to our partners?

You give us your consent to transfer your data to our partner when you send us your enquiry by completing the form and submitting a declaration of your willingness and consent to receive an offer from our partner. We may contact you to obtain further information about your needs. If we do not need to contact you in

order to allow our partner to prepare a customised sales offer, we will provide your data directly to the partner or send the partner's offer to the contact details you have indicated.

During the first contact with you, our partner will provide you with information related to their processing of your personal data.

You have the right to ask us to verify the processing of your data by automated means.

We may contact you after you have been contacted by a particular partner, or after you have started cooperation with a particular partner in order to provide top quality services to you and other parties we work with.

If you have any questions about receiving business information from our business partners, feel free to contact us.

## How do we verify the reliability of our partners, and why do we verify the course of cooperation with a partner?

In an effort to ensure that we work with partners providing the highest standard of service, we monitor the process of cooperation between our partners and the entities with which they have entered into cooperation through our relationship. In practice, this means that our partners should maintain the standards we require and follow. We enable our partners to participate in training and expect them to constantly develop their competences.

Since we want the information we send you to be attractive to you and any potential cooperation to be pursued with reliable entities, we take utmost care when selecting our partners.

By verifying whether the activities of our partners are reliable, we are able to share your data with partners who provide the highest degree of professionalism.

Our standards are based on the latest industry guidelines and our own experience.

Should you experience any problems while working with a partner, you can let us know and we will take appropriate steps in order to verify their reliability as our partner.

We will be glad to answer your questions about our processing of your personal data and the terms of cooperation with our partners so that you fully understand how we process your personal data.

## Withdrawal of data processing consent

If the processing of personal data is based on consent, you may withdraw this consent at any time – at your discretion. If you would like to withdraw your consent to the processing of your personal data, simply send an email directly to the address indicated at the beginning of this Privacy Policy.

If your personal data was processed on the basis of your consent, the withdrawal of your consent does not render the prior processing of your personal data unlawful. In other words, until you withdraw your consent, we have the right to process your personal data and withdrawing your consent does not affect the lawfulness of previous processing.

## Requirement to provide personal data

Providing personal data is voluntary, and you may decide whether to do so or not. Still, providing certain personal data is necessary in order to meet your expectations when it comes to entering into a contract, or using our services, or purchasing our products. If you place an order for a product, you are required to provide your data if you wish us to comply with your requests in relation to the contract.

If you contact us about any matter related to our web page, our products or services we provide, it may be necessary for you to provide your contact details in order to answer your question.

If your data is required by law, it is your responsibility to provide the data.

## Automated decision-making and profiling

We do not use your data for automated decision-making that could affect your legal situation or have other similarly serious effects on you.

The tools implemented on our web page may profile user behaviour to improve the page and adapt the content displayed to user preferences; in this case, we analyse data that are primarily anonymous (location, age, interests).

We use cookies and analytics tools like any other web page. The following section of the Privacy Policy specifies how cookies work and how these actions affect you.

## How long do we process your data?

In accordance with current legislation, we only process your data for the time it is needed to achieve the stated purpose. After this period, your personal data is irreversibly deleted or destroyed. The additional year



for the processing of your personal data collected for the performance of a contract is due to the fact that you may make a request just before the expiry of the limitation period.

We process your data for a period of:

3 or 6 years + 1 year for data related to the contract we entered into

with regard to personal data processed for establishing, asserting or defending claims; the choice of 3 or 6 years depends on whether both parties are businesses or not.

until an effective objection is lodged or the purpose of the processing is achieved

with regard to personal data processed on the basis of the controller's legitimate interest.

until the data become obsolete or no longer useful

with regard to personal data processed primarily for the purposes of administering the web page.

until the consent is withdrawn or no longer useful

with regard to personal data processed on the basis of your consent unless explicitly stated otherwise at the time when the consent was given

## Social media

Our web pages contain plugins for our social media profiles.

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

The provider of a given social media platform determines the rules of the platform and the rules of data processing for its own purposes, so we encourage you to read the terms and policies of each platform.

The plugins redirecting to our profiles allow you to go directly to our profile by clicking on the platform icon. A social media platform may acquire information that you are using our web page, in particular when you are logged in as a user of that platform.

