

## **Privacy Policy**

**Polska wersja: <https://youenglishface.com/polityka-prywatnosci/>**

### **I. Personal Data Administrator**

The Administrator of your personal data (PDA) is Łukasz Baliszewski the person operating a business under the name “Your English Face ŁUKASZ BALISZEWSKI”, ul. Olszynki Grochowskiej 41, 04-281 Warszawa, Tax ID: PL1133022573, National Business Registry Number: 387429588.

You can contact me by e-mail at [contact@youenglishface.com](mailto:contact@youenglishface.com) or phone numer: +48 669 431 254.

### **II. Purposes and Legal Basis for Personal Data Processing**

#### **Setting up the Account and Placing Orders in the Shop**

I will process your personal data for the purposes connected with the conclusion, performance and dissolution, if any, of the agreements concluded between us in accordance with the Terms and Conditions, and for the purposes connected with the complaint investigation process. I will also process your personal data to communicate with you in connection with the purposes mentioned in the first sentence above.

In the above cases, your personal data will be processed pursuant to Article 6(1)(b) of the 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 referred to as the GDPR] – processing of personal data is necessary to conclude and perform the agreement to which you are a party.

#### **Issuing Invoices and Receipts**

When you place your order in the Online Shop or purchase products and services, I will also process your personal data for the purposes of issuing invoices, receipts and fulfilling other obligations imposed by tax law.

This obligation is based on Article 6(1)(c) of the GDPR.

#### **Newsletter**

If you agree to receiving the Newsletter, I will process your personal data, such as your e-mail address, name and surname. I will process these data for the purposes of sending the Newsletter to you. You share all your data voluntarily and you express your consent to receiving the Newsletter. Otherwise, you will not receive the Newsletter from me.

Your personal data will be processed pursuant to Article 6(1)(a) of the GDPR, that is on the basis of your consent. When you resign from the Newsletter, your data will be processed pursuant to Article 6(1)(f) of the GDPR, which means the legitimate interests basis, i.e. archiving your correspondence to present it in the future, for example, to prove that you have expressed your consent to receiving the Newsletter.

## **Contact with Me**

If you contact me by e-mail, you provide me with your e-mail address and other personal data which may be contained in your e-mail message. You share all the said data voluntarily for the purpose of contacting me.

In this case, your personal data will be processed pursuant to Article 6(1)(a) of the GDPR, that is your consent. After our communication is over, your personal data will be processed pursuant to Article 6(1)(f) of the GDPR, which means the legitimate interests basis, i.e. archiving your correspondence to present it in the future if necessary.

**Sharing any personal data is voluntary, but without sharing them no agreement can be concluded.**

**I will not process your personal data for other purposes than those for which such data have been collected.**

### **III. Recipients of Personal Data**

I may forward your personal data to other entities (“Recipients of Personal Data”) whose services I use, such as:

- 1) LH.pl Sp. z o.o., ul. ks. Jakuba Wujka 7/26, 61-581 Poznań, operates under the National Court Register number 0000503852, Tax ID: 7831711517, for the purpose of maintaining the web hosting and webmail,
- 2) ”Kancelaria Rachunkowości Golden Tax Robert Dworak”, ul. Bolkowska 2D, 01-466 Warszawa, Tax ID: 6581782058, National Business Registry Number: 141494004, for the purpose of issuing accounting documents, such as invoices and receipts,
- 3) Mailchimp.com 675 Ponce De Leon Ave NE, Suite 5000, Atlanta, GA 30308 for the purpose of using the system MailChimp where your personal data are stored if you subscribe to the Newsletter,
- 4) PayU SA ul. Grunwaldzka 186, 60-166 Poznań, operates under the National Court Register number 0000274399, Tax ID: 779-23-08-495, National Business Registry Number: 300523444, for the purpose of payment and electronic transactions system management,
- 5) „Michał Marton Marton Design”, ul. Lizbońska 4/36, 03-969 Warszawa, Tax ID: 1132841429, National Business Registry Number: 364566679, as the administrator of the website [www.yourenghishface.com](http://www.yourenghishface.com),
- 6) Skype Communications SARL, 23-29 Rives de Clausen, L-2165 Luxembourg, Company No: R.C.S. Luxembourg B100.468, VAT: LU20981643 in order to use Skype,
- 7) WooCommerce Ireland Ltd., Grand Canal Dock, 25 Herbert Pl, Dublin, D02 AY86, Ireland, as the platform with which [www.yourenghishface.com](http://www.yourenghishface.com) was built,
- 8) Other providers of legal, IT, accounting and administration services that I will use.

Public bodies which may receive personal data under the applicable legal provisions are not considered as recipients of personal data.

#### **IV. Retention Period for Personal Data.**

I will store your personal data for the purpose of the conclusion and performance of the agreements concluded between us in accordance with the Terms and Conditions and for the purpose of the investigation of your complaints, if any, for the duration of the agreements and, after the cessation of the agreements, for the period resulting from applicable legal provisions.

I will keep your personal data necessary for any claims that I may raise against you for the duration of the agreements and, after the cessation of the agreements, as long as it is possible to bring such claims in courts, that is, until the expiry of the limitation period.

#### **V. Automated Decision-making**

I will not process personal data in an automated manner and I will not apply profiling.

#### **VI. Rights of the Data Subject**

You have the following rights:

- 1) Right to access, rectification, erasure and restrict processing of your personal data,
- 2) Right to object to data processing,
- 3) Right for data portability,
- 4) Right to withdraw a previously given consent for data processing,
- 5) Right to lodge a complaint with a supervisory authority for personal data protection, i.e. the President of the Personal Data Protection Office, in connection with personal data processing by me.

#### **Cookies**

Cookies are IT data, especially text files, stored on your (the User's) end device that help us to use the website. Cookies usually contain:

- 1) the name of the website which they come from,
- 2) the time for which they are kept on the end device and
- 3) a unique number.

Cookies on your end device will be placed and accessed by me, as the Administrator.

You can find out more about cookies at <https://www.allaboutcookies.org/> or <https://wszystkoociasteczkach.pl/>

I use the following two main types of cookies on my website:

- 1) session cookies, which are temporary cookies that are kept on the user's end device until the user logs out, leaves the website or turns off the software (web browser);

- 2) persistent cookies, which are kept on the user's end device for a definite time specified in the cookies' parameters or until they are deleted by the user.

My website uses also the following cookies:

- 1) "necessary" cookies, which make it possible to use the services available on my website, used for services that require authentication,
- 2) cookies that are used for security, such as detecting authentication abuse on my website,
- 3) "performance" cookies, which collect information on how my website is used,
- 4) "functionality" cookies, which remember your settings and customization of your interface, including such options as the language, region, font size, website layout etc.

When visiting my website for the first time, you will be asked to express your consent to cookies or take other actions proposed in a displayed message in order to continue using my website. If you use my website, you express your consent to cookies. If you do not wish to express your consent, please, leave my website.

Remember that anytime you can change the settings of your browser, disable or delete cookies. However, disabling or deleting cookies may cause difficulties in using my website. You can find out more about managing cookies in your software settings (your web browser).

### **Server logs**

When using my website, page requests are sent to the server where the website is stored. Each request sent to the server is saved in the server logs. The logs comprise such data as: IP, date and time of the server, information about the browser and the operating system that you use.

The logs are saved and stored on the server.

Server logs help me only to administer the website, and they are not shared with any parties except for the persons and entities authorized to administer the server.

I will not use server logs to identify you.