PRIVACY POLICY AND COOKIES POLICY

hereinafter referred to as **the "Privacy Policy"**

1. GENERAL PROVISIONS

1.1 This Privacy Policy specifies detailed principles and objectives of personal data processing via website: www.iade.pl (hereinafter referred to as the: "**Website**") and mobile application (hereinafter referred to as the: "**Mobile Application**") referred to the organisation of all conferences organised IADE Sp. z o.o.

1.2 The data administartor is IADE Sp. z o.o. with the registered office in Warsaw, address: Kosiarzy 9A, 02-953 Warsaw, registered in the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register under KRS number: 0001186906, NIP [tax identification number]: 1133175963, e-mail address: kontakt@iade.pl, telephone: +48 883 850 889 – charge as for a standard call – according to the operator's pricing list) (hereinafter referred to as the "**Organiser**").

1.3 DEFINITIONS

1.3.1 Privacy Policy – this Privacy and Cookies Policy;

1.3.2 Administrator – Organiser – IADE Sp. z o.o. [limited liability company] with its registered office in Warsaw, address: Kosiarzy 9A, 02-953 Warsaw, registered in the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register under KRS number: 0001186906, NIP: 1133175963, e-mail address: kontakt@iade.pl, telephone: +48 883 850 889;

1.3.3 Personal data – any information relating to an identified or identifiable natural person, in particular on the basis of an identifier such as their name, location data, online identifier or one or more factors specific to the physical, physiological identity of the natural person, including the device IP address, location data, online identifier and information collected through cookies and other similar technology;

1.3.4 GDPR – Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 2016.119.1 of 4th May 2016);

1.3.5 Act – the Act of 10th May 2018 on the protection of personal data (Journal of Laws of 2019, item 1781, of 19th September 2019).

1.3.6 Device – an electronic device with which the Client accesses the Website or Mobile Application.

1.3.7 Client – a Participant or a Conference Organiser registered by the Organiser in accordance with the Conference Regulations (hereinafter: "Conference Regulations") and person accessing to the Website.

2. PROCESSING OF PERSONAL DATA IN CONNECTION WITH THE USE AND ACCESS TO THE WEBSITE AND MOBILE APPLICATION

2.1 The use of the Website and Mobile Application is voluntary.

2.2 The data of the Website and Mobile Application users, including their IP addresses or other identifiers and information collected through cookies or other similar technologies, as well

as, in the case of the Mobile Application: first name, surname and e-mail address, are processed by the Administrator for one or more of the following purposes:

2.2.1 to provide services by electronic means, including the provision of contents posted on the Website/Mobile Application available to persons who do not have an Account (the legal basis for data processing is the necessity to process the data for the execution of a contract – Article 6 (1)(b) of the GDPR);

2.2.2 to provide electronic services within the range of providing the Registration Form available via the Website, referred to in point II.3. of the Conference Regulations, which enables contacting the Organiser and registering for the Conference (the legal basis for processing is the necessity to process the data for the execution of a contract – Article 6 (1)(b) of the GDPR);

2.2.3 to handle complaints (the legal basis for processing is the necessity to process the data for the execution of a contract – Article 6 (1)(b) of the GDPR);

2.2.4 to examine claims, to lodge claims and to defend against claims (the legal basis for processing is the necessity to process the data for the legitimate interests pursued by the Administrator – Article 6(1)(f) of the GDPR);

2.2.5 for analytical and statistical purposes (the legal basis for processing is the necessity to process the data for the legitimate interests of the Administrator – Article 6(1)(f) of the GDPR – conducting activity analyses).

3. PROCESSING PERSONAL DATA IN ORDER TO ENABLE THE CLIENT TO PLACE AN ORDER

3.1 The Administrator may process the following Personal Data necessary to enable the Client to place an Order:

3.1.1 Personal Data of the Client , such as:

3.1.1.1 The first and last name;

3.1.1.2 Tax Identification Number (NIP);

3.1.1.3 National Business Registry Number (REGON);

3.1.1.4 address of registered business;

3.1.1.5 address for delivery;

3.1.1.6 email address;

3.1.1.7 telephone number;

3.1.1.8 personal data contained in a current printout from CEIDG [Central Register and Information on Economic Activity] (other than those indicated in Part 3, points 3.1.1.1.-3.1.1.5 of the Privacy Policy);

3.1.1.9 profession and occupation.

