

Privacy policy "Mr.Advice"

Preamble

This Privacy Policy sets out the rules for the processing of Users' personal data, depending on the legal relationship established in relation to the activities performed on the Website, in accordance with the provisions of the Regulations. This Privacy Policy applies to you as a User (Client) and acting separately or jointly:

1. **CONSULTING COMMUNITY Sp. z o.o.** with its registered office in Wrocław (50-203), ul. Romana Dmowskiego 3/9, Poland, KRS: 0000870046, NIP 8982261797, REGON 387547365, share capital: 5 000 PLN;
2. **MR ADVICE E & T Computer Software** with registered office at P.O. Box 283 691 Al Marsa, Marina Plaza 1302 Dubaj, UAE.

This Privacy Policy is an appendix to the Terms of Service for the provision of electronic services through the Website. All terms included in this Privacy Policy shall be interpreted in accordance with the provisions of the Terms and Conditions, unless a different meaning is expressly indicated in the Privacy Policy. This Privacy Policy is effective as of November 1, 2021,

Personal data of Users who establish a relationship with CONSULTING COMMUNITY Sp. z o.o. processed as follows:

I. GENERAL INFORMATION

Personal data shall be processed in accordance with 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/EC (General Data Protection Regulation - hereinafter "GDPR"), the Personal Data Protection Act of 10 May 2018. (Journal of Laws 2018 item 1000) and the Act on the provision of electronic services of 18 July 2002. (Journal of Laws of 2017, item 1219, as amended).

The administrator of the Personal Data is:

CONSULTING COMMUNITY Sp. z o.o. with its registered office in Wrocław (50-203), 3/9 Romana Dmowskiego Street, Poland, KRS: 0000870046, NIP 8982261797, REGON 387547365 (hereinafter referred to as "Administrator" or "Service Provider").

II. WHAT ARE THE PURPOSES OF PERSONAL DATA PROCESSING AND WHAT IS THE LEGAL BASIS FOR PROCESSING?

Personal data are processed for the purposes of:

1. receiving the newsletter (legal basis: Article 6(1)(a) of the RODO),
2. performance of the Agreement or taking action at the request of the data subject prior to entering into the Agreement (Article 6(1)(b) RODO),
3. handling claims and complaints (Article 6(1)(b) of the RODO),

4. conclusion and performance of the Agreement, including performance of individual services (Article 6(1)(b) of the DPA),
5. sending system messages or notifications to the User (Article 6(1)(f) of the DPA),
6. compiling statistics related to the User's activity on the Website (art. 6.1.f RODO),
7. answering questions (art. 6.1.f RODO),
8. keeping or archiving records for the purpose of investigation, processing or settlement of claims (Article 6(1)(f) of the DPA).

III. HOW DO WE OBTAIN PERSONAL DATA?

We collect personal data directly from Users.

We may collect personal data indirectly only during Registration - if a Service User sends an invitation to a third party. In this case, the User provides the e-mail address of the person to whom the invitation is then sent to. This person should confirm their wish to register and complete their personal details.

IV. WHAT DATA DO WE PROCESS AND FOR HOW LONG?

If:

1. you browse the Website: IP address (for statistical purposes), cookies. We store the data until the cookies expire.
2. you contact us via the contact form: the data you provide and your IP address. We store the data for 36 months or longer if this is necessary for the investigation, processing or defence against legal claims.
3. you make a claim or lodge a complaint: the data you provide. We keep the data for the period required by law for the investigation, processing or defence against legal claims. The complaint is processed within 14 days.
4. you order Paid Services: data necessary for the provision of the Service. If it is access to content, we do not process more data than those related to the payment process. The payment service is provided by the payment operator. Card data is not processed by the Service Provider. In the case of stationary training services or other services provided outside the Website, we process the data necessary for the use of the Service. The data are processed for the duration of the Service and thereafter for the time necessary for the investigation, processing or defence against legal claims - including accounting, legal and IT services.
5. you receive a newsletter: e-mail address. You can withdraw your consent and unsubscribe from the newsletter by clicking the unsubscribe option directly in each email sent. If you unsubscribe, we will only process information about when you signed up for the newsletter and when you unsubscribed (in both cases your IP address will be stored). NOTE: Newsletters are not system messages sent by the Service Provider to inform you of alerts or other important notifications related to the User Service or Services.
6. you will receive system messages or notifications: user name, email address. If you delete your Account, no notifications and/or system messages will be sent. However, the data will be processed for archiving purposes for a period of up to 36 months or longer (if necessary for the investigation, processing or defence against legal claims).

7. we keep records or archive for the investigation, processing or settlement of claims: data necessary for the respective process. Deletion takes place at the end of the process.

If we write that we keep data for the period required by law for the purposes of research processing or for the defence against legal claims, we refer to the period indicated by law as the required period.