If you do not want social media platforms to obtain information about your activities, we recommend logging out of your profiles and using your browser in incognito mode.

### **Facebook**

We and Facebook cooperate as joint controllers of data related to our Facebook profile, including for our joint business purposes, including but not limited to the processing of data related to visits to our profile, including the display of our profile through the use of the plugin available on our web pages.

As part of the profile, we process data relating to the administration of our profile, inform you about our activities, promote our services, campaigns and products, and stay in touch with our customers. We also analyse the data collected as part of the profile for statistical purposes and for the purpose of defending claims, if any.

Your profile data that we process is the profile data that you make publicly available (your first name, last name, or image, if applicable, or any other data you have added to your profile or provided to us in a message or comment).

We do not process data collected by Facebook for its own purposes, and we do not have access to data collected by Facebook for its own purposes and under the Facebook Terms of Service.

Our Facebook profile is available at <https://www.facebook.com/CorabSA>

We process your personal data on the basis of your consent, which you give by following our profile or leaving a comment, and on the basis of our legitimate interest to interact with those who follow or use our profile, and to manage the profile. You can unfollow our profile at any time.

We recommend you to read the Facebook Privacy Policy, which is available at: <https://www.facebook.com/privacy/explanation>.

### **Instagram**

We and Instagram cooperate as joint controllers of data related to our Instagram profile, including for our joint business purposes, including but not limited to the processing of data related to visits to our profile, including the display of our profile through the use of the plugin available on our web pages.

As part of the profile, we process data relating to the administration of our profile, inform you about our activities, promote our services, campaigns and products, and stay in touch with our customers. We also

analyse the data collected as part of the profile for statistical purposes and for the purpose of defending claims, if any.

Your profile data that we process is the profile data that you make publicly available (your first name, last name, or image, if applicable, or any other data you have added to your profile or provided to us in a message or comment).

We do not process data collected by Instagram for its own purposes, and we do not have access to data collected by Instagram for its own purposes and under the Instagram Terms of Service.

Our Instagram profile is available at: <https://www.instagram.com/corab.pl/>

We process your personal data on the basis of your consent, which you give by following our profile or leaving a comment, and on the basis of our legitimate interest to interact with those who follow or use our profile, and to manage the profile. You can unfollow our profile at any time.

We recommend you to read the Instagram Privacy Policy, which is available at:

[https://help.instagram.com/519522125107875?helpref=page\\_content](https://help.instagram.com/519522125107875?helpref=page_content).

### **LinkedIn**

We and LinkedIn cooperate as joint controllers of data related to our LinkedIn profile, including for our joint business purposes, including but not limited to the processing of data related to visits to our profile, including the display of our profile through the use of the plugin available on our web pages.

As part of the profile, we process data relating to the administration of our profile, inform you about our activities, promote our services, campaigns and products, and stay in touch with our customers. We also analyse the data collected as part of the profile for statistical purposes and for the purpose of defending claims, if any.

Your profile data that we process is the profile data that you make publicly available (your first name, last name, or image, if applicable, or any other data you have added to your profile or provided to us in a message or comment).

We do not process data collected by LinkedIn for its own purposes, and we do not have access to data collected by LinkedIn for its own purposes and under the LinkedIn Terms of Service.

Our profile on LinkedIn is available at: <https://pl.linkedin.com/company/corab-s-a>

We process your personal data on the basis of your consent, which you give by following our profile or leaving a comment, and on the basis of our legitimate interest to interact with those who follow or use our profile, and to manage the profile. You can unfollow our profile at any time.

We recommend you to read the LinkedIn Privacy Policy, which is available at:

<https://pl.linkedin.com/legal/privacy-policy>.

### **YouTube**

We and YouTube cooperate as joint controllers of data related to our YouTube profile, including for our joint business purposes, including but not limited to the processing of data related to visits to our profile, including the display of our profile through the use of the plugin available on our web pages.

As part of the profile, we process data relating to the administration of our profile, inform you about our activities, promote our services, campaigns and products, and stay in touch with our customers. We also analyse the data collected as part of the profile for statistical purposes and for the purpose of defending claims, if any.

Your profile data that we process is the data that you make publicly available (your first name, last name, or image, if applicable, or any other data you have added to your profile or provided to us, for instance, in a comment).