3.1.2 The personal data of the Client's staff members of partners (stated by the Client for the purposes related to the execution of the Order, such as:

3.1.2.1 The first and last name;

3.1.2.2 email address;

3.1.2.3 telephone number;

3.1.2.4 Work post or function;

3.1.2.5 Profession and occupation.

3.2 The personal data is processed by the Administrator for one or more of the following purposes:

3.2.1 to enable the Client to place an Order and participate in the Conference (including the transfer of organisational information regarding the Conference) (the legal basis for

processing is the necessity to process the data for the Contract– Article 6(1)(b) of the GDPR);

3.2.2 to fulfil the Administrator's statutory obligations, resulting from their tax and accounting regulations (the legal basis for processing is the necessity to comply with a legal obligation of Administrator – Article 6(1)(c) of the GDPR);

3.2.3 to examine claims, to lodge claims and to defend against claims (the legal basis for processing is the necessity to process the data for the legitimate interests pursued by the Administrator – Article 6(1)(f) of the GDPR);

3.2.4 to provide electronic services with regards to the online participation in the Conference (the legal basis for processing is the necessity to process the data for the performance of a Contract – Article 6(1)(b) of the GDPR);

3.2.5 to handle complaints (the legal basis for processing is the necessity to process the data for the performance of a Contract – Article 6(1)(b) of the GDPR);

3.2.6 for analytical and statistical purposes (the legal basis for processing is the necessity to process the data for the legitimate interests of the Administrator – Article 6(1)(f) of the GDPR – conducting activity analyses with the objective of improving the quality and adequacy of the functionalities used and services provided).

4 PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF ENABLING THE CLIENT TO RECEIVE THE NEWSLETTER

4.1 The use of the newsletter, i.e. a service allowing the Client to receive unpaid information from the Administrator to the e-mail address provided, is voluntary.

4.2 The Administrator may process the following Personal Data necessary to enable the Client Recipient to receive the newsletter:

4.2.1. Personal data of the Client , such as:

4.2.1.1 The first and last name;

4.2.1.2 The email address.

4.3 The personal data is processed by the Administrator for one or more of the following purposes:

4.3.1 to enable the Client to receive the newsletter (including organisational information regarding the Conference) (the legal basis for processing – consent expressed by ticking the appropriate checkbox when placing an order or providing your email address, voluntarily, in order to receive the newsletter – Article 6(1)(a) of the GDPR.

5 PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF ENABLING THE CLIENT TO RECEIVE MARKETING INFORMATION

5.1 The Administrator may process the following Personal Data necessary to enable the Client to receive marketing information from the Administrator:

5.1.1. Personal Data of the Client , such as:

5.1.1.1. first and last name;

5.1.1.2. email address;

5.1.1.3. telephone number.

5.2. The personal data is processed by the Administrator for one or more of the following purposes:

5.2.1. marketing of own products and services (the legal basis for processing – consent expressed by ticking the appropriate checkbox when placing an order or providing your email address, voluntarily, in order to receive the newsletter – Article 6(1)(a) of the GDPR.

6. PROCESSING PERSONAL DATA IN ORDER TO ENABLE THE CONFERENCE SPEAKER TO CREATE AN ACCOUNT AND ACCESS THE WEBSITE WITH THEIR ACCOUNT

6.1 Creating an account by the Client who is also a Conference speaker is voluntary, but necessary to conclude a contract and participate in the Conference as a speaker.

6.2 The Administrator may process the following Personal Data necessary to enable the Client, who is also a speaker, to create an individual account and access the Website using their account:

6.2.1 The personal data of the Client who is also a speaker, such as:

6.2.1.1 The first and last name;

6.2.1.2 Tax Identification Number (NIP);

6.2.1.3 National Business Registry Number (REGON);

6.2.1.4 address of registered business;

6.2.1.5 address for delivery;

6.2.1.6 email address;

6.2.1.7 telephone number;

6.2.1.8 personal data contained in a current printout from CEIDG [Central Register and Information on Economic Activity] (other than those indicated in Part 3, points 3.1.1.1-3.1.1.5 of the Privacy Policy);

6.2.1.9 occupation;

6.2.1.10 biographical note;

6.2.1.11 image (photograph).

