

## **PRIVACY POLICY for the Website <https://infoshare.pl>**

According to art. 13 § 1 and § 2 of the General Regulation on the Protection of Personal Data of 27 April 2016 (hereinafter: GPRD) Infoshare Foundation based in Olivia Business Centre, Grunwaldzka 472 B Street, 80-309 Gdańsk, KRS number: 0000374384, NIP: 9571047732; e-mail: [contact@infoshare.pl](mailto:contact@infoshare.pl) hereinafter referred to as the Controller, undertakes to safeguard and protect the privacy of persons whose personal data are processed by Infoshare Foundation while exercising an economic activity.

### **I. Information on Personal Data Controller**

1. The Personal Data Controller is Infoshare Foundation based in Olivia Business Centre, Grunwaldzka 472 B Street, 80-309 Gdańsk, KRS number: 0000374384, NIP: 9571047732; e-mail: [iod@infoshare.pl](mailto:iod@infoshare.pl);
2. You can contact us via our registered office's postal address:
  - a) Infoshare Foundation, Al. Grunwaldzka 472 B, 80-309 Gdańsk, Poland
  - or
  - b) by sending an email to [contact@infoshare.pl](mailto:contact@infoshare.pl) or any other email address indicated on our webpage: <https://infoshare.pl/about/contact/>

### **II. Information on Personal Data Inspector**

Łukasz Kołodziejczyk is our Personal Data Inspector. On the subject of the issues concerning the processing of personal data by the Controller you can contact our Personal Data Inspector by sending an email to [iod@infoshare.pl](mailto:iod@infoshare.pl) or via our registered office's postal address:

Infoshare Foundation; Personal Data Inspector; al. Grunwaldzka 472 B, 80-309 Gdańsk, Poland

### **III. Information on compliance with legislation**

Processing of personal data by the Controller is lawful and complies with the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such and repealing Directive 95/46/EC (General Data Protection Regulation) and other European Union and Republic of Poland's legislation.

### **IV. Information on collecting personal data.**

1. The personal data, of which the Controller we are, are obtained by us directly from the persons that this data concerns or indirectly from other persons or entities.
2. We process the data mostly by automatic means, using information technology systems and, in the case of collecting the data on paper, also manually.
3. The data we collect may include various categories of personal data needed to pursue the process or for the purpose of processing personal data.

4. Each time we collect your personal data, we will inform you in detail about all the aspects concerning personal data collection for the purposes of pursuing each process, activities or the purpose of processing the personal data, along with the relevant information clauses.

#### **V. Personal data collected directly**

1. The personal data may be collected by us from you, directly according to pursuing the processes connected with our business undertakings.
2. Each time we begin processing your personal data, that was collected directly from you, we will fulfill the obligation to provide information. Consequently we will inform you about: (1) personal data controller; (2) the contact details of the data protection officer, (3) the purposes of the personal data processing, (4) the grounds of legality of personal data processing; (5) the legal grounds of personal data processing; (6) the intention to transfer personal data to third country or international organisations; (7) appropriate or suitable safeguards of the personal data; (8) the means by which to obtain a copy of the personal data; (9) the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period; (10) the existence of the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability; (11) where the processing is based on a consent, the existence of the right to withdraw consent at any time; (12) the right to lodge a complaint with a supervisory authority, (13) whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data; (14) the existence of automated decision-making, including profiling, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
3. If we intend to further process the personal data for a purpose other than that for which the personal data were collected, we will provide you prior to that further processing with information on that other purpose and with any relevant further information.
4. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
5. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

#### **VI. The personal data collected indirectly**

1. The personal data may be collected by us indirectly in accordance with pursuing the processes connected with our business undertakings.
2. When obtaining personal data from other persons or entities, we will make sure that the informational duties were fulfilled properly. In accordance with arrangements made with the person or entity that disclose your personal data to us, you can be provided by this person, entity or us with a corresponding information clause that indicates from which source the personal data originates.

