

PRIVACY AND COOKIES POLICY

This Privacy Policy sets out the rules for the processing of personal data obtained through the website by the Administrator: . The Privacy Policy refers to the following website: <http://eisg.gfo.pl/pl/>

In connection with the implementation of the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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"), please be informed about the principles of processing your personal data collected when using the Administrator's websites.

We make every effort to provide all possible means of physical, technical and organizational protection of personal data against accidental or intentional destruction, accidental loss, alteration, unauthorized disclosure, use or access, in accordance with all applicable laws.

Definitions:

I.

Administrator - **International School of Gdansk** with its registered office in Gdansk, 1 Biała Street. Telephone: +48 58 342 31 00. E-mail address: isg@gfo.pl.

Cookies - means computer data, in particular small text files, recorded and stored on devices through which the User uses webpages of the Web Service.

Cookies of the Administrator - means Cookies placed by the Administrator, related to electronic services provided by the Administrator through the Web Service.

External Cookies - means Cookies placed by the Administrator's partners through the Web Service webpage.

Device - means an electronic device through which the User accesses the Web Service.

User - means an entity to whom, in accordance with the Terms and Conditions and legal regulations, electronic services may be provided or with whom an Agreement for the provision of electronic services may be concluded.

Web Service - means a website or an application under which the Administrator provides their Internet service, operating under the domain <http://eisg.gfo.pl/pl/>

Device - means an electronic device through which the User accesses the Web Service.

User - means an entity to whom, in accordance with the Policy and legal regulations, electronic services may be provided or with whom an Agreement for the provision of electronic services may be concluded.

II. Personal data collected on the website

1. Pursuant to Article 37 of the GDPR, the Administrator has appointed a Data Protection Officer (DPO), who can be contacted electronically via e-mail box: bartkowiak.jaroslaw@gfo.pl.
2. While using the website, we may process the users' personal information, such as:
 - a) First name and surname,
 - b) Telephone number
 - c) E-mail address
 - d) Mailing address.
3. Personal data are processed by employees and associates of the Administrator on the basis of the authorizations granted. Each person who has been authorized to process personal data has been acquainted with the principles of personal data protection and has undertaken to keep the information provided confidential.
4. Personal data may be entrusted to an external entity that supports the Administrator in achieving the purposes of processing, including but not limited to, marketing service, e-mail service, hosting, IT, administrative service, legal service, consulting service, sale of entrance tickets.
5. The Administrator uses the services of only professional entities who guarantee the performance of the service at the highest level and ensure the security of the entrusted information.
6. You may be redirected through the website to another website managed by another Administrator (ticket sale). The Administrator is not responsible for the processing of personal data by other websites. With each new visit, the user should read the Privacy Policy.

III. Purpose of personal data processing

1. Personal data is processed for:
 - a) concluding and executing a contract - for the duration of the contract and the time after its termination, until the contract is properly executed;
 - b) organization of scientific conferences,
 - c) preparing cultural events on the premises of the Gdansk Autonomous Schools,
 - d) conducting recruitment (school and employee);
 - e) creating compilations, statistics and analyses for the Administrator's internal needs;
 - f) sending content related to the functioning of schools/marketing - until an objection is raised;
 - g) responding to the messages of Web Service users.
2. The legal basis for the Administrator's processing of personal data is:
 - a) Article 6 Par 1 (a) GDPR i.e. obtained consent to process personal data;
 - b) Article 6 Par 1 (b) GDPR i.e. performance of a contract or taking action on requests prior to entering into an agreement;

- c) Article 6 Par 1 (c) GDPR i.e. fulfillment of a legal obligation imposed on the Administrator;
- d) Article 6 Par 1 (f) GDPR i.e. the Administrator's legal interest.

IV. Principles and time of personal data processing

1. The User's personal data will be processed until the withdrawal of consent or in connection with the Administrator's educational/economic activities, until the time specified by law or the fulfillment of the purpose of processing.
2. The User has the right of access the content of his/her data and to correct, delete, limit processing, the right to data portability, the right to object to processing, and the right to withdraw consent if processing is based on the consent.
3. The User has the right to lodge a complaint to the supervisory authority - the Chairman of the Office for Personal Data Protection, if he/she considers that the processing of the personal data concerning him/her violates the provisions of the General Data Protection Regulation of April 27, 2016.
4. Personal data will not be processed by automated means, including profiling.

V. Transfer of personal data outside the EU

The Administrator may use the tools of the entities which are based outside the European Economic Area (hereinafter: EEA) or which may store the data outside the EEA. Personal data will not be transferred to any international organizations. The Administrator will use all legally available safeguards to secure the transfer of this data. The transfers of data outside the EEA may occur on the basis of the exceptions provided for in Article 49 of the GDPR, provided that the conditions set forth in this Article apply. The information on the safeguards in place once the scope of the data transferred outside the EEA has been established can be obtained by contacting the Administrator or the DPO.