We do not process data collected by YouTube for its own purposes, and we do not have access to data collected by YouTube for its own purposes and under the YouTube Terms of Service.

Our YouTube profile is available at:

[https://www.youtube.com/channel/UCfbfcia4\\_ghv2T2Ag9GLEuw](https://www.youtube.com/channel/UCfbfcia4_ghv2T2Ag9GLEuw)

We process your personal data on the basis of your consent, which you give by following our profile or leaving a comment, and on the basis of our legitimate interest to interact with those who follow or use our profile, and to manage the profile. You can unfollow our profile at any time.

We recommend you to read the YouTube Privacy Policy, which is available at:

<https://policies.google.com/privacy?hl=pl>.

## **Newsletter**

Your data provided in the newsletter subscription form (full name, telephone number, email address, province) are processed for the purpose of sending the newsletter, on the basis of your consent and in accordance with Newsletter Regulations.

We use a newsletter provider that guarantees the protection of your data, i.e. 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 with respect to your subscription to our newsletter.

Your data will not be transferred to any third country outside the European Union for the purpose of providing the newsletter. Providing data in the newsletter subscription form is voluntary, but necessary for us to send you the newsletter on the basis of your consent, to send you information about the marketing of our own products or services based on our legitimate interest as the controller (i.e. Article 6(f) of the GDPR), and to assert claims, if any, in connection with sending the newsletter.

You will continue to receive our newsletter until you unsubscribe or we cease the distribution of the newsletter. If a subscriber is inactive for 2 months, we may cease sending the newsletter. If this happens, we will remove you from our subscriber list.

The mechanism for unsubscribing from the newsletter service is not complicated; just click on the active link stating *Wypisuję się* (Unsubscribe). Once you have exercised this right and unsubscribed from the newsletter, your newsletter subscription data will be stored for the period necessary to defend potential claims. This is our legitimate interest as data controller.

We may also transfer your personal data provided when you subscribe 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 supporting us in the distribution of the newsletter with whom we have entered into relevant agreements.

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

However, please note that if you withdraw your consent to the processing of your data, this fact will not affect the lawfulness of the processing that was 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 Personal Data Protection Office as soon as you consider that the processing of your data violates the law. Your data will not be processed by automated means.

## Placing an order

When placing an order via our online shop, you are required to provide your personal data necessary for the processing of the order, i.e. your full name, email address, telephone number, delivery address and business details if the contract is concluded by a company. If you have previously provided such data in your user account, the data will be automatically inserted into the order form, but you are always free to modify them.

The legal basis for the processing of your personal data provided in the order is the performance of the contract that you conclude following the terms and conditions.

The data provided in the order form will be recorded in our database and will be kept there until the statute of limitations for claims under the contract expires. Each order is recorded as a separate item in the database. In addition to personal data, we record order details such as the order date, item ordered and order value, selected delivery method and payment method.

## User account

When creating a user account, you will need to enter your basic data such as your email address, full name, telephone number, billing address, business details and password. You can modify your account details at any time using the options available after you sign in to your account.

The legal basis for the processing of your personal data stored in your user account is the performance of the account agreement you conclude with us under our terms and conditions.

Your personal data stored in your user account is processed as long as the account remains active, i.e. for the duration of the account agreement referred to above. You are free to delete your account at any time, and this will also result in your personal data being deleted from the database. Please note, however, that deleting your account will not result in deleting the details of your orders.

## Contact form

You can contact us via the contact form on our web page or by email.

We will process the data you provide in the contact form, i.e. your full name, telephone number, email address and other details provided in the form, in order to contact you by electronic means.

When you contact us by email, you provide us with your email address as the address of the message sender. You can also include other personal data in your message.

In this case, your personal data is processed based on your consent granted by contacting us.

Once your contact with us is ceased, the content of your correspondence may be archived. The archiving period will not be longer than the limitation period for legal claims.

We conduct marketing activities, including contacting those who wish to be contacted, by working with trusted business partners and using software that guarantees the security of personal data processed for this purpose.

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

## Telephone contact

We enable telephone contact with us to any user of our web pages who leaves their telephone number for the purpose of being contacted and anyone interested in our offer.

