

PERSONAL DATA PROCESSING INFORMATION

Under Article 13 Section 1 and Section 2 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 data and repealing Directive 95/46/WE (hereinafter referred to as “**GDPR**”), we kindly inform you that we are processing your personal data. You can find more information in this respect below.

Personal Data Controller

The Controller of your personal data is Karolina Malik company with its registered office in Kraków (address: ul. Pilotów 28/4, 31-462 Kraków), hereinafter referred to as the “**Controller**”

Personal data processing purposes and grounds

Your personal data obtained for conclusion and performance of contracts of language school service, to which the data subject is a party, are processed as you expressed interest in the offer of the Controller (i.e. under Article 6 Section 1 Letter b GDPR). We need your personal data to fulfil our obligations towards you. Your personal data are also processed for archiving purposes, in order to record information in case of a legal need for exhibiting facts, which is a legitimate interest of the Controller (i.e. under Article 6 Section 1 Letter f GDPR).

In addition, your personal data are processed for possible establishment, exercise or defence of claims, which is also a legitimate interest of the Controller entities (i.e. under Article 6 Section 1 Letter f GDPR).

Data recipients

Your personal data can be made available to entities related to the Controller under proper and lawful contracts of cooperation or personal data processing entrustment agreements. We kindly inform that all processors processing your personal data under personal data processing entrustment agreements are obliged to strictly conform to the Data Protection Policy effective at Karolina Malik company with its registered office in Kraków. Your personal data will never be made available to entities other than those authorised under the provisions of the law.

Transfer of data to third countries or international organisations

We kindly inform that as the Controller we do not transfer your personal data outside Poland, the European Union or the European Economic Area.

The data included in electronic correspondence have been secured according to the standard arising from.

Data storage period

Your personal data obtained for provision of the language school service, including for conclusion and performance of the contract, and for fulfilment of the legal obligation and pursuance of legitimate interests of the Controller will be stored for the term of the contract and, upon its lapse, for the period required to secure or pursue any claims or fulfil any the legal obligation on the part of the Controller (e.g. arising from tax laws).

Your rights

We inform you about your rights being as follows:

- 1) right to access your personal data and to copy your data;
- 2) right to rectification of (change in) your personal data;
- 3) right to erasure of personal data;
- 4) restriction of personal data processing if you find that your personal data are incorrect or are processed unlawfully or for a period required for determination, pursuit or defence of claims, or for a period of your objection to processing of your personal data;
- 5) right to objection to data processing;
- 6) right to portability of personal data;
- 7) right to lodge a complaint with a supervisory body;
- 8) right to withdraw consent for personal data processing.

Information about the voluntary nature of providing personal data

We inform that you need to provide your personal data as the prerequisite for effective provision of the services by the Controller.