

PRIVACY POLICY DOCUMENT

§1 General provisions

1. This document is attached to the Regulations. By using our services, you entrust us with your information. This privacy policy serves only as an aid in understanding what information and data is collected and for what purpose and for what we use it. This data is very important to us, so please read this document carefully as it defines the rules and how to process and protect your personal data. This document also defines the rules for the use of "cookies".

2. We hereby declare that we abide by the principles of personal data protection and all legal regulations provided for by the Act of 29 August 1997 on the Protection of Personal Data (Journal of Laws of 2015, item 2135) and the Regulation of the European Parliament and Council (EU) 2016/679 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 the repeal of Directive 95/46 / EC.

3. The person whose personal data is processed has the right to ask us to obtain comprehensive information on how we use his personal data. We always strive to inform you clearly about the data we collect, how

We use them, what purposes we want to serve and to whom we pass them, what protection we provide for these data when transferring to other entities and provide information on the institutions to contact in case of doubt.

§2 Privacy rules

1. We take privacy seriously. We are characterized by respect for privacy and the fullest possible and guaranteed convenience of using our services.

2. We value the trust that our Users place in us by entrusting us with their personal details in order to fulfill the order. We always use personal data in a fair manner and in order not to fail this trust, only to the extent necessary to perform the order including its processing.

3. The user has the right to obtain clear and complete information on how we use his personal data and for what purposes they are needed. We always clearly inform about the data we collect, how and to whom we pass it, and provide information about entities to contact in case of doubts, questions or comments.

4. Your data administrator is Language Lab sp. O.o., ul Orłowska 21, 88-100 Inowrocław, Poland, NIP 5562752311, e-mail: program@dlhub.eu.

5. In case of any doubts regarding the use of your personal data, we will take action immediately to clarify and dispel such doubts, in a full and comprehensive manner, we answer all questions related to this.

6. We will take all reasonable actions to protect Users' data against improper and uncontrolled use and to secure them in a comprehensive manner.

7. We will comply with all applicable laws and regulations regarding data protection and we will cooperate with data protection authorities and authorized law enforcement authorities. In the absence of data protection regulations, we will act in accordance with generally accepted data protection principles, principles of social coexistence as well as established customs.

8. The exact manner of protection of personal data has been included in the personal data protection policy (ODO: security policy, personal data protection regulations, IT system management instructions) For security reasons, due to the procedures described in it, it is available for inspection only to control authorities state.

9. If you have any questions regarding the manner in which dealing with personal data, please contact us via the page from which you have been redirected to this Privacy Policy. The contact request will be immediately forwarded to the appropriate person appointed.

10. To help us answer or respond to the information provided, please provide your name and further details.

§3 The scope and purpose of collecting personal data

1. We process the necessary personal data in order to provide services and for accounting purposes and only such:
 - a) in order to present the offer
 - b) in order to conclude a contract, complaint and withdrawal from the contract,
 - c) in order to implement the provisions of the contract,
 - d) for analytical purposes, i.e. selecting the appropriate level of advancement,
 - e) for optimization purposes,
 - f) for direct marketing,
 - g) issue a VAT invoice or other receipt.
2. We collect, process and store the following user data:
 - a) name and surname,
 - b) address of residence,
 - c) tax identification number (NIP),
 - d) e-mail address (e-mail),
 - e) telephone number,
 - f) information about the web browser used,
 - g) other voluntary personal data provided to us.
3. Providing these data by is completely voluntary but also necessary for the full implementation of services.
4. We may send personal data to servers located outside the country of residence of the user or to related entities, third parties based in other countries including those from the EEA (European Economic Area, EEA, European Economic Area, EEA - free trade area and Common Market, including the countries of the European Union and the European Free Trade Association EFTA) for the purpose of processing personal data by such entities on our behalf in accordance with the provisions of this Privacy Policy and applicable law, customs and regulations regarding data protection.
5. Bearing in mind the fact that in many countries to which this personal data is sent, the same level of legal protection of personal data as in the user's country does not apply. For personal data stored in another country, access in accordance with the law in force, for example, can be obtained by: courts, law enforcement and national security authorities, in accordance with the regulations in force in that country. Subject to lawful requests for disclosure, we undertake to require entities that process personal data outside the user's country to take action to protect data in an adequate manner to the regulation of their national law.