In this case, the legal basis for the processing of personal data is your voluntary consent resulting from initiating contact with us or giving consent for us to contact you.

## Call recording

As part of our company's telephone system, we record outgoing and incoming calls. Calls are recorded in order to provide the highest possible standard of service to customers, potential customers and others who contact us by telephone, also to prevent misunderstandings about the information we provide in calls and to defend against possible claims. The recordings allow us to improve our telephone service and streamline our organisation processes.

In the event that you contact us directly by telephone, we inform you at the beginning of call that it will be recorded, we ask for your consent to the recording and tell you that if you do not wish your call to be recorded, you should discontinue the call.

In the event that we contact you by telephone, once you have been reached, our representative informs you that the call will be recorded and tells you that if you do not want your call to be recorded, you should discontinue the call.

Remember that you can always contact us in other ways, e.g. by sending us an email or via the contact form available on our web page.

For the sake of clarity, we have grouped the types of calls we make into specific categories and briefly discuss each category of a call in the Call Recording Policy so that you understand on which basis and for how long recordings are stored.

For details on how we record and process recordings, the legal basis on which we record calls, how long we keep recordings and any other relevant information related to call recording, please see the Call Recording Policy. Please read the document. We want you to have a full understanding of how we process recordings.

### **Thulium**

We use software to ensure efficient management of contact with you and anyone interested in our activities for your convenience and to ensure the top quality of customer service i.e. the tool provided by Thulium.

With the plugin implemented on our web pages, you can initiate contact with us in real time and leave your details and let us know that you wish to be contacted at a later date (in this case, you will provide your telephone number and an IP address that will determine your approximate location). You may leave a message, which is registered in the system as a notification (in this case you will provide your name, email address and the content of the message in the form).

The tool is provided by Thulium sp. z o.o. We encourage you to read the supplier's Privacy Policy available at: <https://thulium.com/static/4654e2f2431f8048273c60e3f7b9674c/Privacy%20Policy%20of%20thulium.pdf>.

The legal basis for the use of Thulium is our legitimate interest as a data controller to efficiently manage our customer service as well as marketing and business management activities in communicating with anyone interested in our operations.

The use of Thulium available on our web pages is entirely voluntary, but additional data, such as your email address, may be required for us to provide you with additional information, e.g. to send you a message.

## Comments and reviews

We allow users to leave comments and reviews at <https://szkolenia.corab.pl/>. You are absolutely free to decide whether to post a comment or review.

To leave a comment or review, you need to fill in a form and provide your name and email address. By posting a comment or review directly on our web page, you consent to the processing of related data.

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

The rules for verifying reviews are set out in the Review Policy .

Please observe the rules of mutual respect.



We reserve the right to moderate comments and reviews, in particular to remove any comment or review that is offensive or vulgar, that is an advertisement or that violates personal rights of third parties.

We will take prompt and adequate action to remove or disable access to any content that is illegal or violates our terms of service as soon as we become aware of it.

Illegal content is content which, in itself or in relation to the features of our web page and our products or services, does not comply with the law, in particular the law of the European Union.

Illegal content includes, in particular, the following:

- images depicting child sexual abuse,
- private photographs/images shared without the consent of the person holding the rights to the material in question,
- cyberstalking,
- content used for the sale of non-conforming or counterfeit products,
- content used for the sale of goods or services in violation of consumer protection laws,
- content infringing copyright.

Content that does not comply with the terms of use of our web page is content that violates and disrupts the terms of use or regulations of the web page, as well as content that is false or out-of-date, or that violates the best practices or principles of social conduct.

We may moderate the said content, i.e. take non-automated or automated measures, in particular in order to detect, identify and combat illegal content or information provided by users that does not comply with the terms of use, including implementing measures that affect the availability, visibility and reachability of such illegal content or information, such as the deranking of such content or information, demonetisation, prevention of access to or removal of such content or information, or measures that affect the ability of users to provide such information, such as the closure or suspension of a user account.

Moderation will be done with due care, in an objective and proportionate manner, and with due regard to the rights and legitimate interests of all parties involved. We will obviously inform the user whose content we are moderating, if it is possible to contact them, that their content is being moderated, in particular we will provide the reason for this. We may also request the user to moderate the content on their own.

