

**PRIVACY POLICY AT 5 EVENTS LIDIA WANDAS-WILCZURA**

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**I. About Us**

EVENTS Lidia Wandas-Wilczura, based in Koźmice Wielkie 482, 32-020 Wieliczka, NIP: 6831810615. Personal data is collected and processed in the manner and under the terms set out in this Policy.

**II. General Provisions**

At 5 EVENTS Lidia Wandas-Wilczura, we place great importance on protecting the privacy of our clients, contractors, employees, and collaborators. One of the key aspects is the protection of the rights and freedoms of individuals in relation to the processing of their personal data. We ensure that the processing of your data complies with the provisions of the General Data Protection Regulation (GDPR) 2016/679/EU, the Personal Data Protection Act, and specific regulations (e.g., labor law or accounting law). 5 EVENTS Lidia Wandas-Wilczura is the data controller within the meaning of Article 4(7) of the GDPR and uses data processors as defined in Article 4(8) of the GDPR, which process personal data on behalf of the controller (e.g., accounting firms, IT services, security).

5 EVENTS Lidia Wandas-Wilczura implements appropriate technical and organizational measures to ensure a level of security appropriate to the risk of violating the rights or freedoms of individuals with different probabilities and severity of the threat. Our actions regarding data protection are based on adopted policies and procedures, as well as regular training to enhance the knowledge and skills of our employees and collaborators.

**III. How We Use Your Personal Data**

As an employer, we process the data of employees and individuals who collaborate with us on a basis other than employment. Contact data obtained from contractors (e.g., their

employees) is used for concluding and efficiently executing contracts. We use our clients' data to fulfill contracts and provide our services. We share your data with third parties with your consent or when we are legally obligated to do so.

#### **IV. The Principles and Legal Basis of Processing Your Data**

We take care to protect the interests of individuals whose data is being processed, ensuring in particular that such data is:

- Processed lawfully, fairly, and transparently;
- Collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes;
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date. We take every reasonable step to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed;
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

We typically process your data based on consent, which can be withdrawn at any time. Another basis is when the processing is necessary for the performance of a contract to which you are a party or to take steps at your request prior to entering into a contract. In some situations, processing is necessary for compliance with a legal obligation to which we are subject, such as obligations arising from labor law or accounting regulations. Processing may also be necessary for the purposes of legitimate interests pursued by us, such as pursuing claims related to our business activities.

#### **V. Your Rights**

We take appropriate measures to provide you with all relevant information and communication regarding the processing of personal data in a concise, transparent, intelligible, and easily accessible form, in relation to the exercise of your rights to:

- Information provided at the time of data collection;
- Information provided upon request - whether data is being processed, and other matters specified in Article 15 of the GDPR, including the right to a copy of the data;
- Rectification of data;

- Erasure (right to be forgotten);
- Restriction of processing;
- Data portability;
- Objection to processing;
- Not being subject to a decision based solely on automated processing, including profiling;
- Information about data breaches.

Additionally, if your personal data is processed based on consent, you have the right to withdraw consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. For contact regarding the exercise of your rights, please contact us via:

email: [lidia@slubzaganica.info](mailto:lidia@slubzaganica.info)

correspondence address: Koźmice Wielkie 482, 32-020 Wieliczka

The security of your data is our priority, but if you believe that we are processing your personal data in violation of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office.

## **VI. How We Will Contact You**

We provide information in writing or by other means, including, where appropriate, electronically. If you request it, we can provide information orally, provided your identity is confirmed by other means. If you submit your request electronically, we will respond electronically where possible unless you specify another preferred form of communication.

## **VII. Timeline for Fulfilling Your Request**

We strive to provide information promptly, usually within one month of receiving your request. If necessary, this period may be extended by another two months due to the complexity of the request. In any case, we will inform you of the actions taken and any extension of the deadline, along with the reasons for the delay, within one month of receiving the request.

