

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 "GDPR"), we provide the following information.

Data controller	<p>The joint controllers of the personal data processed on the Website and through its functionalities and in connection with contracts for the provision of training services are:</p> <p>INPROGRESS sp. z o.o. with its registered office in Kraków at ul. Katowicka 39, 31-351 Kraków, entered in the Register of Entrepreneurs of the National Court Register by the District Court for Kraków-Śródmieście in XI Economic Division of the National Court Register under KRS 0000384161, NIP: 677-235-70-01, e-mail: szkolenia@inprogress.pl; phone: (48) 12 357 95 79, fax: (48) 12 378 33 24</p> <p>INPROGRESS Szkolenia Sp. z o.o. with its registered office in Kraków at ul. Katowicka 39, 31-351 Kraków, entered in the Register of Entrepreneurs of the National Court Register by the District Court for Kraków-Śródmieście in XI Economic Division of the National Court Register under KRS 0000427134, NIP: 677-236-99-90, e-mail: szkolenia@inprogress.pl; phone: (48) 12 357 95 79, fax: (48) 12 378 33 24</p> <p>INPROGRESS Trainings Sp. z o.o. with its registered office in Kraków at ul. Katowicka 39, 31-351 Kraków, entered in the Register of Entrepreneurs of the National Court Register by the District Court for Kraków-Śródmieście in XI Economic Division of the National Court Register under KRS 0000494555, NIP: 677-237-90-08, e-mail: szkolenia@inprogress.pl; phone: (48) 12 357 95 79, fax: (48) 12 378 33 24</p> <p>INPROGRESS Skills sp. z o.o. with its registered office in Kraków at ul. Katowicka 39, 31-351 Kraków, entered in the Register of Entrepreneurs of the National Court Register by the District Court for Kraków-Śródmieście in XI Economic Division of the National Court Register under KRS 0000454088, NIP: 679-309-06-03, e-mail: szkolenia@inprogress.pl; phone: (48) 12 357 95 79, fax: (48) 12 378 33 24</p>
Responsibility of joint controllers	The joint controllers of the data, have agreed that they are equally responsible for fulfilling their obligations under the provisions of the GDPR.
Details of the Data Protection Officer	E-mail: <a href="mailto:iod@inprogress.pl">iod@inprogress.pl</a> , phone 0048607771338.
Purposes of personal data processing and legal basis	<p>We process personal data:</p> <ol style="list-style-type: none"> <li>1) on the basis of Article 6(1)(a) of the GDPR insofar as you have given your consent when corresponding with us about the terms and conditions of service or obtaining other information, when sending a request via the contact form, for services taking place online, when signing up for the Newsletter, when contacting us via chat, when accepting cookies;</li> <li>2) on the basis of Article 6(1)(b) of the GDPR in order to conclude and perform a contract for the provision of training services and a contract for the provision of electronic services, or to take action at the request of the data subject before concluding a contract;</li> <li>3) on the basis of Article 6(1)(c) of the GDPR to comply with legal obligations incumbent on the controller: <ol style="list-style-type: none"> <li>a) if you are enrolling for services within a Non-public Centre for Continuing Education (Education Law of 14 December 2016. - Article 30a para. 1 and Ordinance of the Minister of National Education of 19 March 2019 on continuing education in non-school forms Article 22 and 24),</li> <li>b) if we receive payments from you (Value Added Tax Act of 11 March 2004 - Article 106b, Article 106e);</li> </ol> </li> <li>4) pursuant to Article 6(1)(f) of the GDPR, i.e. the controller's or third parties' legitimate interest.</li> </ol>
Categories of personal data processed	We process the following categories of personal data: first name, surname, residential and postal address, e-mail address, telephone number, date and place of birth, employment sector, information about the ordered service and about participation in it, PESEL, bank account number if you make a payment by traditional bank transfer, NIP number, for online services: user name, information about the device and operating system, IP, browser ID, information about the quality and duration of the connection, voice, and if you use a camera also an image.
Information on recipients of personal data	Data may be transferred at our request, but only for the purpose and to the extent necessary for the performance of the contract or the handling of the request, not exceeding our instructions, to companies intermediating in the ordering of courier services, accreditation, certification and affiliate bodies (PeopleCert, APMG, SJSI, VMEDU Inc, OSP International LLC, AXELOS, Scaled Agile, Inc, Management 3.0 BV, ITpreneurs Nederland B.V), to accountants and lawyers, to IT companies, to the company providing the platform for online services, to the hosting company, to the company destroying secret documents and data carriers, to the entities sending you for training or examination, to the companies supporting accreditors, to Pay Pro S. A. if you make online payments, banks, MailerLite Limited an Irish registered company at Ground Floor, 71 Lower Baggot Street, Dublin 2, D02 P593, Ireland. if we send you the newsletter or information included in the Inprogress Plus subscription service, to entities cooperating in the provision of services, to company providing cookies, to administrators of LinkedIn, Facebook, Instagram., Vercom S.A. provides the Email Labs tool to a company that delivers a tool for automatic email sending. These emails include confirmation of orders placed through the Service or Application, payment reminders, subscription information, requests for confirmation of participation in a Training, cancellation of Training, information about waiting lists, information on expressing consent to the processing of personal data and summarizing those consents, access to mini-workshops and materials, information on profiling to which you have consented.
Information about the intention to transfer personal data to a recipient in a third country	<p><i>Personal data may be transferred to a third country in the following cases:</i></p> <ol style="list-style-type: none"> <li>1. a) to take the ScrumStudy training and examination, where the accreditor is located in third countries. <i>The legal basis for the transfer of data to a third country in the case indicated in item 1 a) is a consent of the data subject, due to the absence of a decision establishing an adequate level of data protection and the lack of adequate safeguards indicated in the GDPR;</i></li> <li>2. a) to take the examination in the field of AgilePM®, AgileBA®, Change Management®, ABC Scrum Master® i Facilitation®, DTMethod® Foundation, ABC Scrum Master, Agile Change Agent, AgilePgm®, House of PMO Essentials for PMO Administrators™ . <i>The legal basis for the transfer of data to a third country in the case indicated in item 2 a) is an implementing decision of the European Commission adopted on 28/06/2021;</i> <ol style="list-style-type: none"> <li>a. a) in the case of participation in an online service, due to the use of a platform owned by an entity located in third countries;</li> <li>b. to undertake Management 3.0 training, where the owner of the tool, i.e. Workshop Butler, Unipessoal LDA, required by the accreditor i.e. Management 3.0 BV, may transfer data to its subcontractors located in third countries;</li> <li>c. to take the SAFE training and exam (additionally, if you are registering for the SAFE® training and exam, Scaled Agile, Inc will send us your certification information that you have provided to them directly and your exam results in order to provide the service);</li> <li>d. use of the Website once cookies have been accepted.</li> </ol> </li> </ol> <p><i>The legal basis for the transfer of data in the cases referred to in items 3a), 3b), 3c), 3d), 3e) shall be the standard contractual clauses or the standard contractual clauses together with the supplementary measures adopted. The standard contractual clauses adopted are in line with the Commission Implementing Decision (EU) 2021/91 on standard contractual clauses for the transfer of personal data to third countries.</i></p>