Please note that we have no obligation to monitor the content that users submit or store on our web page or to take active steps to determine facts or circumstances suggesting illegal activity.

## Handling notifications regarding content on our web page and possible sanctions

If you notice any content on our web page that it illegal or incompliant with the terms of use, you can bring it to our attention, e.g. via the Contact Point.

To be accepted, your notification must include the following:

- a. the location of the content by providing a direct link to the content;
- b. a justification for the content to be deemed illegal or incompliant with the terms of use of our web page;
- c. your contact details, including your name and email address, unless the notification concerns an offence related to sexual abuse or exploitation, child pornography, solicitation of children for sexual purposes and incitement, aiding and abetting and attempting such offences, in which case you do not need to provide these details;
- d. a statement that you have a good faith belief that the content you are reporting is illegal or incompliant with the terms of use of our web page, in particular that the allegations made are true and complete.

We will acknowledge the receipt of your notification without undue delay, no later than 5 days after the receipt, if you have provided your contact details, e.g. email address.

A notification is deemed true if, without the need for detailed legal analysis, we determine the incompliance or illegality of the reported content.

Before making a decision, we may request the user who has posted the reported content for clarification if this is necessary to make a decision.

We do not use tools to automatically process notifications.

You may appeal against our decision no later than 14 days after receiving it. The appeal should include, in particular, the following:

- a. a precise explanation why the decision is wrong;
- b. the reasons for your position;
- c. an indication of the negative consequences of the decision for you or a third party.

We will consider your appeal no later than 14 days after receiving it. We will notify you and anyone else interested in the outcome of the case about our decision following the appeal.

The decision issued following the consideration of the appeal is final and not subject to any further appeal.

Please note that we may impose sanctions on any user who has posted illegal content or content that does not comply with the terms of use of our web page, including following a decision that the user has made such a breach based on a reviewed notification.

Therefore, we may:

- restrict the visibility of the content, including deleting the content, preventing access to the content or deranking the content;
- suspend, terminate, or otherwise limit monetary payments to the user who has posted the content;
- suspend or terminate the service in whole or in part to the user who has committed a breach;
- suspend or terminate the account of the offending user.

Should we become aware of any information that makes us suspect that an offence posing a threat to the life or safety of a person or persons has been, is being or may be committed, we will promptly bring our suspicions to the attention of the competent law enforcement or judicial authorities.

## Cookies and tools implemented on the web page

This web page, like many others, uses cookies. Cookies are short textual information stored on the device you use to browse the web page. They can be read by us ("own cookies", applied to ensure that this web page works properly and to improve our offerings), and by systems belonging to other parties whose services we use ("third party cookies"). Please note that you have the right to change your cookie settings in your browser or to delete them.

When you first visit the web page, information about the use of cookies is displayed. If you do not change your browser settings, you consent to their use.

## Google Consent Mode

On our web pages we use tools provided by Google.

Google requires us to inform it whether our web page users agree to the processing of their personal data collected by Google cookies using Google Consent Mode. Google Consent Mode has been implemented on our web page.

Your consent to the use of Google cookies allows us to perform marketing activities using Google cookies (e.g. remarketing, ad conversion research).

On our web page, Google Consent Mode has been implemented in the form of advanced consent mode. Google tags are activated without your consent, and the tags transmit information to Google about your consent or refusal to give consent. At the same time, as long as you have not given your consent to the use of Google cookies, only anonymous information about you is transmitted to Google until you give your consent to the use of Google cookies.

You can read more about Google Consent at: <https://support.google.com/google-ads/answer/10000067?hl=pl>.

We recommend you to get familiar with the above provisions.

## Tracking technologies

Our web page uses the following tracking technologies:

- social plugins redirecting to our social profiles as mentioned in detail above,
- analytical and marketing tools, i.e. Google Analytics, Meta Pixel (Facebook Pixel).

### **Meta Pixel (Facebook Pixel)**

Meta Pixel is an analytical tool, a piece of code implemented on the web page allowing us to target marketing activities to people who have visited our web page or are interested in our activities.

The data collected by the tool is anonymous (location, gender, age, internet activity), and the provider may combine it with your data it has collected through your use of its platform.