VI. Profiling

Users' personal data will not be processed in any automated manner, including profiling, i.e. no decisions producing legal effects or significantly affecting a person in a similar way will be based solely on automatic processing of personal data and do not involve such an automatically made decision.

VII. Activities on social networks

1. The Administrator owns accounts on the following social networks:
 - a) Facebook
 - b) YouTube

2. The accounts on social networks are maintained and managed by the Administrator to order to promote products, services and their educational activities. As a part of these activities, the Administrator manages the personal data of social network users who observe the Administrator's profiles, including participation in contests, events and maintaining dialogue with both the Administrator and other users through the accounts managed by the Administrator.

3. If the User wishes to terminate the processing of his/her personal data provided through social networks, he/she should stop observing the Administrator's profiles using the options used by the portal, such as clicking the "Like" button on Facebook.

4. All rights to marks (including logos), copyrights, database rights and all other intellectual property rights to the content of the website and profiles on social networks belong to the Administrator.

5. It is prohibited to copy, modify, use in any form or reproduce, in whole or in part, the content of the website for commercial purposes without the prior written consent of the Administrator and the author of the **text**.

6. The content presented on the website and profiles on social networks is intended to promote the activities of the Administrator. Any use of the materials for any other purpose is prohibited.

7. The materials made available on the Administrator's social networking profiles are the property of the Administrator or have been made available subject to the consent of the authors of such content.

8. The User who uses profiles on the Administrator's social media accounts declares that the Content posted by him/her:

- a) will not be inappropriate. A Content is considered inappropriate when it:
 - i. constitutes plagiarism, is defamatory, offensive, harassing, untrue, misleading, derogatory, discriminatory, threatening, harassing, expresses racial or sexual prejudice;
 - ii. contains elements of ridicule, uncultured, offensive, libels, indecent suggestions, swearing;
 - iii. contains quotes of other users' statements out of context in order to create a false or negative impression;
 - iv. is indecent, uncensored or pornographic in nature; or
 - v. constitutes a violation of another person's right to confidentiality or privacy,
- b) will not prejudice any pending legal proceedings of which the user is aware;
- c) will not contain accusations of indecency or personal criticism directed against the Administrator's employees;
- d) in all likelihood will not: (I) cause fear, uncertainty or distress to another person; (II) incite violations of the rules of social coexistence; or (III) incite racial or religious aggression or hatred,

- e) will not violate any copyright, trademark, patent or other intellectual property rights of the Administrator or any third party;
- f) will not be technically harmful (including, in particular, computer viruses, logic bombs, Trojan horses, worms, malicious components, corrupted data or other malicious software, harmful data or activities);
- g) will not constitute an offer, advertisement or promotion of any product or service, or solicit donations or financial support;
- h) will not constitute spam or pushy advertising sent by mail;
- i) will not purport to impersonate another person or otherwise misrepresent the User's identity, affiliation or position;
- j) will not present or encourage behavior that could be considered a crime, leads to civil liability or is against the law.

9. Links to other websites and sub websites may be placed by the User on the Administrator's profile if:

- a) the content or links to such websites or sub websites do not violate any provisions of the Privacy Policy;
- b) the regulations of use of such websites or sub websites permit the inclusion of links to them;
- c) they are clearly and conspicuously marked as links;
- d) the content of the websites or sub websites has a clear connection to the Content at which the link is placed; and
- e) the link does not automatically download any files.

10. The Administrator stipulates that any content that does not comply with the above rules, and especially the comments that are:

- a) defamatory, untrue and misleading;
- b) abusive, insulting or threatening;
- c) of an uncensored or sexual nature;
- d) of a harassing nature; racist, sexist, homophobic or discriminatory against any religion or other groups of people.

will be deleted immediately.

11. Without the express permission of the Administrator, the User is not authorized to re-post any Content or other materials or applications that have been previously deleted.

VIII. Types of Cookies used

The Cookies used by the Administrator are safe for the User's Device. In particular, it is not possible by this means for viruses or other unwanted software or malware to get into the Users' Devices. These Cookies allow to identify the software used by the User and customize the Web Service individually for each User. Cookies usually contain the name of the domain from which they originate, the time they are stored on the Device and the assigned value.

The Administrator uses two types of Cookies:

- Session Cookies: they are stored on the User's Device and remain there until the session of a given browser ends. The stored information is then permanently deleted from the Device's memory. The mechanism of session Cookies does not allow any personal data or any confidential information to be collected from the User's Device.
- Persistent Cookies: they are stored on the User's Device and remain there until they are deleted. Ending the session of a given browser or switching off the Device does not delete them from the User Device. The mechanism of permanent Cookies does not allow the collection of any personal data or any confidential information from the User's Device.