Period of retention of personal data	Data will be stored: 1) for purposes based on consent until you withdraw that consent, 2) for purposes based on a legitimate interest, until such time as an objection is lodged or claims are barred, 3) for regulatory purposes, for the period specified therein, 4) for the certification and recertification period (5 years).
Legitimate interests of the controller or third parties	It is in the legitimate interest of the controller or third parties: 1) to secure information and evidence in the event of a need to assert or defend against claims, 2) the possibility of establishing contact and exchanging information, 3) transmission of data within a group of enterprises, 4) direct marketing of our own services, 5) social media widgets on the Website, 6) necessary cookies, 7) ensuring continuity of business communication on social media platforms, taking care of the brand image within the company fanpage and company accounts on these platforms.
Information on the rights of the data subject	The data subject has the right: 1) to have access to his/her data and to receive a copy thereof, 2) to rectify (amend) his/her data, 3) to remove, restrict or object to its processing, 4) data portability, 5) to make a complaint to the supervisory authority - the President of the the Personal Data Protection Office.
Information on the right to object	Where processing of personal data is based on a legitimate interest of the controller, the data subject shall have the right to object, in which case we shall no longer process the data for that purpose unless we can demonstrate the existence of valid legitimate grounds for the processing which override the interests, rights and freedoms of the data subject.
Information on the right to withdraw the consent	Consent to the processing of personal data may be withdrawn at any time, but withdrawal of consent shall not affect the lawfulness of the processing carried out on the basis of consent before its withdrawal.
Information on the right of complaint	If we are found to be processing data in breach of the law, the data subject may lodge a complaint with the President of the Personal Data Protection Office.
Source of data	The data originate from the data subject or a third party (i.e. the person enrolling the data subject for the training) acting in the interest of the data subject (trainee). Provision of data is voluntary for purposes based on consent, otherwise it is a condition for the conclusion and performance of a contract, provision of services, delivery of goods and completion of an order`
Information on profiling	We do not use personal data to make automated decisions (we do not profile).
Information on joint data control with Facebook Ireland Limited	If you use the facebook. pl application as part of a company fanpage, your data will be processed for the purpose of communication, in particular responses to reactions, comments and private messages, as well as for statistical and advertising purposes. The joint controllers and Facebook Ireland Limited (4 Grand Canal Square, Grand Canal Harbour, Dublin 2 Ireland) are joint controllers in accordance with Article 26 of the GDPR for the processing of data for statistical and advertising purposes. Joint control includes the collective analysis of data in order to display statistics on the activity of users of the Controller's Fanpage. Facebook Ireland's responsibility for processing your data for the purposes indicated: -having a legal basis for processing data for website statistics, - ensuring that the rights of data subjects are respected, - reporting violations to the supervisory authority and notifying those affected of the incident, - providing appropriate technical and organisational measures to ensure data security, Scope of responsibility of the Joint Controllers for data processing: -having a legal basis for processing data for statistical purposes, - fulfilling the information obligations with regard to the purposes of the processing carried out by the Joint Controller, Facebook Ireland will make the main content of the Page Insights Addendum available to data subjects (Article 26(2) GDPR) via the data contained in the Website Statistics Information, which can be accessed from all pages. The main supervisory authority for joint processing is the Irish Data Protection Commission (notwithstanding the provisions of Article 55(2) of the GDPR, where applicable). The rules for the processing of personal data by Facebook Ireland and information on the mutual arrangements between the controllers are available on the website: <a href="https://www.facebook.com/privacy/explanation">https://www.facebook.com/privacy/explanation</a> , <a href="https://www.facebook.com/legal/terms/page_controller_addendum">https://www.facebook.com/legal/terms/page_controller_addendum</a> .

The document is effective as of 26.04.2023.