## **VIII. Subcontractors/Data Processors**

If we cooperate with entities that process personal data on our behalf, we only use such processors that provide sufficient guarantees to implement appropriate technical and organizational measures to ensure that the processing meets the requirements of the GDPR and protects the rights of data subjects. We thoroughly vet entities to whom we entrust your data processing. We enter into detailed contracts with them and conduct

periodic audits to ensure compliance with such contracts and legal provisions. Recipients of your personal data may include:

- a) Entities and authorities authorized to process personal data based on legal provisions, banks if necessary for settlements;
- b) Institutions providing funding for the performance of a contract with the Administrator;
- c) Entities collaborating in marketing campaigns;
- d) Institutions conducting weddings in Europe and/or non-EU countries;
- e) Churches in Europe and/or non-EU countries;
- f) Accounting services providers;
- g) Legal services providers;
- h) Companies cooperating in organizing weddings (e.g., florists, photographers, videographers, hotels, etc.);
- i) Wedding consultants;
- j) Translation agencies;
- k) Owners of hotel and flight reservation systems;
- l) Transportation service providers;
- m) Insurance companies;

The owner of the Facebook social network under the unchanged data policies specified by Facebook, available at <https://www.facebook.com/about/privacy>.

## **IX. How We Ensure the Processing of Your Data**

To meet legal requirements, we have developed detailed procedures covering topics such as:

- Data protection by design and default;
- Data protection impact assessments;
- Breach notifications;
- Maintaining a record of processing activities;
- Data retention;
- Exercise of data subject rights.

We regularly review and update our documentation to demonstrate compliance with legal requirements in line with the GDPR principle of accountability. We also strive to incorporate best market practices to protect the interests of data subjects.

## **X. Data Retention**

We store personal data in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed. After this period, data

is anonymized or deleted. Our retention procedures ensure that the period of data storage is minimized.

The data retention period is primarily determined based on legal provisions (e.g., the duration of employee records, accounting documents), as well as the legitimate interest of the controller (e.g., marketing activities). The retention policy covers both paper and electronic data.

## **XI. Authorizations**

We ensure that any person acting under our authority and having access to your personal data processes it only on our instructions unless otherwise required by Union or Member State law.

## **XII. Cookies**

The policy for using cookies on the website.

- a) Cookies are IT data, particularly text files, stored on the User's device and intended for the use of the website. Cookies usually contain the name of the website from which they originate, the duration of storage on the device, and a unique number. The entity placing cookies on the User's device and accessing them is the website owner.
- b) The cookie mechanism is not used to obtain any information about the website users or to track their navigation. Cookies used on the website do not store any personal data or other information collected from users and serve statistical purposes only.
- c) By default, web browsers allow the handling of cookies on the User's device. In most cases, this setting can be changed to block the automatic handling of cookies in the web browser settings or to inform the User each time they are sent to the device. However, restricting the use of cookies may affect some functionalities available on the website.
- d) By default, software used for browsing websites (browsers) allows for the handling of cookies on the User's device where it is launched. In most cases, this software can be configured independently, including forcing the automatic blocking of cookies. Issues related to configuring how cookies are handled can be found in the software settings (internet browsers). It should be noted that setting restrictions on the handling of cookies may impact the functionality of certain features of the service.
- e) Cookies are used to:
  - Adapt the content of the Service's web pages to the User's preferences and optimize the use of the websites; in particular, these files allow the User's device to be recognized and the website to be properly displayed according to the User's individual needs;

- Create statistics that help understand how Users of the Service use the websites, enabling the improvement of their structure and content;
  - Maintain the User's session (after logging in), so that the User does not have to re-enter the login and password on each subpage of the Service;
- f) The Service uses two main types of cookies: "session" cookies and "persistent" cookies. "Session" cookies are temporary files stored on the User's device until logging out, leaving the website, or turning off the software (internet browser). "Persistent" cookies are stored on the User's device for the time specified in the cookie parameters or until they are deleted by the User. g) The Service uses the following types of cookies:
- "Necessary" cookies, enabling the use of services available within the Service, e.g., authentication cookies used for services requiring authentication within the Service;
  - Cookies used to ensure security, e.g., used to detect fraud in the field of authentication within the Service;
  - "Performance" cookies, enabling the collection of information about how the Service's web pages are used;
  - "Functional" cookies, allowing the User's selected settings to be "remembered" and personalizing the User's interface, e.g., in terms of the selected language or region from which the User comes, font size, website appearance, etc.
- g) Links to other websites placed on the Service - the owner of the Service informs that the Service contains links to other websites. The owner of the Service recommends reviewing the privacy policies in force there, as they are not responsible for them.
- h) Securing user data on the Service - a description of technical and organizational measures securing data is included in the Security Policy (personal data protection) of the Service owner. In particular, the following security measures are applied:
- Data automatically collected by the server is secured through an access authentication mechanism to the service.
  - Data collected from users during the registration process is secured by an SSL protocol and an access authentication mechanism to the service.
  - Access to the administration of the service is carried out using an authentication mechanism.