Meta Pixel helps us determine whether our marketing is effective and reaches a specific target group while showing their reactions to our activities.

You can read more about the tool on the provider's web page: <https://pl-pl.facebook.com/business/help/742478679120153?id=1205376682832142>.

### **Google Analytics**

Google Analytics makes it possible to analyse your web services and activities. Google Analytics uses cookies, which are stored on your computer and enable analysis of your use of a given web page.

You are free to disable the storage of cookies by selecting appropriate settings of your browser. However, there is a risk that you will cause a situation where you will not be able to take full advantage of all the web page features.

The data collected by the tool is anonymous (location, gender, age, online activity), and the provider may combine it with your data it has collected through your use of its browser and/or services.

We use Google Analytics to analyse the use of our web page by its users and to improve it to match user preferences. The statistics we obtain this way make it possible, for example, to tailor our offers.

For details about Google Analytics, click on the link:

<https://analytics.google.com/analytics/web/provision/?hl=pl#/provision>.

Google guarantees that it uses the data protection and security mechanisms envisaged by the European regulation. For details about Google's data protection, go to <https://policies.google.com/privacy?hl=pl>.

### **Google Tag Manager**

Google Tag Manager is a tag management system that makes it possible to update tracking codes. We use it for statistical and analytical purposes.

For details about the tool, go to <https://support.google.com/tagmanager/answer/6102821?hl=pl>.

### **Hotjar**

Hotjar is an analytical tool that allows us to analyse the behaviour of users of our web pages and allows us to improve our efforts to make our web page easier to use and better tailored to the preferences of our target users.

Hotjar is a tracking code embedded in our web pages, recording the actions of each web page user and allowing us to recreate your actions on a particular web page that we run. The tool allows us to create an activity map and shows us the interest in particular elements of our web pages.

The data recorded by Hotjar do not allow us to identify you personally (we have access to such information as the browser you are using, the time you spend on our web page, the sub-pages you open on our web page, the places you click on, but we cannot see the data you enter if you use the forms available on our web page).

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

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

Hotjar guarantees that it uses the data protection and security mechanisms envisaged by the European regulation. For details about Hotjar data protection, go to <https://policies.google.com/privacy?hl=pl>.

### **LinkedIn Insight Tag**

LinkedIn Insight Tag is an analytics tool that enables us to track target groups, conversions and demographics of our web pages by creating a cookie.

The data collected through LinkedIn Insight Tag and shared with us by the provider does not allow us to identify the person who visits our web page.

We use the tool for the purpose of tailoring our web page, promotional activities and offers to our customers' preferences and researching the effectiveness of our marketing activities.

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

For details about the tool, go to <https://www.linkedin.com/help/lms/answer/a489169>.

We recommend you to read the LinkedIn Privacy Policy: <https://pl.linkedin.com/legal/privacy-policy>.

## **Content from third party websites**

We may include content from third party websites, such as audiovisual or sound recordings, and the websites may register that you have played the content. If you have an account on a particular website, we recommend you to log out of that website before playing content on our web page if you do not want the website to know about it.

## **Server logs**

Using our web page involves sending requests to the server on which the web page is hosted.

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

The data recorded in the server logs is not associated with any specific web page users and is used as reference material for administrative purposes.

The content of the server logs is not disclosed to anyone except those authorised to administer the server.

## Final provisions

The content on our web pages and supported social networks represents our own intellectual creations. This content is thus subject to copyright.

We do not give permission for the content to be copied in whole or in part without our express prior consent.

You are required to use our web page in accordance with the law and principles of good conduct while respecting the personal rights and intellectual property rights of third parties.

Last but not least, we would like to remind you that the content of this Privacy Policy may change, e.g. when we change our service provider or the scope of features available on our web page. For your convenience, the date of the policy update is stated at the beginning of the Policy.

That is all we want to communicate to you at the moment. Thank you for your time.

Archive

*Privacy Policy effective date 15 July 2024*

*Corab Privacy Policy effective date 15 May 2024*

*Corab Privacy Policy effective date 4 July 2023*

*Polityka prywatności Corab obowiązująca od 3 stycznia 2023 r.pdf*

*Polityka prywatności Corab obowiązująca do 3 stycznia 2023 r.pdf*