

## GREENKEEPING ACADEMY PRIVACY POLICY

1. Legia Training Center sp. z o.o. (Controller) is a personal data controller of the data received during application process related with GreenKeeping Academy and in relation with the agreement concluded between the Controller and a person participating in the Programme. (Agreement) and (Data).
2. You can contact the Controller via post using the address: Legia Training Center sp. z o.o., Łazienkowska 3, 00-449 Warsaw or via e-mail at [daneosobowe@legia.pl](mailto:daneosobowe@legia.pl).
3. Data is processed for the following purposes:
  - a. performance of all the required legal and factual actions related with the application process,
  - b. performance of all the required legal and factual actions related with conclusion, execution and performance of the Agreement,
  - c. fulfilment of legal obligations including obligations arising from the tax law,
  - d. potential establishing, lodging or defence against claims.
4. The Controller processes the Data as it is necessary for:
  - a. actions based on the consent given by the data subject in particular within the scope of the application process;
  - b. conclusion, execution and performance of the Agreement;
  - c. compliance with legal obligations – in particular obligations arising from the tax and accounting laws;
  - d. purposes of the legitimate interests pursued by the Controller i.e.:
    - i. execution and performance of the Agreement (in case Agreement is concluded with other entity than natural person);
    - ii. potential establishing, lodging or defence against claims.
5. The Controller may transfer or make available the Team Personal Data to the entities providing IT, accounting, legal, tax and audit services for the Controller.
6. The Data will not be transferred outside the European Economic Area.
7. The Data will be processed and stored for the period necessary for application process completion and performance of rights and duties arising from the Agreement, compliance with legal obligations (including those stemming from the tax and accounting law) connected with the actions based on the Agreement and for the period until any Agreement related claims are barred by the their statute of limitation, if risk of such claims occurs.
8. In relation with Data processing, the data subjects have a right to receive information regarding the processing, right to access the data and receive a copy thereof; right to require to rectify or erasure of data, right to transfer data and to require limiting of processing of their data. The data subject is also entitled to lodge a complaint with the President of the Personal Data Protection Office in case of alleged infringement of personal data protection.
9. The Data is necessary for application process, execution or performance of the Agreement or for compliance with legal obligations and failure to provide the Data will lead to lack of the possibility to fulfil these obligations.
10. Participation in the application process is however voluntary and based on the consent of the data subjects that can be withdrawn at any time which will not affect the processing of Data made before such withdrawal.
11. The Controller does not process the Data in a way allowing for automated decision-making.