

Terms and Conditions of the Registration

1. General Terms

1.1 Capitalised terms used in this document have the following meanings:

- 1.1.1 **Organiser** - The organiser of the events is ADN Academy Sp. z o. o. Sp. k., with its registered office in Warsaw (00-844) at ul. Grzybowska 56, entered in the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw, XII Commercial Division of the National Court Register under KRS number 0000600432, NIP: 7010545845
- 1.1.2 **Event** - conference, congress, summit prepared by the organiser
- 1.1.3 **Attendee** - a person who physically takes part in the event; the Attendee may either register his/her participation himself/herself or have this done by the the Submitter
- 1.1.4 **Submitter** - a non-consumer person who registers a Participant on behalf of himself/herself or the Company
- 1.1.5 **Terms and Conditions** - this document regulating the terms and conditions of services related to the organisation of Events

1.2 The provisions of the Terms and Conditions form an integral part of the Event Application and apply to all Attendees and the Submitter.

1.3 The official website for the Event can be found at: www.adnbsacademy.com

1.4 The Terms and Conditions are available at the address indicated in paragraph 1.3 above.

1.5 To use the Event registration service, you will need a computer with internet access and a current version of one of the following web browsers: Internet Explorer, Chrome, Firefox, Opera, Safari for Apple devices

1.6 The Attendee / the Submitter may not post or upload unlawful content using the online system provided by the Organiser.

2. Participation in the Event

2.1 In order to participate in the Event, the Attendee or the Submitter must apply for attendance by completing the registration form available on the Event website, by scanning it (to the email address: konferencje@adnakademia.pl or directly to the employee's email address) or to the Organiser's address indicated in § 1 item. 1.1.1 above.

2.2 Filling in the online form, sending the completed and signed application form by fax, post or e-mail, constitutes the conclusion of a binding agreement between the Attendee/ the Submitter and the Organiser. An electronic version of the pro forma invoice is issued as standard and sent to the email address of the Attendee/ the Submitter after filling in the registration form.

2.3 The person signing the registration form on behalf of the Attendee declares that he/she has the appropriate authority to act for and on behalf of the Attendee.

2.4 The the Submitter undertakes to inform the Attendees he/she enrolls for the Event of their obligation to read and comply with these Rules.

2.5 Participation in the Event is subject to payment of a fee.

2.6 Payments for participation in the Event must be made within 14 days from the date of registration for participation, no later than on the day of the Event.

Payments should be made to the Organiser's account held in the title of the transfer. The title of the transfer should include the title of the Event, name and surname of the Participant and conference code

2.7 The organiser will issue a VAT invoice upon payment.

2.8 Each Attendee will receive a certificate confirming their participation in the Event.

2.9 The cost of attending the Event includes lectures, materials, lunch and coffee breaks and, if attending virtually, access to online lectures.

3. Cancellation of participation in the Event

3.1 An Attendee may resign from participation in the Event. The Attendee's resignation from the participation should be made in writing and sent by registered post to the Organiser's address specified in § 1.1.1 above or electronically to the following e-mail address: konferencje@adnakademia.pl.

3.2 In the event of the Attendee's cancellation of participation in the Event:

- a) **you may cancel your participation free of charge up to 14 days from the date of registration, after this time (up to 21 days before the date of the Event) the cancellation is subject to an administration fee of PLN 500 +23% VAT (separately for each registered Attendee)**
- b) **In the event of a cancellation less than 21 days prior to the commencement date of the Event, the Attendee (the Submitter) is obliged to pay the full cost of participation resulting from the concluded agreement, also in the situation when the registration of participation takes place at that time. In such a case, no cost-free cancellation of the registration is possible.**

4. Fees

4.1 Participation fees for the Event are posted on the Event website at konferencje@adnakademia.pl (under the "Registration" tab).

4.2 The payer (addressee of the invoice) is the entity ordering the individual services related to participation in the Event indicated in the registration form.

4.3 In the event of non-cancellation of the participation application and non-participation in the Event, the Submitter shall be obliged to pay the full participation costs under the contract.

4.4 Lack of payment for participation in the Event does not constitute cancellation.

4.5 Another employee of the company may substitute a registered person, after informing the Organiser of the change.

5. Methods of payment

5.1 Traditional bank transfer

5.1.1 Payment must be made to the account indicated in § 2 para. 2.5 of the Terms and Conditions within 14 days of the date of registration for the Event, but no later than on the day of the Event.

