

THE PRIVACY POLICY

The privacy policy defines the principles of processing personal data and the conditions for maintaining the confidentiality of users of the website ikaevents.pl

The administrator of personal data, in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, is the company: IKA Event Agency Limited Liability Company, with its registered office in Gdańsk, 80-298, at ul. Budowlanych 21a, Tax Identification Number (NIP) 5842750017, National Business Registry Number (REGON) 364494891, hereinafter referred to as the "Administrator of personal data" or "Data Administrator."

1. Definitions

- a. Administrator of personal data (or Data Administrator) – an entity that determines the purposes and means of processing personal data and is responsible for the data collected
- b. Service – the website operated by the Data Administrator, available at the internet addresses ikaevents.pl
- c. User – a person visiting the service
- d. Personal data – any information concerning an identified or identifiable natural person

2. Method of collecting personal data

Personal data collected on the website is provided directly by users through a contact form available on the service's subpage. Providing data is voluntary. Additionally, the service automatically saves cookies in the end device's memory and records the IP address.

3. Scope and purpose of collecting personal data

By contacting through the form or email, the service user provides: name, email, phone number, and preferences regarding transportation and accommodation. The provided personal data will be processed solely to confirm the user's presence at the event, reserve a place in organized transport, and book accommodation. For this purpose, the Data Administrator may contact the user via the provided email address or phone.

4. Data collected automatically during a visit to the service

During a visit to the service's website, the system automatically retrieves the user's IP address, which is recorded in server logs. The system stores cookies in the browser's memory. They are not used to identify users.

- a. Cookies – small files that are automatically saved in the browser's memory, transmitting information about the user's activity to the server operator.
- b. The following cookies are saved by the Data Administrator's service
 - i. PHPSESSID
 - ii. ID
- c. The inability to save cookies may limit the functionality of some service features.
- d. Each user has the right to decide on the scope of cookie access to their device by changing browser settings. (Act of July 16, 2014, Telecommunications Law – Journal of Laws, item 171, position 1800, as amended). Instructions for modifying cookie file configuration settings are described on the manufacturers' websites.

5. Change of personal data and the right to control the processing of personal data

Each service user has the right to correct, change, or delete their data. To do this, contact the Data Administrator by sending a request for changes or deletion to the email address ika@ikaevents.pl

6. Data security

- a. The Data Administrator applies a high level of security as indicated in the Regulation of the Minister of Internal Affairs and Administration of April 29, 2004, regarding the documentation of personal data processing and the technical and organizational conditions that devices and IT systems used for personal data processing should meet (Journal of Laws of 2004, No. 100, item 1024).

- b. Only authorized persons designated by the Data Administrator have access to personal data processed in the system and are obliged to maintain data confidentiality.

7. Data Administrator's responsibility

- a. The Data Administrator undertakes to apply the principles described in this document and simultaneously guarantees the confidentiality of Service Users.
- b. Situations may arise where the scope of data collection changes while maintaining the privacy principles of users, the provisions of this Regulation, and legal regulations.
- c. The service may contain links and redirects to other websites for which the Data Administrator is not responsible for privacy policies.
- d. This Regulation cannot be the basis for claims against the Data Administrator unless they arise from the legal provisions applicable in the Republic of Poland.

8. Changes

The Data Administrator reserves the right to make changes to this document. Changes will be published on the Service's pages along with the date of update.

Gdańsk, 20 lipca 2023 r.