6.3 The personal data is processed by the Administrator for one or more of the following purposes:

6.3.1 to enable the Client who is also a speaker, to create an individual account and use the Website with that account, which also includes sending the Administrator with the information necessary to participate in the Conference in the capacity of a speaker and to receive information about the Conference provided by the Administrator (the legal basis for data processing is the necessity to process the data for the execution of a contract – Article 6 (1)(b) of the GDPR);

6.3.2 to fulfil the Administrator's statutory obligations, resulting from their tax and accounting regulations (the legal basis for processing is the necessity to comply with a legal obligation of Administrator – Article 6(1)(c) of the GDPR);

6.3.3 to examine claims, to lodge claims and to defend against claims (the legal basis for processing is the necessity to process the data for the legitimate interests pursued by the Administrator – Article 6(1)(f) of the GDPR);

7. DATA PROCESSING TIMELINE

The data Personal data will be processed by the Administrator for the period necessary to achieve the purposes specified in sections 2-6 of the Privacy Policy. This purpose results from legal provisions (which require data to be stored for a specified period of time) or is necessary

for the performance of a contract for providing services or for the pursuit of legitimate interests of the Administrator. In the case of collecting data for the purposes related to sending the Administrator's newsletter and direct marketing, the personal data will be stored until objection is lodged against it or the parties unsubscribe from receiving the newsletter and commercial information. After this period, personal data will be irrevocably deleted or destroyed.

8. THE RIGHTS OF THE PARTIES WHOSE DATA ARE PROCESSED

8.1 **The right to obtain information about processing the personal data** – these are the grounds for the Administrator to inform a person filing such a request about processing of their personal data, including, in particular, the purposes and legal basis for the processing, the scope of the data held, the entities to which the personal data are disclosed and the planned date of the data deletion.

8.2 **The right to obtain a copy of the data** – these are the grounds for the Administrator to provide a copy of the processed data concerning the person filing such a request.

8.3 **The right to rectify** – these are the grounds for the Administrator to remove any inconsistencies or errors in the personal data processed, and to supplement or update it if it is incomplete or has changed.

8.4 **The right to delete** – these are the grounds for the request to delete the data the processing of which is no longer necessary for any of the purposes for which it was collected.

8.5 **The right to restrict processing** – these are the grounds for the Administrator to discontinue any operations on personal data, except for the operations to which the data person whose data is processed, has consented and also to discontinue to store the data in accordance with the accepted retention rules, or until the reasons for restricting data processing cease to exist (e.g. a decision is issued by a supervisory authority allowing further data processing).

8.6 **The right to data transfer** – these are the grounds for the Administrator to issue the data provided by person whom the data concerns in a format that makes it possible to be read by a computer, limited to the extent that the data is processed in connection with a concluded contract or expressed consent. It is also possible to request that this data to be sent to another entity – provided, however, that it is technically possible on the part of both the Administrator and the other entity.

8.7 **The right to object to data processing** – the person whom the data concerns may at any time object to the processing of their personal data on the basis of the Controller's legitimate interest (e.g. for analytical or statistical purposes).

8.8 **The right to object to data processing for direct marketing purposes and sending newsletters** – the person whom the data concerns may at any time object to processing personal data for direct marketing purposes or sending newsletters.

8.9 **The right to withdraw consent** – if the data is processed on the basis of consent, the person whom the data concerns has the right to withdraw their consent at any time, which, however, does not affect the lawfulness of the processing carried out before the withdrawal of consent.

8.10 **The right to lodge a complaint** – if it is considered that the processing of personal data violates the provisions of GDPR or other provisions on the protection of personal data, the person whom the data concerns may lodge a complaint with the President of the Personal Data Protection Office.

8.11 In order to exercise the rights of the data subject, please contact the Data Administrator at ul. Kosiarzy 9 A, 02-953 Warsaw, or at the following e-mail address: kontakt@iade.pl. It is not necessary to provide the reason for exercising your rights.