5.1.2 Upon receipt of the application and selection of payment by traditional transfer, the Submitter will receive a pro forma invoice for the transfer.

5.2 Online transfer

- 5.2.1 By choosing the payment method of online transfer, the conclusion of the Contract can be confirmed immediately.
- 5.2.2 When choosing payment by online transfer, the Submitter is redirected (after clicking on a link sent by email to the address indicated in the Form or using platforms that allow secure online payments - Paynow) to the login page of the bank in which the Submitter holds a bank account, where it is necessary for the the Submitter to log in to his/her bank account.
- 5.2.3 After logging in, the the Submitter will be redirected to a completed transfer form. Once the transfer is confirmed according to the rules of the the Submitter 's bank, an electronic bank transfer with payment for participation in the selected Event will be ordered by the the Submitter.
- 5.2.4 Once the bank has correctly authorised the transfer and payment for participation in the selected Event, the bank blocks the funds in the the Submitter 's bank account, representing the full payment for participation in the selected Event. This operation is not dependent on the Organiser.
- 5.2.5 If it is not possible for the Submitter's bank to block the funds in the Submitter's bank account, the Submitter will be informed and asked to settle the amount due by other means.

5.3 Credit card

- 5.3.1 Once the Submitter's payment for participation in the selected Event has been authorised, the issuer of the card used to make the payment will block the funds in the Submitter's bank account representing the full payment for the booked Events. This action is independent of the Organiser.
- 5.3.2 If it is not possible to block the funds in the Submitter's bank account, the Submitter will be informed and asked to settle the amount due by other means.

6. Complaints

Complaint rules:

- 6.1 Complaints will only be accepted in writing sent to the following email address: konferencje@adnakademia.pl within 14 days of the end of the event,
- 6.2 Complaints will be dealt with individually within 30 days of receipt
- 6.3 The complaint should contain the following elements: contact details of the person making the complaint (Company name, first and last name, telephone, email address), the code and date of the event, a detailed description of the situation, the reason for the complaint and the grounds for the complaint,
- 6.4 The reason for the complaint cannot be attributed to situations/events beyond the control of ADN Academy,
- 6.5 Complaints will not be considered for persons against whom ADN Academy has a financial claim.

7. Personal data protection

- PERSONAL DATA ADMINISTRATOR

7.1 .The administrator of the personal data collected through the Service is the ADN Institute sp. z o.o. sp. k. with its registered office in Warsaw (00-844), ul. Grzybowska 56, ADN Akademia Sp. z o.o. Sp.k. with its registered office in Warsaw (00-844), ul. Grzybowska 56 and MDDP Akademia Biznesu Sp. z o.o. with its registered office in Warsaw (00-844), ul. Grzybowska 56. As Administrator we process the data of Submitters and Attendees made available via the Form, as well as other Users of the Website.

- - CONTACTING THE ADMINISTRATOR

7.2 .The Administrator can be contacted at the address given in paragraph 1, using the contact form in the contact tab available on the Website or by e-mail at: konferencje@adnakademia.pl or biuro@adnakademia.pl.

- LEGAL FRAMEWORK

7.3. Personal data will be processed in accordance with the legal provisions on the protection of personal data, in particular 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 (hereinafter RODO), as well as the Act of 10 May 2018 on the protection of personal data (Journal of Laws 2018, item 1000).

- PURPOSE AND LEGAL BASIS OF PROCESSING

7.4.1. In order to provide our Services it is necessary to process the personal data of the User purchasing the Services - the basis for processing is Article 6(1b) RODO. Personal data will also be processed for the purpose of establishing, shaping the content, modifying or terminating the contract for the provision of services by electronic means and for the execution of orders placed by the Attendant or Submitter - the basis for processing is Article 6(1b) RODO.

7.4.2. The Organiser has the right to process the User's personal data necessary for the performance of the services and the resulting legal obligations, such as the issuing of invoices, in accordance with Article 6(1)(c) of the RODO.

7.4.3. The Organiser has the right to process the User's personal data necessary for the possible investigation and defence against claims, pursuant to Article 6(1)(f) of the DPA.