V. WHAT NOTIFICATIONS AND SYSTEM MESSAGES DO WE SEND?

The Service may send you notifications (so-called web push notifications) if you consent to this from your browser. In this case, you will receive notifications visible from your device.

The Service may send notifications that are visible when you log in. The user can set the frequency of sending information. Messages can be sent once a day, once a week or can be turned off. By default, sending notifications is disabled and the user is asked to select the frequency settings.

The Service Provider may send system messages to the User's email address. These messages are sent when necessary and concern messages related to the Service.

VI. TO WHOM DO WE SHARE PERSONAL DATA?

Only authorised employees of the Service Provider or associates providing services related to customer service or IT support or accounting or legal services may be recipients of the data.

VII. OUR RIGHTS RELATED TO PERSONAL DATA PROTECTION

Each data subject shall have the right to access, rectify, update, transfer, delete or restrict processing of their personal data, the right to object, the right to withdraw their consent at any time (whereby withdrawal of consent shall not affect the legality of processing performed on the basis of consent prior to its withdrawal), the right to lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection. In order to exercise your rights, please send a relevant request by e-mail to: kontakt@mrporada.sklep.pl or by post to the Administrator's address. We shall consider your request immediately, however, no later than within 1 month from the date of receiving your request. However, if it is not possible to process the request within the period indicated, e.g. due to the complicated nature of the request or the number of requests, we reserve the right to extend the deadline for processing the request, but no longer than 2 months. We will inform you by e-mail of any need to extend the deadline for processing your request.

VIII. COOKIES

Cookies are sent to web browsers and then stored in the memory of your device and read by the server each time you connect to the website. Cookies do not contain any information that would enable third parties to find out your personal data or to contact you by email or telephone, for example. We also point out that storing cookies does not allow us or unauthorised persons to access your private device.

What types of cookies do we process?

1. Technical cookies

They allow the correct use of the message transmission and remember your settings when you select this option on the website and/or allow us to create simple statistics on the use of the Website. We use cookies responsible for the login session and the language selected, including your email address and username, when collecting error information.

1. Google Analytics

Google Analytics is a Google analytics tool that helps website and application owners understand how users use their websites and applications. The tool may use a set of cookies to collect information and generate reports with site usage statistics. The data collected does not identify individual users. The main type of cookie used by Google Analytics is "_ga".

In addition to reporting website usage statistics, the data collected by Google Analytics can also help, with some of the cookies described above, to display more relevant ads on Google services (such as Google search) and across the web.

Find out more about Google Analytics cookies and privacy.

How can I disable cookies?

You decide on the processing of cookies via your browser settings. If you do not want cookies to be processed, you can disable them (select the appropriate privacy options in your browser to do so). You can delete cookies from your browser at any time.

Disabling cookies in your browser may affect the way the content of the Website is displayed.

IX. WHAT PERSONAL DATA IS TRANSFERRED OUTSIDE THE EUROPEAN ECONOMIC AREA?

Mailchimp cookies are transferred to the United States of America (US) and include: email address, IP address, date and time of each contact related to each opening and clicking of the email campaign from the newsletter. Both the Service Provider and The Rocket Science Group LLC have access to this data.

X. HOW CAN YOU CONTACT US?

Any enquiries about how your data is processed should be directed to the following email address: kontakt@mrporada.sklep.pl.

Personal data of Users who establish a relationship with MR ADVICE Education & Training Computer Software processed as follows:

I. DATA PROCESSING

By submitting data from the User to the Service Provider, with regard to the use of the Service, the User agrees to have his/her personal data placed in the Service Provider's database and processed in order to provide the Service under these Regulations.

The administrator of the Personal Data is:

MR ADVICE E & T Computer Software with registered office at P.O. Box 283 691 Al Marsa, Marina Plaza 1302 Dubaj, UAE. (hereinafter referred to as "Administrator" or "Service Provider"). Contact with the Administrator is available at: contact@mrAdvice.eu.

The Administrator processes personal data in accordance with the requirements of the applicable law, including in particular the UAE Privacy Laws regarding the security of personal data. The User is responsible for providing false personal data. By accepting the Privacy Policy, the User agrees to the terms of collecting, processing and securing personal data related to the use of the Website.

II. RESPECT FOR PRIVACY

The Service Provider shall make every effort to ensure that personal data is processed with the greatest possible respect for the privacy of the data provider and with the utmost care for the security of personal data processed, and in particular shall ensure that all legal measures are taken to protect the personal data collected.

III. MEASURES APPLIED

The Service Provider declares that it applies technical and organisational measures to ensure the protection of processed personal data which are appropriate to the risks and categories of protected data, and in particular that it protects the data from unauthorised access, unlawful processing and loss, damage or destruction.

IV. SCOPE AND PURPOSE OF PROCESSING

The Service Provider processes the User's personal data in order to:

1. establish, change, perform or terminate the contractual relationship between the Service Provider and the User;
2. comply with the Administrator's legal obligations;
3. perform marketing and advertising of the Services, as well as sending commercial information;
4. use of ICT end devices and automatic triggering systems for marketing purposes;

V. DATA PROFILING

The processing of personal data includes profiling of Users in terms of their behaviour, interests, payment reliability and shopping preferences. Based on profiling, Users are provided with specific content that may potentially be of interest to them.