§4 "Cookies"Policy

1. We collect automatically the information contained in cookie files in order to collect your data. A cookie file is a small piece of text that is sent to the User's browser and which the browser sends back at the next entries to the site. They are mainly used to maintain a session, e.g. by generating and sending a temporary identifier after logging in. We use "session" cookies stored on the User's end device until logging out, turning off the website or turning off the web browser and "permanent" cookies stored on the User's end device for the time specified in Cookie parameters or until the User deletes them.
2. Cookie files adjust and optimize the website and its offer for the needs of Users through activities such as creating pageview statistics and ensuring security. Cookies are also necessary to maintain the session after leaving the website.
3. The administrator processes the data contained in Cookies each time the site is visited by visitors for the following purposes:
 - a) optimization of the use of the website;
 - b) identification of the Registered Users as currently logged in;

- c) adaptation, graphics, selection options and any other content of the site to the individual preferences of the Customer;
 - d) remembering automatically and manually-added, uploaded data from Order Forms or login details provided by the visitor;
 - e) collecting and analyzing anonymous statistics showing how to use the website in the administrative panel and google analytics
 - f) create remarketing lists based on information about preferences, behavior, how to use the interests of the Site and collect demographic data, and then share these lists in AdWords and Facebook Ads.
 - g) creating data segments based on demographic information, interests, preferences in the selection of viewed products / services.
 - h) use of demographic and interest data in Analytics reports.
4. The User at any time using his web browser can completely block and delete the collection of cookies.
5. Blocking by the User the possibility of collecting cookies on his device may hinder or prevent the use of certain functionalities of the site to which the User is fully entitled but must in this situation be aware of functional limitations.
6. A user who does not want to use "cookies" in the above-described purpose at any time can delete them manually. To read the detailed instructions for the procedure, please visit the website of the manufacturer of the web browser used, currently used by the User.

§5 Rights and obligations

1. We have the right, and in cases of law also defined, and the statutory obligation to provide selected or all information regarding personal data to public authorities or third parties who submit such a request for information on the basis of applicable provisions of Polish law.
2. The User has the right to access the contents of his personal data that he makes available, the User may correct the data, supplement it at any time, and has the right to demand that it be removed from his databases or discontinued, without giving any reason. In order to exercise its rights, the User may at any time send a message to an e-mail address or in any other way that provides / transmits such a request.
3. We undertake to act in accordance with applicable law and principles of social coexistence.
4. Information on extrajudicial handling of consumer disputes. The authorized entity within the meaning of the Act on Out-of-court Consumer Dispute Resolution is the Financial Ombudsman, whose website address is as follows: www.rf.gov.pl.

§6 Basic safety rules

1. Access data for services offered on the Internet is - eg logins, passwords, PINs, electronic certificates, etc. - they should be secured in a place inaccessible to others and impossible to break in from the Internet. They should not be disclosed or stored on the device in a form that allows unauthorized access and reading by unauthorized persons.
2. Caution when opening strange attachments or clicking links in e-mails that we did not expect, eg from unknown senders, or from the spam folder.
3. It is recommended to run anti-phishing filters in the web browser, ie tools that check whether the web page displayed is authentic and is not for phishing, eg by impersonating a person or an institution.
4. Files should be downloaded only from trusted places, websites and websites. We do not recommend installing software from unverified sources, especially from unfamiliar publishers. This also applies to portable devices, e.g. smartphones and tablets.
5. When using your home Wi-Fi wireless network, you must set a password to be safe and difficult to break, there should be no pattern and string of characters that is easy to guess (eg street name, host name, date of birth, etc.) . It

is also recommended to use the highest possible standards for wireless Wi-Fi network encryption, which are possible to run on your equipment, e.g. WPA2.

§7 Use of Social Media plugins

1. Plug-ins, so-called plug-ins of social portals facebook.com and Twitter and others, may be on our pages. The related services are provided by Facebook Inc., respectively. and Twitter Inc.
2. Facebook is hosted by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA Facebook. To view Facebook plugins, go to: <https://developers.facebook.com/docs/plugins>
3. Twitter is operated by Twitter Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA. To view Twitter plugins, go to: <https://dev.twitter.com/web/tweet-button>
4. The plug-in tells its suppliers only information about which of our websites you have had access to and at what time. If you are logged into your account, for example on Facebook or Twitter, when you view or stay on our site, the provider is able to combine your interests, information preferences and other data, for example, by clicking the Like button or leaving button comment, or enter the name of the profile in the searched. This information will also be transferred directly to the supplier via the browser.
5. More detailed information on the collection and use of data via Facebook or Twitter and about privacy protection can be found on the following pages:
 - a) Data protection / privacy tips issued by Facebook: <http://www.facebook.com/policy.php>
 - b) Data protection / privacy advice issued by Twitter: <https://twitter.com/privacy>
6. In order to avoid registering a visit to a selected user account via Facebook or Twitter on our website, you must log out of your account before browsing our websites.

Copyright note to the Regulations

The owner of all material copyrights to the template of this policy is the LEGATO Law Firm. Copying and distributing the template of this document without the consent of the LEGATO Law Firm is prohibited and may be subject to both criminal and civil liability. <http://www.kancelaria-legato.pl>