3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

## **VII. The personal data collected by automatic means**

1. We may obtain the data provided by your web browser, the device you are currently using or your mobile network service provider while using our websites or communicating by means of electronic communication. Obtained data concerns the way you use our website and services and is used by us to monitor the interest of our offer, improving currently used solutions and matching the content and offers to our clients and to improve the communication.
2. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

## **VIII. Information on the purposes of processing the personal data**

1. We undertake to monitor and periodically review the purposes of processing the personal data and to remove and anonymise such data whenever the purpose for which they were collected would be achieved.
2. Each we collect your personal data, you will be provided with the purpose of its collection.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

## **IX. Information on the legal basis of processing the personal data**

1. We undertake to monitor and periodically review the lawfulness of the personal data processing and to erase and anonymise such data when the personal data is no longer necessary in relation to the purposes for which they are collected or otherwise processed.
2. Each time we collect your personal data, you will be informed about the legitimate basis of the processing, laid down by law and provisions that oblige us or entitle you to process your personal data.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.

4. Your personal data may be processed by us in a situation when: (1) you give us your consent to process your data; (2) it is necessary in the context of a contract of which part you are or the activities that we undertake to fulfill the duties before concluding the contract on your demand; (3) processing is carried out in accordance with a legal obligation to which the subject we are; (4) it is necessary to protect an interest which is essential for yours or another person's vital interests; (5) it is necessary for the performance of a task carried out in the public interest; (6) the processing is necessary to reach the goals that stem from our legitimate interest or the interests of the third party – excluding situations your fundamental rights and freedoms overrides such interests.
5. With regard to valid legal grounds for personal data processing European Union's law and Republic of Poland's law provisions shall apply.
6. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

#### **X. Information of the period of processing the personal data**

1. We commit to monitoring and periodically reviewing the storage period of the personal data processing and to erase and anonymise such data in accordance with this period's limitation.
2. Each time we collect your personal data, you will be informed about the period your data will be processed in.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

#### **XI. Information on the recipients of the personal data**

1. We commit to constant monitoring and periodically reviewing the recipients of the personal data i.e. the subjects to whom the data would be disclosed.
2. Each time we begin processing your personal data, you will be informed about the recipients or the categories of the recipient your data will be shared with.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. Transmission of the personal data will be performed only when needed and to the extent that it is necessary.

5. Your data may be disclosed to our employees, co-workers, subcontractors, our Data Protection Officer, in the event of fulfilling legal, internal, and contractual obligations.
6. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

## **XII. Information on the exercised rights of the data subject**

1. We commit to map out, implement constant monitoring and periodical verification of the procedures regarding the exercise of rights of the data subjects i.e. persons the data pertains to.
2. Each time we begin processing your personal data, we will inform you about the rules of exercise of your rights with regards to processing your personal data by us.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. Below, you can find the general information about the methods and the scope of exercise of the rights you have with regard to processing your personal data by us.

## **XIII. Notifying about demands to exercise the rights of the data subject**

1. We provide all possible and accessible technical and organisational means, for persons of which we process the personal data to freely exercise their rights.
2. Hence we request any applications or demands concerning the exercise of rights to our email address: [contact@infoshare.pl](mailto:contact@infoshare.pl)
3. In justified occurrences, we might ask you to provide us with additional information or essential documents confirming your identity in order to perform a correct verification of the person.

## **XIV. The right to freely give or revoke consent to process personal data**

1. You have the right to freely give or revoke consent to process personal data. In case your personal data is processed on the basis of the consent you have given, we ensure you the possibility to revoke it at any given moment. Your personal data might also be processed on the basis of a legally justified aim which is the marketing of our products and services, among others. In such case we will also provide you with the possibility to revoke the consent or voice objection with regard to the said conduct.
2. Revoking the consent will be instantaneous from the moment this action is taken and will not affect the data processing that took place before the revocation. Revoking the consent will not have any negative consequences for you, however, it can prevent you from further using the Service or our web pages in a certain manner.

## **XV. The right to access personal data**

1. You have the right to access the personal data you shared with us. We exercise this right primarily through means of electronic communication by sharing information you have provided us with - the one we currently have.
2. You can also receive copies of the information we have. In such a case, we will provide you with a copy of the personal data you have shared with us in a structured, commonly used, and machine-readable format. We will not charge any fees for the preparation and issue of the first copy.
3. In case of further demands, we might charge a fee stemming from the costs of preparing and issuing this data. In such a case, you will be informed about the amount of the fee before the data copy is prepared.