VI. DATA SHARING

In order to perform the Agreement, the Administrator may share the collected personal data with entities, including: employees, collaborators, courier company, Internet payment system operators, entities providing operational, legal, accounting and IT services to the Service Provider, as well as entities personally or financially related to the Service Provider. In such cases, the amount of information disclosed is limited to the necessary minimum.

VII. SERVICE TRAFFIC ANALYSIS

The Service Provider declares that it may use tools to analyse traffic on the Site, such as Google Analytics and other similar tools. In particular, the Service Provider is entitled to collect information on the User's activity and behaviour, such as visiting the Website and using the Services. The Service Provider uses this data to research the market and traffic on the Website, as well as to compile statistics, in particular to assess interest in the posted content, as well as to improve the Website and to comply with obligations in the field of anti-money laundering and terrorist financing. The data collected will be processed anonymously and used solely for statistical purposes or to ensure the correct use of the Website.

VIII. TERMINATION OF THE SERVICE

Upon termination of the Agreement by the User, the Service Provider shall not process the User's personal data with the exception of:

1. statements made by the User under these Regulations;
2. advertising, market and behaviour research in order to improve the quality of the services provided;
3. clarification of circumstances contrary to these Regulations or the right to use the Website or Services provided by the Website;
4. authorization for processing pursuant to an agreement or separate provisions of law.

IX. USER'S RIGHTS

The Service Provider ensures that the applicable conditions for the processing of personal data are compliant with the Users' rights under applicable laws, in particular the right to access, rectify, update, delete, restrict processing, transfer own data, object, withdraw consent, to lodge a complaint with a supervisory authority. Notifications regarding the Privacy Policy and personal data shall be handled in accordance with the complaint procedure set out in these Regulations.

X. SCOPE OF DATA

The Service Provider processes or may process the User's personal data, respectively to the extent of the data provided by the User, including in particular identification and contact data.

XI. BROWSING THE SERVICE

Browsing the Service does not require provision of personal data by the User, unless access to specific content or services is dependent on providing such data.

XII. DATA PROCESSING PRINCIPLES

The Service Provider observes the following principles of personal data processing:

1. saving collected personal data only on such storage media which are protected against access of third parties;
2. notification of personal data sets or appointment of persons performing the required duties for this purpose;
3. to supervise the security of personal data throughout the period of its possession in order to ensure, in particular, protection against unauthorised access, damage, destruction or loss;
4. to make personal data available to the competent authorities on the basis of binding legal provisions;
5. maintaining the confidentiality of personal data;

Personal data processed by the Service Provider shall not be disclosed in a form enabling any identification of the User unless the User has given his/her consent or the obligation to disclose such information results from binding legal regulations.

XIII. COOKIES

Types of Cookies

The Service Provider may use the following types of cookies on the Website and Application:

1. temporary, which are deleted after leaving the Website or switching off the web browser;
2. permanent, which are stored in the User's terminal equipment for an indefinite period of time or until they are manually deleted by the User;
3. statistical, which track traffic on the Website;
4. functional, enabling personalization of the Service in relation to the User;
5. advertising, which enables the User to be provided with content adjusted to his/her personal preferences;
6. mandatory and security, which concern the rules of maintaining security within the Service and the rules of authentication.

Purposes of use

The Service Provider uses cookies for the following purposes:

1. optimising and increasing the efficiency and quality of the Services;
2. correct configuration of the functions available on the Website and Application;
3. personalisation of the content displayed and adaptation of advertising to the visitors of the Website and Application;
4. after logging in to maintain the User session on the Website and Application, so that the User does not have to re-enter his/her login and password on each subpage;
5. to maintain the security and reliability of the Website and Application;
6. collect and use general and publicly available statistical data by means of analytical tools.

Analysis

To ensure the highest quality, cookies are analysed to determine which subpages are visited most frequently, which browsers visitors use and whether the structure of the Website is error-free.

Cooperation with entities

Cookies stored on the User's terminal device may be used by other entities that affect the quality of the Services provided. The User may at any time change his/her own settings concerning cookies, specifying the conditions for storing and granting access to cookies on the User's device. The User has the possibility to change the settings referred to above through the settings of his/her Internet browser or through the configuration of the Services. These settings can be changed in such a way as to block the automatic activity of cookies in the web browser or inform the User that a cookie has been placed on the User's device.

User rights

The User may delete cookies at any time using the settings available in the web browser he uses. Restricting or blocking cookies by the web browser used shall not prevent Users from using the Website, however, it may cause difficulties or irregularities in the functioning of the Website for which the Service Provider shall not be held liable. It is recommended to use software which enables the handling of cookies.