

# COOKIES & PRIVACY POLICY

On

**September 2018**



## COOKIES POLICY

Latest update: September 2018

### INTRODUCTION

Our website uses cookies.

By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

### CREDIT

This document was created using a template from [SEQ Legal](#).

### ABOUT COOKIES

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

### OUR COOKIES

We use both session and persistent cookies on our website.

We use cookies to track users as they navigate the website and improve the website's usability.

### ANALYTICS COOKIES

We use Google Analytics to analyse the use of our website.

Our analytics service provider generates statistical and other information about website use by means of cookies.

The information generated relating to our website is used to create reports about the use of our website.

Our analytics service provider's privacy policy is available at: <http://www.google.com/policies/privacy/>.

### BLOCKING COOKIES

Most browsers allow you to refuse to accept cookies; for example:

- In Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced"

- In Firefox (version 47) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites"
- in Chrome (version 52), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.

Blocking all cookies will have a negative impact upon the usability of many websites.

### DELETING COOKIES

You can delete cookies already stored on your computer; for example:

- In Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at: <http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cookies#ie=ie-11>)
- In Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"
- In Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data"

Deleting cookies will have a negative impact on the usability of many websites.

### CONTACT

This website is owned and operated by Troaching Institute Bichl Sandra, registered in Poland under registration number 1132626748, and our registered office is at Grochowska 166/48, 04-329 Warsaw.

You can contact us:

- By post, using the postal address given above
- **By email: [Bichl.Sandra@CareerAngels.eu](mailto:Bichl.Sandra@CareerAngels.eu)**

## PRIVACY POLICY

Latest update: September 2018

Troaching Institute Bichl Sandra, Grochowska 166/48, 04-329 Warsaw ("Troaching Institute", "we" or "us") is committed to protecting and respecting your privacy.

This Policy (together with other documents referred to herein) describes what personal information we collect from you and how we process your personal information.

### PERSONAL DATA WE MAY COLLECT FROM YOU

- We will collect any information you provide to us when you use our contact forms. The provision of your personal information via our contact forms is not a statutory or contractual requirement; however, please note that fields marked with an asterisk (\*) are mandatory fields, because we need this information to comply with or respond to your request. Other information or personal information you share with us when completing our contact forms is in your sole discretion. If you contact us, we will keep a record of that correspondence.
- We may also store cookies as set out in more detail in our Cookies Policy.

### HOW WE USE YOUR PERSONAL INFORMATION

Your personal information will be collected and handled by us for the following purposes:

- To respond to your request or questions when you contact us.
- To rarely send you information on events or new initiatives that could be of your interest.

Our use of your information as described above is permitted by applicable data protection law because it is:

- Necessary for our legitimate interests in pursuing the purposes set out above, and such interests in each case not being overridden by your privacy interests.
- In some cases, necessary to meet our legal or regulatory responsibilities, such as disclosures to authorities, regulators or government bodies.
- In some cases, necessary for the performance of a task carried out in the public interest and, when we use special categories of personal information, necessary for establishing, exercising or defending legal claims or where the processing relates to personal information manifestly in the public domain.

We do not make any automated decisions solely on automatic processing, including profiling, which produces legal effects concerning you or similarly significantly affects you. We will keep your information for the longer of the period required in order to meet our legal or regulatory responsibilities. Typically this is for 5 years.

## SHARING WITH THIRD PARTIES

To facilitate our efficient use of your information, and to provide you with the content and/or resources, we disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

- To suppliers, contractors and agents: from time to time we may engage or employ other companies and individuals to perform functions on our behalf. Examples include the hosting and/or maintaining of Website content, the provision of marketing services. These suppliers are based in the EU. Such recipients will only have access to your personal information as required by them to perform their functions, and are not permitted to use such personal information for any other purposes. These recipients will be subject to contractual confidentiality obligations.
- To government or law enforcement authorities if we determine in our sole discretion that we are under a legal obligation to do so.

## IP ADDRESSES AND COOKIES

We collect information about your computer, including (where available) your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify you or any individual. For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on your device. Cookies help us to improve the Website and to deliver a better and more personalised content. For more information about our use of cookies on the Website, please refer to our Cookies Policy.

If your computer is shared with other people, we advise that you do not select the 'remember my details' option when that option is offered by the Website.

## WHERE YOUR PERSONAL DATA IS STORED AND PROCESSED

As explained in the "Sharing with third parties" paragraph above, we share your personal information with third party suppliers, contractors or agents: where we use a third party supplier, contractor or agent, your personal information remains under our control and we have controls in place to ensure your personal information is adequately protected. We endeavour to take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Policy.

## DATA SECURITY

Although we will do our best to protect your personal information, you should be aware that the transmission of information via the internet is not completely secure and we cannot guarantee the security of your personal information transmitted to the Website or any third party; for this reason, any transmission is at your own risk. We will use strict operational procedures and adequate, technical and organizational security measures to prevent any unauthorised access, change, deletion or transmission of this personal information.

## YOUR RIGHTS. HOW YOU CAN ACCESS, CORRECT AND DELETE YOUR PERSONAL INFORMATION

Under applicable data protection laws, you have the following rights:

- Right to access and obtain a copy of your personal information: You are entitled to request confirmation whether we process any of your personal information. Where this is the case, you may have access to your personal information and to certain information about how it is processed. In some cases you can ask us to provide you with an electronic copy of your information.
- Right to correct your personal information: If you can demonstrate that personal information we hold about you is not correct, you can ask that this information is updated or otherwise corrected.
- Right to be forgotten / have data deleted: in certain circumstances you have the right to have your personal data deleted. You may make such a request at any time and Troaching Institute will evaluate if your request should be granted, however this right is subject to any legal rights or obligations we may have to retain data. For situations where in accordance with the law, we determine that your request to have your personal information deleted must be granted, Troaching Institute will do so without undue delay.

To exercise your rights, you can contact us at the following address: [Bichl.Sandra@CareerAngels.eu](mailto:Bichl.Sandra@CareerAngels.eu).

## MARKETING COMMUNICATIONS.

We will only send marketing communications to you via email where you have consented that we may do so.

## CHANGES TO THIS POLICY

The terms of this Policy may change from time to time. We shall publish any material changes to this Policy through appropriate notices either on this website or contacting you using other communication channels.

## CONTACT

Questions, comments and requests regarding this Policy are welcomed and should be addressed to Troaching Institute Bichl Sandra, Grochowska 166/48, 04-329 Warsaw, email address: [Bichl.Sandra@CareerAngels.eu](mailto:Bichl.Sandra@CareerAngels.eu).

You can request a copy of mechanisms relating to a specific transfer of your personal information by contacting [Bichl.Sandra@CareerAngels.eu](mailto:Bichl.Sandra@CareerAngels.eu).

You can also contact our Data Protection Officer at the following address: [Bichl.Sandra@CareerAngels.eu](mailto:Bichl.Sandra@CareerAngels.eu).