## **XVI. The right to rectify personal data**

1. You have the right to rectify (correct) your personal data. We exercise this right primarily through means of electronic communication allowing you to forward information about correcting your personal data.
2. In case it is not possible, you have the right to demand us to correct the data accordingly, supplement or remove it immediately.

## **XVII. The right to remove personal data**

1. You have the right to demand your personal data to be removed. We exercise this right on the basis of a clear demand for data removal forwarded to us. The personal data removal demand might result in cessation of delivery of the Service or usage of the tools shared with us or services of our trusted Partners.
2. You can exercise the right to remove the personal data if: (a) the data is no longer necessary for the purposes they were collected for or are no longer processed in a different manner; (b) you revoke the consent to process personal data on which the processing is based and there is no other legal basis allowing further processing; (c) the personal data was processed unlawfully; (d) the personal data must be removed in order to comply with the obligation foreseen in the law either of the EU or the member state.
3. However, the performance of the right to remove personal data might be limited if its processing is essential for us to execute the obligation stemming from the legislation or determination, pursuit and defence of claims.

## **XVIII. The right to restrict the processing of personal data**

1. You have the right to demand a restriction in processing personal data. We exercise this right on the basis of a clear demand of the restriction with a justification forwarded to us.
2. You can exercise the right to limit the processing of the personal data: (a) if you are questioning the correctness of the data - for a period allowing for the correctness of the questioned data to be checked; (b) processing of the personal data is unlawful but you are opposing the personal data to be removed; (c) the personal data we are processing are no longer necessary for the realisation of the aim we were

processing it for but you need them for the purpose of determination, pursuit and defence of claims; (d) you are raising objection to processing of the personal data due to specific situation that was indicated in the provisions of the data protection laws.

#### **XIX. The right to objection to the processing of personal data**

1. You have the right to object to the processing of your personal data. We exercise this right on the basis of a clear objection to the processing of your personal data forwarded to us.
2. You can exercise the right to object to the processing of your personal data in case the processing is taking place due to the realisation of our legitimate interest - e.g. marketing of our products and services.

#### **XX. The right to transfer personal data**

You have the right to issue a demand concerning a transfer of personal data to a different provider of services. However, due to safety reasons and a lack of standards connected to transferring the data, we are unable to comply with such demand. In accordance with the rules employed by us, you can request a copy of the personal data shared with us.

#### **XXI. The right to lodge a complaint to the supervisory authority**

1. You have the right to make a complaint connected to the processing of your personal data to the supervisory authority i.e. to the President of the Personal Data Protection Office (UODO), Stawki 2; 00-193 Warsaw.
2. We respect your privacy and assure you the ability to exercise the right stemming from the data protection law. In order to avoid unnecessary disputes, we encourage you to contact our Data Protection Officer [iod@infoshare.pl](mailto:iod@infoshare.pl) or our team [contact@infoshare.pl](mailto:contact@infoshare.pl) before making such a complaint.

#### **XXII. Restrictions connected to the exercise of the rights of a personal data subject**

1. The right and the means of their realisation mentioned above might be restricted in justified circumstances. Such a situation is possible if the restriction is stemming from the obligations we are bound by that are specified in the legislation. In this case, we will forward suitable information along with the justification of our decision to you.
2. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

#### **XXIII. Information on the obligation of data submission**

1. We commit ourselves to constant monitoring and periodical verification of the obligation to submit personal data.
2. Each time we begin processing your personal data, we will inform you about the voluntariness or obligation of submitting the personal data as well as the consequences stemming from failure to fulfill this obligation.



3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

#### **XXIV. Information on automatic data processing**

1. We commit ourselves to constant monitoring and periodical verification of the rules and employed techniques of automatic personal data processing.
2. Each time we begin processing your personal data, we will inform you about the automatic data processing, in particular automatic decision-making as well as the meaning and the anticipated consequences of the automatic personal data processing.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.

