

PRIVACY POLICY

LINGOPRO ALEKSANDRA ŚWIĄTELSKA SP.J. WITH ITS REGISTERED OFFICE IN TYCHY

LINGOPRO Aleksandra Świątelska sp.j. with its registered office in Tychy is responsible for the operation of the website www.lingopro.pl and endeavours as much as possible to ensure that the data you provide are processed in a clear manner and in accordance with data processing standards. Particular importance is attached to the data processing procedure, which is handled by us with care and due responsibility.

Implementation of the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 "GDPR") imposes an obligation on us to inform an individual of the principles of processing your personal data and of the rights you have in relation thereto.

Who is the Controller of your personal data?

The Controller of the personal data (hereinafter referred to as the "Data") processed by us in connection with the conduct of our business activities shall be Lingopro Aleksandra Świątelska sp.j. with its registered office in Tychy (43-100), at Aleja Jana Pawła II 20, entered in the register of entrepreneurs of the National Court Register under the number 0000425151, Tax Identification Number (NIP): 634-281-03-20 hereinafter referred to as the Controller.

You may contact Lingopro's Data Protection Officer: GW-Service Widera Grzegorz at e-mail address: rodo@lingopro.pl or widera.grzegorz@gmail.com.

Data shall be processed in accordance with current legislation including the General Data Protection Regulation (GDPR).

Data shall mean any information about an identified or identifiable natural person. An identifiable natural person shall be one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the natural person.

How do we process the Data?

The CONTROLLER shall take particular care to protect the interests of **Data** subjects and, in particular, shall ensure that the **Data** collected is:

- – processed lawfully, fairly and in a manner that is transparent to the **Data** subject;
collected for specific, explicit and legitimate purposes and not further processed in a way incompatible with those purposes.
- adequate, relevant and limited to what is necessary for the purposes for which they are processed.
- correct and updated as necessary.
- stored in a form which permits identification of the **Data** subject for no longer than is necessary for the purposes for which the **Data** is processed.
- processed in a manner that ensures adequate security of the **Data**, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, by means of appropriate technical or organisational measures.

When do we process the Data?

We process **Data** in a number of situations. These may include instances where you have provided us with your **Data** in person through various communication channels (e.g., submitting your application, directing an enquiry/offer by e-mail or telephone) or within the scope of our cooperation during the signing or execution of an agreement, but also when we have obtained your **Data** from other sources (e.g. from a company with which you cooperate and which is our contractor/customer).

Data processing for business relations and contact.

What Data do we process for business relationships and contact?

As Controller, we process the **Data** of our business partners (investors, subcontractors, contractors), their employees/co-workers, the **Data** of other persons provided to us in the performance of agreements, as well as other persons who contact us by telephone or e-mail.

In the course of the business relationship and contact, we may process the following **Data**: Identification **Data**, Contact **Data**, Job and Professional Eligibility **Data** as well as other **Data** provided to us due to the cooperation or contact.

We obtain the above **Data** directly from **Data** subjects as well as from others, such as their employers/contractors.

What is the purpose and basis of the processing of the **Data** for business relations and contact?

Due to the business relationship and contact, we process **Data** for the following purposes:

- establishing collaboration;
- conclusion and performance of the agreement;
- contractual settlements;
- respond to any enquiries or requests made and conduct further correspondence / contact in this regard;
- marketing and contact for other information and services of Lingopro Aleksandra Świątelska sp.j.
- defence against potential claims, as well as for the possible referral of claims.

The **CONTROLLER's** basis for processing the **Data** shall be:

- necessity for the performance of an agreement or undertaking a pre-contractual action at the request of the **Data** subject;
- fulfilment of legal obligations imposed on the Controller;
- the Controller's legitimate interest in marketing the Controller's or a third party's products and services, contact, including correspondence and defence against potential claims.

The provision of Data shall be voluntary, but may be necessary for the conclusion or performance of an agreement or to respond to an enquiry made or for the purpose of correspondence.

How long will the Data be processed for business relations and contact?

Data collected for the purpose of concluding and performing an agreement will be processed for the duration of the agreement and thereafter until the expiry of the statute of limitations for possible claims or tax debts.

The **Data** of persons who have contacted Lingopro Aleksandra Świątelska sp.j. will be processed for the period necessary to reply and possibly conduct correspondence, and then until the expiry of the limitation period for possible claims.

Who is the recipient of the Data for business relations and contact?

The **Data** we process in connection with business relationships and contact may be transferred to our business partners (lecturers and translators) and our other contractors who support us in the organisation of work, IT services and marketing.

Data processing in relation to recruitment.

What Data do we process for recruitment?

As Controller, we process **Data** of applicants for employment provided through all available recruitment channels, including in particular the processing of any **Data** provided to us as part of the application and collected as part of the recruitment process.

We may process the following **Data** for recruitment purposes (processing of some **Data** may depend on your consent):

- Identifying **Data**,
- Contact **Data**,
- Educational background **Data**,
- **Data** on skills and previous employment,
- **Data** on possessed qualifications
- other **Data** provided during the recruitment process.

What is the purpose and basis of the processing of Data for recruitment?

For recruitment purposes, we process **Data** for the following purposes:

- to consider your application and complete the recruitment process and, if you have given your consent, also for future recruitment or recruitment within Lingopro Aleksandra Świątelska sp.j.
- to defend against potential claims, as well as for the possible referral of claims.

The Controller's **Data** processing shall be based on the provisions of the applicable law, in particular the Labour Code and implementing acts, and, to the extent broader than specified in these provisions and for future recruitment, on your consent.

The provision of **Data** shall be voluntary, but necessary for the recruitment process and possible further cooperation.

How long will Data be processed for recruitment?

Data will be processed for the purposes specified above for the duration of the recruitment process or future recruitment, and thereafter until the expiry of the limitation period for any claims.

Will your Data be transferred outside the European Economic Area (EEA)?

Your **Data** is not transferred outside the European Economic Area, and if a transfer to a location outside the EEA should occur in the future, Lingopro Aleksandra Świątelska sp.j. undertakes appropriate steps to ensure the protection of the **Data**, in particular by:

- the use of certain contractual clauses called “standard contractual clauses” which have been approved by the European Commission, or

transfer to countries for which the European Commission has issued a decision declaring an adequate level of

In such a case, you shall be entitled to obtain a copy of the relevant security features.

What are you entitled to?

Under the terms of the applicable legislation, you are entitled to:

access to the **Data**, including the right to obtain a copy;

- to request their rectification, erasure or restriction of processing;
- to object to the processing;
- to transfer them to another controller (to the extent that their processing is based on necessity for the performance of the agreement or your consent).

Should the processing be performed on the basis of consent, you have the right to withdraw it at any time without affecting the lawfulness of the processing performed on the basis of consent prior to its withdrawal.

You are also entitled to lodge a complaint with the President of the Data Protection Office.

Contact:

You may contact Lingopro Aleksandra Świątelska sp.j. at e-mail: rodo@lingopro.pl or hello@lingopro.pl.