8.12 The request should, as far as possible, specify the subject of the request, in particular:

8.12.1. the type of right that the person submitting the request wishes to exercise;
8.12.2. the type of processing to which the request relates;
8.12.3. the purposes of the processing to which the request relates.

8.13 The Data Administrator may ask the applicant for additional information if they are unable to establish the essence of the application or identify the applicant on the basis of the notification lodged.

8.14 The response to the application shall be provided immediately, but no later than within 14 days of its receipt.

8.15 The Service Provider shall examine the complaint immediately, no later than within 14 days of its receipt.

8.16 The response shall be sent to the e-mail address from which the application was sent, and in the case of requests sent by post – in writing, to the address indicated in the application.

9. RECIPIENTS OF PERSONAL DATA

9.1. Personal data is rendered available to:

9.1.1 The service providers working for the Controller in operating the Website and the Mobile Application and organising Conferences (the service providers to whom personal data is transferred work on behalf of the Administrator in terms of the purposes and methods of processing such data).

9.2 The Administrator uses the following service providers:

9.2.1 technology and IT services;
9.2.2 customer service-related services;
9.2.3 accounting and legal services.

9.3 Service providers are based in Poland or other countries of the European Economic Area.

9.4 The Administrator has the right and the statutory obligation to transfer selected or all information concerning persons using the Website and Mobile Application to public authorities or third parties who request such information the basis of applicable Polish law.

10. COOKIES POLICY

10.1 The Administrator uses cookies, which comprise IT data, in particular text files stored on the User's device. The cookies used by the Administrator are safe for the User's device. In particular, it is not possible for viruses or other unwanted software or malware to enter Users' devices in this way.

10.2 Cookies enable the Administrator, in particular, to better individualise the content displayed on the Website and in the Mobile Application to the specific interests and preferences of the users.

10.3 Cookies usually contain the domain name of the website they come from, the time they are stored on the end device and a unique number in order to remember the information about users.

10.4 The Administrator uses Cookies for the following purposes:

10.4.1 maintaining the security of services and preventing fraud;

10.4.2 configuring the Website and Mobile Application – adapting the content of the Website and Mobile Application to the Service Recipient's preferences and optimising the use of the Website / Mobile Application and improving performance;

10.4.3 monitoring the traffic on the Website / Mobile Application, compiling statistics on the use of the Website / Mobile Application;

10.4.4 analyses, research and viewership audits – collecting general and anonymous statistical data, creating anonymous statistics using analytical tools that help to understand how users of the Website /Mobile Application use its content, which allows for improving its structure and content.

10.5 The User may independently and at any time change the settings for cookies, specifying the conditions for their storage and access by cookies to the User's device. The User may introduce the changes to the settings referred to in the previous sentence using the web browser settings or by configuring the service. These settings can be changed in particular to block the automatic handling of cookies in the web browser settings or to inform the user each time cookies are placed on the User's device. Detailed information about the possibilities and ways of handling cookies is available in the software (web browser) settings.

10.6 Restriction of the use of cookies may affect some of the functionalities available on the Website / in the Mobile Application.

11. FINAL PROVISIONS

11.1 The Administrator is aware of the risks associated with the processing of personal data on the Internet, and therefore declares that they shall make every effort to ensure an adequate level of protection of the privacy and security of service Users. Personal data is collected with due care and adequately protected against the access by unauthorised parties.

11.2 The Administrator does not intend to transfer personal data to a third country or international organisation.

11.3 The Administrator shall transfer the personal data of Service Users only if requested to do so by authorised state authorities, e.g. the police or the public prosecutor's office.

11.4 The Administrator does not take automated decisions based on the personal data of Service Users and does not use it for profiling purposes.

11.5 The Organiser takes all appropriate security measures in accordance with the law and generally accepted principles for the protection of confidentiality of information.

11.6 In matters not covered by this Privacy Policy, the provisions of the Act and the GDPR shall apply.

11.7 The Privacy Policy shall be effective from 1st September 2025. Any changes to the privacy policy will be announced on the Website.