

**PRIVACY POLICY, COOKIES AND WEBSITE TERMS FOR www.leanhospitals.pl,
www.book.leanhospitals.pl**

Lean Process Katarzyna Zlotowska (Lean Process) is strongly committed to protecting privacy of its users. During using Lean Process services and websites we protect your privacy, ensuring following law of personal data protection, and to protect them from technical site. The rules presented below showing how we are collecting personal data and how we can use of them.

Personal data administrator

Administrator of data you given (data given in contact form: name, surname, e-mail address, phone number) is company Lean Process Katarzyna Zlotowska, Wladyslawa Lokietka 5 street, 87-100 Torun, NIP PL: 599 305 88 22, REGON: 364161132, biuro@leanhospitals.pl, tel. +48 508 238 811. All questions connected to processing personal data you can send to Administrator.

Type of data processed and source of their origin; no obligation to provide data

We are processing data, which you provided to us like first and last name (alternatively company name and tax identification number), phone number, home address, e-mail address, data regarding type of payments, other details regarding your order. Apart from that we can processing other data, which you provide to us e.g.: contacting with us through e-mail. That personal data is voluntarily disclose to us by you. If you do not disclose information to us, it could cause e.g. lack of possibility of using our services. If contract for participation in training for you is concluded by a third party, a situation may arise in which this entity will be the source from which we receive your data.

Another category of data will be IT and statistical data, such as your IP address, browser, email program used, activities performed on the website, other places on the Internet that led you to visit the website, demographic data (approximate location, gender, age). Generally, this data will not allow us to associate it with you.

Purpose, legal basis and time of data processing

The basic purpose of data processing is the implementation of the concluded contract - whether regarding purchase or training (the legal basis is Article 6(1)(b) of the GDPR, and if the contract for the purchase of training for you is concluded by a third party - it will be the implementation of a justified the interests of the data administrator pursuant to Article 6(1)(f). We also process personal data to meet various legal requirements - in particular tax regulations and maintaining appropriate documentation (the legal basis is Article 6(1)(c) of the GDPR). Another purpose of processing is the implementation of our so-called "legitimate interests" such as marketing of own services (including e-mail marketing and marketing using tools which using cookie technology), ensuring website security and detecting misuse (e.g. by collecting the so-called server logs), investigating and defending against possible claims (e.g. collecting payments for products), or conducting correspondence (e.g. collecting your data in order to respond when you write to us by e-mail) (the legal basis is Article 6(1)(f) of the GDPR).

Data recipients

We keep your data only for ourselves, and other companies, persons or institutions will have access only for the purpose of execution of contract or activities for the Lean Process Katarzyna Zlotowska, or when the law requires their handover. These will include, among others: companies providing website hosting services, companies providing marketing and IT services, software providers, payment

operators, postal and courier companies, our accounting and legal services, as well as operators of the tools described in the section devoted to cookies.

As part of the business of our website, there may be situations in which your data will be transferred outside the European Economic Area. However, this is always done to the minimum extent necessary and using legal instruments guaranteeing an appropriate level of protection, such as the so-called standard contractual clauses approved by the European Commission.

Profiling

Profiling means automatically drawing conclusions from known user characteristics about his or her predicted behavior. An example is a situation in which, based on the time spent by the user on the Website, the algorithm draws the conclusion that this is a user who is more likely to buy something on the Website, and therefore decides to display an advertisement on an external website. The marketing tool described in the section devoted to cookies performs such profiling. The profiling we use does not have any more serious consequences for you than whether a specific advertisement or message is displayed to you or not. Such profiling also does not allow us to identify you as specific people.

Rights regarding to processing data

At any time you have access to data and their correction, removal or limitation of processing, or the right to object to processing, right to transfer the data, also you can withdraw your permission to processing data (and consent to which applies regulations regarding permission for processing personal data, as sending of commercial information) at any time by contact with Administrator via e-mail: biuro@leanhospitals.pl.

You can also give us feedback about our website or privacy policy for e-mail address pointed above. It let us to improve. Person who recognizes that her/his data are processing not according to law basis can send complaint to President of the Personal Data Protection Office.

Data safety

Our informatic system and data we collect are protected against access by third parties and external access in professional manner, that meets high security requirements both in technical and legal terms. The recipients of your data are authorized employees/ associates of Lean Process Katarzyna Zlotowska who in order to prove service may receive access to them.

Using cookies

Like most websites, also websites belonging to Lean Process Katarzyna Zlotowska can use cookies. They are used to identify the browser when using the website, so we know which page to display and we can adapt the content offered by Lean Process Katarzyna Zlotowska to your individual preferences.

Cookies are managed through a tool available on the website, which is displayed automatically during the first visit to the website, in which you can consent to the use of cookies of particular categories.

You also have the option of making cookie settings via your browser settings. More information can be found on the websites of individual browser operators:

- Edge - <https://support.microsoft.com/pl-pl/help/4468242/microsoft-edge-browsing-data-and-privacy-microsoft-privacy>

- Firefox - <https://support.mozilla.org/pl/kb/W%C5%82%C4%85czanie%20i%20wy%C5%82%C4%85czanie%20obs%C5%82ugi%20ciasteczek>
- Google Chrome/ Android - <https://support.google.com/chrome/answer/95647?hl=pl>
- Opera - <http://help.opera.com/Windows/12.10/pl/cookies.html>
- Safari - https://support.apple.com/kb/PH5042?locale=pl_PL
- Safari (wersja iOS) - <https://support.apple.com/pl-pl/HT201265>
- Windows Phone - <http://www.windowsphone.com/pl-pl/how-to/wp7/web/changing-privacy-and-other-browser-settings>

We use the following tools using cookie technology from external companies.

We use the Google Analytics system that uses cookies. It is an analytical tool and advertising provided by Google Ireland Limited (in relation to users from the European Economic Area, and in the case of persons outside the EEA by Google LLC, 1600 Amphitheater Parkway, Mountain View, CA 94043, USA), which automatically collects data about the places on the Internet from which users came to our website, how users use them and creating statistics that help us optimize the construction of the website and improve their promotion, including through the so-called remarketing. As part of cookie settings in your browser, you can decide not to use Google Analytics in your case. You can read about the detailed scope of data processing at: <https://support.google.com/analytics/answer/6004245> and at <https://tools.google.com/dlpage/gaoptout?hl=pl> you will find the tool to block the use of Google Analytics towards you.

We also use the Google Maps tool, provided by entities providing Google Analytics, to visualize geographic information. When using the website, Google Maps, Google collects, processes and uses data on how users use the provided functions. If you are logged in through your Google account, Google may link your browsing behavior with other information. More information about Google data processing is available in the Google Privacy Policy: <https://policies.google.com/privacy?hl=pl> You can change your privacy settings in the Google Safety Center: <https://safety.google/>.

Final Provisions

An integrated web browser, Microsoft Internet Explorer version higher than 6.0, is required to use the services offered by the website or Firefox version not lower than 2.0.

We care about the privacy of our clients, therefore each person using our websites is obliged to comply with the prohibition on misusing means of communication and providing information systems by the following content:

- unlawful content,
- content that pertains to work behavior or overloading of Lean Process Katarzyna Zlotowska ICT systems, or other activities involved in direct or indirect participation in the provision of services,
- content that violates goods of third party people, generally accepted social norms, or that is incompatible including mandatory copyright.

If you apply the rights, or when the rights are required, we may disclose your data authorized to the authorities and apply.

Contact to us

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