

**Information notice for participants in conferences/events organised or co-organised by
Apator Rector Sp. z o.o.**

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council 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: the Regulation) Apator Rector Sp. z o.o. provides the following information:

Data Controller	Apator Rector Sp. z o.o. 17B Wroclawska Street, 65-427 Zielona Góra
Contact details of the Controller	You can contact the Controller: <ul style="list-style-type: none"> • in person • by email: apator.rector@apator.com • by telephone: +48 56 619 13 64 • in writing: ul. Wroclawska 17B, 65-427 Zielona Góra
Data Protection Officer	A Data Protection Officer has been appointed at Apator Rector Sp. z o.o., who can be contacted: <ul style="list-style-type: none"> • in writing to the Controller's address, • by email: iod@apator.com The Data Protection Officer may be contacted regarding all matters relating to the processing of personal data and the exercise of rights under the Regulation.
Categories of data	The Controller processes, in particular, the following categories of your personal data: <ul style="list-style-type: none"> • identification data (e.g. first name, surname, job title), • contact details (e.g. telephone number, email address), • the name of the company or organisation you represent, • billing details (e.g. company name, address, tax registration number), • image and voice recorded in photographs or video recordings.
Source of data	The Controller obtains your data directly from you, in particular via the registration form for a conference or event, or from other sources (e.g. an entity that registers your participation in a conference or event).
Purposes of processing and legal basis for processing	The Controller will process your data for the purpose of: <ol style="list-style-type: none"> 1) conclude and perform the contract and fulfil the obligations arising therefrom, consisting of registering participation in the conference/event, accepting the registration, and contacting participants as part of organisational activities related to the conference/event (legal basis: Article 6(1)(b) of the Regulation). In the case of free conferences/events, the basis for processing is Article 6(1)(f) of the Regulation, i.e. the Controller's legitimate interest in organising the event; 2) fulfilling legal obligations (e.g. tax, accounting, and those related to the National e-Invoice System (KSeF)) incumbent upon the Controller in connection with the Controller's business activities (legal basis: Article 6(1)(c) of the Regulation); 3) carrying out activities on the basis of consents granted (legal basis: Article 6(1)(a) of the Regulation), including: <ul style="list-style-type: none"> • providing information about events organised or co-organised by the Controller, • marketing the Controller's products or services, • sending the newsletter; 4) recording the proceedings of the conference/event in the form of photographs and video recordings (including those containing audio) and publishing them on the Controller's website, the conference/event website, and the Controller's social media (Facebook, LinkedIn) and on YouTube, which constitutes the Controller's legitimate interests (legal basis: Article 6(1)(f) of the Regulation). The dissemination of images takes place in accordance with Article 81 of the Act on Copyright and Related Rights; 5) establishing, exercising or defending legal claims, which constitutes the Controller's legitimate interests (legal basis: Article 6(1)(f) of the Regulation).
Period for which the data will be stored	Your personal data will be stored: <ol style="list-style-type: none"> 1) in relation to the organisation and running of the conference/event and the obligations arising therefrom – for the duration of the contract, 2) in relation to providing information about events organised or co-organised by the Controller; marketing products or services; sending newsletters – until consent is withdrawn or the purpose of processing ceases to apply; 3) for the purpose of documenting the course of the event and publishing informational and promotional materials, including in particular photographs and video recordings containing the image of participants – until the purpose of processing ceases or a valid objection is raised, whichever occurs first; 4) in relation to activities undertaken on the basis of consent – until consent is withdrawn; 5) in relation to the establishment and pursuit of claims or defence against claims made – until the expiry of the limitation period for potential claims arising from the contract or on any other basis related to the contract; 6) in relation to the fulfilment of the Controller's legal obligations and in connection with the processing of a submitted request/conclusion of a contract – for the period during which the law requires the Controller to retain documentation and fulfil the obligations arising therefrom, in particular: <ul style="list-style-type: none"> • for tax records – for a period of 5 years from the end of the calendar year in which the tax payment deadline expired,