#### **XXV. Information on profiling**

1. We commit ourselves to constant monitoring and periodical verification of the rules and employed techniques of profiling on the basis of personal data.
2. Each time we begin processing your personal data, we will inform you about the profiling based on personal data, particularly in the context of analysis or projection of the aspects concerning the effects of your work, economic situation, health, personal preferences, interests, credibility, behaviour, location or information on movement as well as the meaning and consequences of such profiling.
3. We will make every effort for the information to be conveyed to you in clear and plain language and for you to receive it before sharing your personal data with us or as soon as possible after we obtain this data as well as for you to have constant access to them regardless of your personal data being obtained by us directly from you or indirectly.
4. You can find more information regarding the rights of the personal data subjects in the appropriate information clause.



## XXVI. Information about cookies

Cookies are a type of technology that saves data and collects it from devices that you are using when visiting our websites, using our solutions, tools, and services available via a web browser, or reading e-mail messages referring to websites (containing graphic elements).

In addition to cookies, we and the providers of the tools and services are using other available technologies allowing for saving information in your system/web browser in the appropriate data stores (Session Storage, Local Storage, IndexedDB).

We may place code snippets of analytical tools provided by other providers on our websites. These solutions are used to monitor the quality of our websites and our services, their operation and to monitor Users' behavior.

### Types of cookies and other technologies used on our websites

Below is a description of the types of cookies and similar technologies.

TYPE OF TECHNOLOGY	APPLICATION DESCRIPTION
Session cookies	Session cookies are created each time in the system - the user's browser after creating a user session - that is establishing a connection between the user's browser and a given website. Session cookies expire after the end of the user's session e.g. closing the web browser window. The information contained in session cookies is then automatically deleted.
Permanent cookies (permanent)	Permanent cookies are created in the system - the user's browser after the first visit to a given website or after performing a specific action. Permanent cookies, unlike session cookies, are not deleted at the end of the user's session. Permanent cookies are deleted by the user's browser automatically after a specified period of time. They can also be manually deleted by the user.
Session Storage	Data storage is the equivalent of Cookies, but with a much larger data capacity (Cookies have limitations related to their amount and the amount of data they can contain). Session Storage is saved and read-only on the explicit request of the server sent to the user's web browser. The data collected in the Session Storage are deleted similarly to Session Cookies after closing the browser window.
Local Storage	Datastore where information is stored permanently in the user's system / web browser until it is deleted. The data stored in the Local storage are not available automatically by the web server presenting the website, but by appropriate scripts (java script, flash) placed on a given page or sent to the user's browser from other web servers (e.g. by placing a code fragment from another web server - social icons Facebook, Twitter, Google).

IndexedDB	A Datastore is an internal database of a web browser used to store large amounts of data. This Datastore allows you to store data in a structured form and in the form of files. The data is stored in the form of objects, to which access is limited only to the relevant data sources - domains or subdomains from which they were saved.
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We are using cookies and similar technologies to improve efficiency and offer future Participants of our Meetings a more refined and tailored offer.

Data analysis based on the use of cookies and similar technologies is showing us which content is the most interesting for visitors to our websites.

At the same time, the use of anonymous cookies and similar technologies allows us to present better content, without the need to send surveys and conduct activities by trial and error or selection tests.

We are able to determine what can be improved and what elements to avoid, making our websites more user-friendly

**Purpose of using cookies and other technologies.**

Below, we are describing in detail the purposes of using individual technologies

THE PURPOSE OF THE APPLICATION	TYPE OF TECHNOLOGY	SCOPE OF APPLICATION
Analysis and statistics	Cookies Local Storage Session Storage IndexedDB	The information processed in these Datastores is used for analysis, developing statistics, monitoring the behavior of Users and Customers on the Website and Services, and also presenting our advertisements (on our Website and on other websites supported by the marketing platforms we use), which ultimately serves to improve the Website and Services.
User authorization	Cookies	The information processed in these Datastores is used to authorize the user in the IT system. Thanks to the information contained in these Datastores, we are able to correctly recognize the user.
Service configuration	Cookies Local Storage	The information processed in these DataStores are used to store your preferred settings which you have chosen as part of the Website and Services. Thanks to the information contained in these DataStores, we can

		remember the settings and configurations of the website and services as well as selected elements, page views.
Interface language settings	Cookies	The information processed in these DataStores are used to store the language settings of the website or service you have selected. Thanks to the information contained in these DataStores, we can always present you with the correct language version.
Advertisement	Cookies	The information processed in these DataStores is used to provide Users and Customers with general advertisements tailored to their preferences.