7.4.4. If the User has provided voluntary marketing consent as defined in Article 10 of the Act on the Provision of Electronic Services and Article 172 of the Telecommunications Act, personal data will be processed for the purpose of marketing activities by means of telemarketing or e-mailing campaigns - the basis for processing is Article 6(f) RODO.

7.4.5. If the User has provided voluntary consent, personal data will be made available to the designated entities for the purpose of marketing activities - the basis for processing is Article 6(a) RODO.

7.4.6. We process the data of Users of the contact form in order to conduct and handle correspondence - the basis for processing is Article 6(1f) of the RODO.

7.4.7. We process the data of Service Users in order to administer, secure and customise the website according to the needs and settings of its users, as well as to conduct statistical and marketing analyses - the basis for processing is Article 6(1f) of the RODO, as well as the user's consent to the processing of data via cookies.

- PROCESSING PERIOD

7.5.1. Users' personal data processed for the purpose of concluding and implementing the Contract will be processed for the duration of the service contract, and thereafter for billing purposes, the period resulting from accounting regulations, as well as the period of potential claims related to the Contract.

7.5.2. Personal data processed for marketing purposes will be processed until the marketing consent is withdrawn, an objection is lodged or the Administrator's interest is fulfilled.

7.5.3. Personal data processed for the purpose of sharing with others will be processed until consent is withdrawn.

7.5.4. Service User data will be processed until an objection is lodged or the Administrator's interest is served.

7.5.5. Once processing for the original purpose has ended, data will not be processed for other purposes.

- THE WAY DATA ARE PROCESSED

7.6.1. Personal data will be processed by the Company in a manner that ensures adequate security of such data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage.

7.6.2. Personal data will not be used to make automated decisions, including in the form of profiling.

7.6.3. Personal data will not be transferred to a third country or international organisation.

- VOLUNTARINESS OF DATA

7.7.1. Personal data will be processed by the Administrator in a manner that ensures adequate security of such data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage.

7.7.2. Personal data will not be transferred to a third country or international organisation.

7.7.3. The provision of personal data by the User is voluntary, but necessary in order to conclude a contract or answer a question asked in the contact form. The Attendee and the Submitter acknowledge that failure to provide the data makes it impossible to complete the Registration and provide the services. The provision of data by the User of the Website is voluntary to the extent determined by the settings of the browser.

- - RECIPIENTS

7.8. The recipients of the personal data will be:

- Employees and associates of the Administrator,
- providers of IT and technical support services, including customer support tools (e.g. CRM), telecommunications and postal services, archiving and destruction of accounting, legal, analytical and marketing documents to the extent necessary to fulfil our purposes.
- to the extent specified in the consent given: the Administrator's business partners, a list of which can be found on the event page under Partners.

7.9. The organiser may make personal data available to entities entitled to receive them under applicable law, in particular to judicial authorities - at the request of such authorities.

- PERSONAL RIGHTS

7.10. Data subjects have the right to:

- request access to their personal data, rectification and correction of inaccurate or incomplete data, restriction of processing, and the right to data portability to another controller (in respect of processing under Article 6(1)(a) and (b) of the RODO);
- to request the erasure of his/her data if they have been collected in breach of the law, have become unnecessary for the purpose for which they were collected or in other cases indicated by law;
- to withdraw his/her consent at any time without affecting the lawfulness of the processing performed on the basis of the consent before its withdrawal;
- object to the processing of his/her personal data for marketing purposes or for the purpose of sharing the data with another controller, and to the deletion of the data processed for such purposes.

7.11. Such a request should be made by e-mail to the Administrator's address:

konferencje@adnakademia.pl.

7.12. Data subjects have the right to lodge a complaint with the President of the Office for the Protection of Personal Data if they consider that the processing by the Data Administrator is in breach of data protection legislation.

MARKETING CONSENT

7.13. Użytkownik może wyrazić zgodę na używanie jego telekomunikacyjnych urządzeń końcowych w celach marketingowych oraz na otrzymywanie informacji handlowych. Osoba wyrażająca zgodę ma prawo ją cofnąć w każdym czasie, przy czym nie wpływa to na zgodność z prawem przetwarzania danych dokonanego na podstawie udzielonej zgody przed jej cofnięciem.