	<ul style="list-style-type: none"> • for accounting records – for a period of 5 years from the end of the calendar year in which the transactions, operations and pending proceedings in this regard were completed, paid off, settled or became time-barred, • personal data (contained in invoices) will also be stored in KSeF for a period of 10 years from the date of issue. <p>Irrespective of the periods indicated above, YouTube/Facebook/LinkedIn apply their own data retention periods in accordance with their own privacy policies.</p>
Recipients of the data	<p>For the purposes indicated above, your personal data may be disclosed by the Controller to entities authorised to receive personal data under the relevant legal provisions, the Head of the National Revenue Administration (KSeF), entities providing the Controller with ICT or technical services, legal or advisory services, and other entities processing personal data on behalf of the Controller pursuant to data processing agreements. Your personal data may be shared with companies within the Apator Group.</p> <p>Your personal data may be disclosed to the following companies in connection with promotional activities:</p> <ol style="list-style-type: none"> 1) in the case of promotional activities on YouTube – to Google (YouTube’s data protection rules can be found in its privacy policy at: https://policies.google.com/privacy?hl=pl) 2) in the case of promotional activities on Facebook – to Meta Platforms (Facebook’s data protection rules can be found in the privacy policy at: https://www.facebook.com/privacy/explanation) 3) in the case of promotional activities on LinkedIn – LinkedIn (LinkedIn’s data protection rules can be found at: https://pl.linkedin.com/legal/privacy-policy).
Profiling and automated decision-making	Your personal data will not be processed by automated means, including profiling.
Rights of the data subject	<p>In accordance with the Regulation, you have the right to:</p> <ol style="list-style-type: none"> 1) obtain confirmation as to whether your data is being processed by the Controller, as well as the right to access your data (Article 15 of the Regulation), 2) rectify and complete your data (Article 16 of the Regulation), 3) erase your data (Article 17 of the Regulation), 4) request the restriction of the processing of your data (Article 18 of the Regulation), 5) to have your data transferred (Article 20 of the Regulation). <p>You have the right to object at any time – on grounds relating to your particular situation – to the processing of your data for the purposes of the Controller’s legitimate interests. In such a case, the Controller may process the data provided that it demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or grounds for the establishment, exercise or defence of legal claims (Article 21(1) of the Regulation).</p> <p>To the extent that consent forms the basis for processing, you have the right to withdraw it. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.</p> <p>You also have the right to lodge a complaint with the President of the Personal Data Protection Office if you suspect that the processing of your personal data infringes data protection regulations.</p>
Transfer of data to a third country or an international organisation	<p>Your personal data may be transferred outside the European Economic Area in connection with the use of Facebook, LinkedIn and YouTube. The transfer of data takes place in accordance with the GDPR, in particular on the basis of standard contractual clauses adopted by the European Commission.</p> <p>As a general rule, the Controller will not transfer your personal data outside the European Economic Area (hereinafter “EEA”). However, in view of the services provided by the Controller’s subcontractors in the provision of support for ICT services and IT infrastructure, the Controller may commission recognised subcontractors operating outside the EEA to carry out specific IT activities or tasks, which may result in your data being transferred outside the EEA. Individual countries outside the EEA, within whose territory your personal data will be processed, ensure an adequate level of personal data protection in accordance with EEA standards, as determined by the European Commission. However, in the event of processing within the territory of countries for which the European Commission has not determined an adequate level of personal data protection, the Controller enters into agreements with the recipients of your personal data to ensure an adequate level of such protection. The agreements referred to above are based on standard contractual clauses issued by the European Commission in accordance with Article 46(2)(c) of the GDPR. A copy of the standard contractual clauses referred to above may be obtained from the Controller. The method used by the Controller to secure your data complies with the principles set out in Chapter V of the GDPR. Accordingly, you may request further information about the security measures applied in this regard, obtain a copy of these measures, and information on where they are made available.</p>
<p>Providing the personal data necessary for registration is a condition of participation in the conference/event. Providing data processed on the basis of consent (e.g. marketing, newsletter) is voluntary, and failure to give consent does not affect your ability to participate in the conference/event.</p>	