The following types of Cookies are used within the Web Service:

- "necessary" Cookies, enabling the use of services available within the Web Service, e.g. authentication Cookies used for services requiring authentication within the Web Service;
- Cookies used to ensure security, e.g. used to detect abuse of authentication within the Web Service;
- "performance" Cookies, enabling the collection of information on how the Website's pages are used;
- "functional" Cookies, enabling "remembering" the User's selected settings and personalizing the User's interface, e.g. with regard to the selected language or region of the User's origin, font size, appearance of the website, etc;

In many cases, web browsing software (Internet browser) allows Cookies to be stored on the User's terminal device by default. Users of the Website may change their settings regarding Cookies at any time. These settings can be changed, in particular, in such a way as to block the automatic handling of Cookies in the settings of the web browser or inform on their each time placement in the device of a User of the Web Service. Detailed information about the possibility and methods of handling Cookies is available in the settings of your software (web browser).

IX. The purposes for which Cookies are used

The Administrator uses Custom Cookies for the following purposes:

- Configuration of service adjustment of the content of the Web service websites to the User's preferences and to optimize the use of the Web Service websites;
- recognizing the device of a User of the Web Service and its location and appropriately displaying the website, adapted to his/her individual needs;

- remembering the settings selected by the User and personalizing the User's interface, e.g. with regard to the selected language or the region from which the User comes;
- remembering the history of visited pages on the Web Service in order to recommend content; font size, website design, etc.
- correct configuration of the selected functions of the Web Service, enabling in particular the verification of authenticity of the browser session.
- optimizing and increasing the efficiency of the services provided by the Administrator.
- implementation of processes necessary for full functionality of the webpages, adjusting the content of the webpages of the Web Service to the User's preferences and optimizing the use of the webpages of the Web Service. In particular, these files allow for recognizing the basic parameters of the User's Device and appropriate display of the website, adjusted to his/her individual needs;
- correct operation of the partner program, enabling in particular the verification of the sources of redirection of Users to the webpages of the Web Service.
- remembering the User's location for the correct configuration of the selected functions of the Website, making it possible, in particular, to adjust the information provided to the User taking into account his/her location.
- analysis and research, as well as audience auditing the creation of anonymous statistics that help to understand how the Web Service's Users use the Service's websites, which enables improving their structure and content;
- ensuring safety and reliability of the Web Service.

X. The possibility of specifying the terms of storing or access by Cookies:

The User may independently and at any time change the settings for Cookies, specifying the conditions for storing and accessing Cookies on the User's Device. The User may change the settings referred to in the preceding sentence by means of the settings of the Internet browser or by means of the configuration of the service. These settings can be changed, in particular, in such a way as to block the automatic handling of Cookies in the settings of the web browser or inform the User about the placement of Cookies on the User's Device each time. Detailed information about the possibility and methods of handling Cookies is available in the settings of software (web browser).

Cookies placed in the Web Service User's terminal equipment and used may also be used by the partners cooperating with the operator.

The User may at any time delete Cookies using the available functions in the Internet browser he/she uses.

Restricting the use of Cookies may affect some of the functionalities available on the Web Service webpage.

Check how to disable the Cookies mechanism:

[In Chrome browser](#)

[In Firefox browser](#)

[In Opera browser](#)

[In Internet Explorer browser](#)

[In Safari browser](#)

XI. Final Provisions

1. The Administrator reserves the right to update the contents of the Privacy Policy.
2. The Administrator reserves the right to withdraw or change the contents presented on the website without notice. The Administrator is not responsible if, for any reason beyond the Administrator's control, the Website is unavailable at any time or for any period of time.
3. The Administrator reserves the right to occasionally restrict access to certain parts of the Website in connection with maintenance works or updating the Website.
4. In any matters not governed by the Privacy Policy and concerning its subject matter, and in the event of any part of the Privacy Policy being inconsistent with applicable law, the relevant provisions of Polish law, in particular, shall apply in place of the challenged provision of the Policy:
 - a) the Act of April 23, 1964 - Civil Code,
 - b) the Act of March 2, 2000 on the protection of certain consumer rights and liability for damage caused by dangerous products,
 - c) the Act of July 27, 2002 on special conditions of consumer sales and amendments to the Civil Code,
 - d) the Act of July 18, 2002 on the provision of services by electronic means (hereinafter referred to as the APSEM),
 - e) the Act of May 10, 2018 on the protection of personal data,
 - f) GDPR.