- COOKIES

7.14. The User of the Website acknowledges that, as part of the operation of the Website, the Organiser collects User data, such as IP addresses, logins, e-mail addresses and others (including but not limited to the use of Cookies), in order to improve the Website. The Organiser shall announce the fact that it uses the files referred to in this paragraph on the Website. The User may deactivate the aforementioned files at any time with the help of his/her browser settings. Disabling the possibility of obtaining such data (e.g. by deactivating Cookies) may result in the inability to use the functions of the Website and the services available therein.

- - DATA SOURCE AND SCOPE

7.15. The organiser collects and processes information that is provided in the course of registration, newsletter sign-up, requesting on-demand services, customer service contacts. This information may include: name, mailing address, email address, telephone number, payment method, services requested, shipping specifications, User location data, Internet ID.

- - FEES

7.16. The organiser does not obtain or collect credit card or other means of payment data. All payments are made through third party electronic payment system providers' services or websites, as indicated during the entry process. Attendees and Entrants should read the terms and conditions and/or privacy policies of these providers before using their services.

- - STATISTICAL DATA

7.17. The Organiser reserves the right to disclose to entities and websites cooperating with the Organiser aggregate, general statistical statements concerning users of the website. Such compilations relate to website views and do not contain personal data.

8. Final provisions

8.1. In the event that the Event does not take place for reasons solely attributable to the Organiser, the Organiser will immediately refund the amounts paid by the Attendees to the bank accounts indicated by them.

8.2. The Organiser reserves the right to make changes to the programme, speakers, venue and to cancel the Event itself.

8.3. Any disputes that may arise from participation in the Event will be settled by the court having jurisdiction over the Organiser's registered office.

8.4. By submitting the registration application posted on the Event website, the Attendee accepts the provisions of the Rules and Regulations, as well as compliance with the rules of order and any other arrangements made between the Attendee and the Organiser.

8.5. In matters not covered by the Regulations, the provisions of the Civil Code shall apply.

8.6. The Event does not constitute a mass event within the meaning of the Act of 23 March 2009 on mass event safety.

8.7. The Organiser is not liable for any of the Attendees' belongings that may be lost, damaged or stolen during the Event.

8.8. The Attendees shall be liable for any damage they cause on the premises where any activities related to the Event take place.

8.9. The Rules and Regulations shall come into force on the day they are posted on the website.

8.10. The Organiser has the right to amend the provisions of the Rules. Amendments shall come into force within 7 days of their posting on the website www.adnbsacademy.com

8.11. The Organiser reserves the right to make changes regarding the programme, speakers, venue, formula in which the event is held, and to cancel the event itself.

Information clause for persons participating in the Event who have been registered to participate in the Event by the Submitter.

In accordance with Article 14(1) and (2) of 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 inform you that:

1. The administrator of your personal data is ADN Institute sp. z o.o. sp. k. with its registered office in Warsaw (00-844), 56 Grzybowska Street, ADN Akademia Sp. z o.o. Sp.k. with its registered office in Warsaw (00-844), ul. Grzybowska 56 and MDDP Akademia Biznesu Sp. z o.o. with its registered office in Warsaw (00-844), ul. Grzybowska 56. hereinafter: ADN

2. The administrator of your personal data can be contacted in writing at the registered office address given above or at the following email address: konferencje@adnakademia.pl
3. your personal data will be processed by ADN for:
4. the conclusion, performance and settlement of the service contract in connection with which the data was obtained in accordance with Article 6(1)(b) RODO, consisting in the organisation and delivery of the training course;
5. fulfilling a legal obligation incumbent on the controller in accordance with Article 6(1)(c) of the RODO,
6. resulting from the legitimate interests pursued by the controller or a third party in accordance with Article 6(1)(f) of the RODO, which include debt recovery, establishing, pursuing claims in court and amicable proceedings, storing data for archiving purposes.
7. The scope of personal data processed by the controller includes identification and contact data.
8. your personal data were obtained from your employer.
9. Your personal data will not be kept longer than necessary, i.e. for the duration of the contract concluded with the employer, the fulfilment of the controller's legal obligation, the assertion of contractual claims.
10. You are entitled to:
11. access to the content of your personal data,
12. rectification, erasure or restriction of data processing,
13. to have your data transferred to another Administrator,
14. to lodge an objection,
15. lodge a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data violates the provisions of the RODO.
16. The Administrator does not intend to transfer your personal data to a third country or to international organisations.
17. The Administrator will not make automated decisions based on your personal data, including decisions resulting from profiling.