

## Information obligation for conference participants

### **WHO IS THE DATA CONTROLLER**

Pursuant to the General Data Protection Regulation (GDPR), the controller of your personal data is the SPED Ltd. (6 Legionów St., postal code: 43-300, city: Bielsko-Biała, tax no: PL 937 272 94 46) (Controller). Contact the Controller: info@speducat.

The Controller is responsible for the security of the provided personal data and for processing the data in accordance with the provisions of law.

### **FOR WHAT PURPOSE AND ON WHAT LEGAL BASIS WE USE THE DATA**

We will use your personal data for the following purposes:

- to perform activities related to entering into a contract that is the grounds for your participation in the event (including activities undertaken at your request prior to entering into a contract), such as registration for the event, preparation of resources related to participation in the event, contacting you on matters related to the event (Article 6(1)(b) of the GDPR – contract),
- to enter into a contract for the provision of services by electronic means (in accordance with the Act on Providing Services by Electronic Means – PSEM), including registration and participation in an event organized online (legal basis – Article 6(1)(b) of the GDPR) – “performance of a contract”,
- to perform the Controller’s legal obligations related to the organization of the event, e.g. financial settlements and financial reporting (including the issuance and storage of invoices) or replying to complaints (Article 6(1)(c) of the GDPR – legal obligation),
- to assert or defend against possible claims relating to the contract constituting the legal basis for the participation in an event or in connection with the need to prove certain facts, which are in this respect relevant to the Controller (legal basis: Article 6(1)(f) of the GDPR) – “legitimate interest”; the time limits for asserting claims arising from the contract are set out in detail in the Civil Code,
- to document the course of the event and capture the image of the participants, as well as to publish video and photo material, based on a separate consent of the participant of the event (Article 6(1)(a) of the GDPR – consent).

The provision of data is voluntary, but necessary to enter into and perform the contract as well as fulfil other purposes of the Controller indicated above. Failure to provide personal data will result in the inability to enter into and perform the contract, including the inability to participate in an event organized by the Controller.

Please be informed that your data will not be used for decision-making based exclusively on automated processing of personal data, including profiling within the meaning of Article 22 of the GDPR.

### **HOW LONG THE DATA WILL BE USED**

The data will be used for a period necessary to achieve the above purposes. Depending on the legal basis, the period will be, respectively:

- the period until any effective withdrawal of consent to the processing of personal data,
- the period of preparation and organization of the event,
- the period prescribed by law,
- the period of limitation,
- the period until the submission of a potential effective objection.

### **HOW TO WITHDRAW YOUR CONSENT**

At any time, you have the right to withdraw your consent to the processing of personal data – in the case of the data that are processed on the basis of the consent. If you exercise this right, we will stop processing such data, and such data will be erased. The withdrawal of your consent does not affect the lawfulness of processing based on the consent before its withdrawal.

### **WHAT ARE YOUR RIGHTS**

You may request SPED for: access to personal data (information about the personal data being processed and a copy of the data), rectification of the data (if incorrect), data portability (in the cases specified in the GDPR), and erasure or restriction of the processing of personal data – on the principles set out in the GDPR.

Notwithstanding the rights listed above, you may object to the processing of your data at any time if the legal basis for the use of your data is a legitimate interest (Article 6(1)(f) of the GDPR).

You also have the right to lodge a complaint with the President of the Personal Data Protection Office if you find that the processing of your personal data violates the provisions of law.

### **WITH WHOM WE SHARE YOUR DATA**

Subject to all data security guarantees, your personal data may be transferred to (in addition to persons authorised by the Controller) other entities, including: entities authorised to receive them in accordance with the law, entities processing them on behalf of SPED (e.g. technical service providers and entities providing SPED with consultancy services) and other controllers (e.g. notary or legal firms).

### **HOW TO CONTACT US ABOUT DATA PRIVACY**

For data privacy matters, please contact us at: [info@speducat](mailto:info@speducat).