

Document on Processing of Personal Data as part of your participation in the Webinar

The Controller

The controller of your personal data is Symetria UX Sp. limited liability company with its registered office in Poznań (60-749) at Wyspiańskiego 10/3 Street, entered in the Register of Entrepreneurs of the National Court Register under KRS number: 0000521812, NIP: 779-242-40-20, REGON 302809682.

In matters related to data protection, you can contact our Data Protection Officer at: pdo@symetria.pl or via e-mail at the address of the controller's registered office.

Purpose and legal basis of processing

The User's personal data will be processed for the following purposes:

- a) to ensure participation in a webinar to which the user has signed up - the legal basis is the necessity of data processing in order to perform and provide the Webinar service (article 6, section 1, point b GDPR)
- b) to carry out direct marketing of the Administrator's products or services or those of its business partners - in the case of granting voluntary consent (article 6, section 1, point a GDPR),
- c) to carry out legal obligations incumbent on Symetria UX as an Organizer (article 6, section 1, point c GDPR)
- d) transfer of personal data contained in the registration form to the partner with whom Symetria UX cooperates in the promotion of UX-PM - in the case of granting voluntary consent (article 6, section 1, point a GDPR),
- e) organizational, administrative and IT support - the legal basis is the realization of the Administrator's legitimate interest in organizing the Webinar (article 6, section 1, point f GDPR),
- f) investigation and defense against claims - the legal basis is the realization of the Administrator's legitimate interest in investigating and defending against claims and archiving data (article 6, section 1, point f GDPR).

In each of the aforementioned cases, providing data is voluntary, but it is necessary to take part in the webinar and use other Symetria UX services.

Data recipients

1. Data processed by Symetria UX may be disclosed to external subjects, in particular:

- a) hosting services providers

- b) mail providers, including electronic mail;
- c) providers of legal and accounting services;
- d) IT services providers (who provide services helping the Controller run and maintain the Application);
- e) the Controller's subcontractors.

2. In justified cases, based on an appropriate legal basis, data may be shared with bodies or third parties who request access to such information.

3. The Controller, in general, does not share data outside the European Economic Area. However, if it is necessary, data are shared with an ensured level of protection, mostly through:

- cooperation with subjects processing data in countries that received an appropriate decision from the European Commission regarding the confirmation of insurance of an appropriate level of personal data protection;
- applying standard contractual clauses issued by the European Commission;
- applying binding corporate rules approved by an appropriate supervisory body.

The Controller always informs Users about an intention to share personal data outside the EEA at the stage of collecting them.

Duration of processing personal data

Your personal data will be stored until the completion of the services related to the organization and conduct of the webinar (until the last webinar in the series) or until you withdraw your consent, except for those data whose processing is necessary for the fulfillment of obligations incumbent on the administrator and arising from the law and is necessary for the fulfillment of the administrator's legitimate interest.

Data subjects' rights

Each Data subject whose data are processed by the Controller has the right to:

- a) access their personal data,
- b) rectify data,
- c) remove data,
- d) restrict the processing of data,
- e) data portability
- f) object to the processing which occurs based on the Controller's legitimate interest,

g) withdraw their consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Data subjects also has the right to file a complaint to the President of the Personal Data Protection Office if they think that the processing infringes on the GDPR provisions.

Information about automated decision-making, including profiling

There will not be any automated personal data processing, including profiling resulting in making decisions producing legal effects for the data subjects or influencing them significantly in a similar way.