Most web browsers allow you to block and delete all or selected cookies from the browser settings or set an appropriate warning before saving this information in the User's system or browser.

However, it should be noted that changes to these settings consisting in limiting the use of cookies may affect some of the functions available on our websites e.g. by preventing authorization and authentication (logging into the Service User's account). If you do not change these settings, you accept the use of cookies.

### Changing cookie settings

Changing cookie settings in the most popular search engines:

Google Chrome: <https://support.google.com/chrome/answer/95647?hl=pl-PL>

Mozilla Firefox: <https://support.mozilla.org/pl/kb/W%C5%82%C4%85czanie%20i%20wy%C5%82%C4%85czanie%20obs%C5%82ugi%20ciasteczek>

Opera: <https://help.opera.com/pl/latest/web-preferences/#manageCookies>

Safari: [https://support.apple.com/kb/ph21411?locale=pl\\_PL](https://support.apple.com/kb/ph21411?locale=pl_PL)

Microsoft Edge: <https://support.microsoft.com/pl-pl/help/17442/windows-internet-explorer-delete-manage-cookies>

Microsoft Internet Explorer: <https://support.microsoft.com/pl-pl/help/278835/how-to-delete-cookie-files-in-internet-explorer>

### List of trusted partners' services

The current list of services of our trusted Partners, whose scripts we place on our websites in order to save information in cookies and in DataStores using other technologies, and to whom we may transfer your personal data in connection with the provision of information society services.

SERVICE	WEB ADDRESS	PRIVACY POLICY
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Google Analytics	<a href="https://analytics.google.com/">https://analytics.google.com/</a>	<a href="https://policies.google.com/privacy">https://policies.google.com/privacy</a>
Google Marketing Platform	<a href="https://marketingplatform.google.com/">https://marketingplatform.google.com/</a>	<a href="https://policies.google.com/privacy">https://policies.google.com/privacy</a>
UserEngage	<a href="https://user.com/pl/">https://user.com/pl/</a>	<a href="https://user.com/pl/polityka-prywatnosci/">https://user.com/pl/polityka-prywatnosci/</a>
HotJar	<a href="https://www.hotjar.com/">https://www.hotjar.com/</a>	<a href="https://www.hotjar.com/legal/policies/privacy">https://www.hotjar.com/legal/policies/privacy</a>
Facebook	<a href="https://www.facebook.com/">https://www.facebook.com/</a>	<a href="https://www.facebook.com/policy.php">https://www.facebook.com/policy.php</a>
YouTube	<a href="https://www.youtube.com/">https://www.youtube.com/</a>	<a href="https://www.youtube.com/yt/about/policies/">https://www.youtube.com/yt/about/policies/</a>
SalesManago	<a href="https://www.salesmanago.pl/">https://www.salesmanago.pl/</a>	<a href="https://www.salesmanago.pl/info/obowiazek_informacyjny.htm">https://www.salesmanago.pl/info/obowiazek_informacyjny.htm</a>
RTCLab	<a href="https://www.livewebinar.com/">https://www.livewebinar.com/</a>	<a href="https://www.livewebinar.com/legal/privacy">https://www.livewebinar.com/legal/privacy</a>

## XXVII. The rules of updating the document

1. In accordance with the needs, the rules of conducted activity, and the changes in legislation, we will update the Privacy Statement with suitable provisions.
2. We will inform persons visiting our web pages about any changes by posting appropriate information on the page of our Privacy Policy. Additionally, in case of significant changes connected to the protection of privacy and the protection of personal data, we might send additional information to the specified email address or ask you again to accept the rules of processing the personal data and the protection of privacy in connection to processing information on the basis of cookies and other similar technologies.

## XXVIII. Final provisions

The present Privacy Policy takes effect on the date of the 31st of March 2022.