

INFORMATION CLAUSE ON PROCESSING OF PERSONAL DATA

publication date: Monday, 14-10-2019

The Conference:

6th International Scientific Conference MOTOR CONTROL 2020 Wisła, 17 – 19 September 2020

Conference's organizer: **the Department of Human Motor Behavior, Jerzy Kukuczka Academy of Physical Education in Katowice**
Mikołowska 72 St., 40-035 Katowice, Poland,

Organizing office: **AltaSoft Spółka z ograniczoną odpowiedzialnością sp.k.**

Pukowca 15 St., 40-847 Katowice, Poland

KRS: 0000715425, REGON: 276859493 TAX ID: PL634-23-96-317

Under current law consent to the processing your personal data is necessary for a successful registration and subsequent users' service.

On the basis of Article 13 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), we inform that:

1. Under the agreement with the Organizer, Organizing Office of the Conference is **the administrator** of your personal data - **AltaSoft Spółka z ograniczoną odpowiedzialnością Spółka komandytowa** - registry data of the company as above, hereinafter referred to as AltaSoft
2. AltaSoft processes your data for purposes that ensure the efficient implementation of the Conference and the service of its participants, including, among others:
 - a) identification of the Conference Participants and the scope of services being ordered by them,
 - b) realization of ordered services (e.g. hotel room booking, possible organization of transport, etc.),
 - c) preparation of the conference materials (e.g. identifiers, certificates),
 - d) exchange of relevant information among the organizer of the conference and its participants e.g. changes in the scope of training; a reminder about important dates and deadlines etc.
 - e) making the settlement of the Conference and claims handling,

- f) invoicing and payment service.
3. In accordance with the objectives listed in point 2, your personal data may be made available to other recipients in the minimum required limited extent, including:
 - a) entities with the assistance of which the Administrator pursues its objectives, including: ICT system suppliers, law firms and consulting companies, postal operators and couriers with whom the Administrator cooperates,
 - b) if you book services that require involvement of third parties/entities, (e.g. booking accommodation package) e.g. (hotels in which accommodation is booked).
 4. Your personal data will be processed:
 - a) Data of user accounts including contact details - for a period of 12 months or for such a period as may be necessary for the possible recovery of claims
 - b) Payment details in accordance with the periods required by law (on the day of publication of the clause: for a period of 5 years, counting from the end of the calendar year in which the tax payment deadline expired; until December 31, 2026)
 - c) Names and surnames that are in electronic archive attendance lists – until the consent for processing be withdrawn.
 5. Your personal data shall be processed solely for the above mentioned purposes by AltaSoft. You have the following rights:
 - a) the right to access and correct data,
 - b) the right to rectify data that is incorrect and supplement incomplete personal data,
 - c) the right to require the removal of personal data (“the right to be forgotten”), the right to restriction of processing your personal data, in particular if you withdraw your consent to the processing, if there is no other legal basis for the processing
 - d)
 - e) the right to data portability
 - f) the right to object to the processing of your personal data.
 6. Any data subject shall have the right to lodge a complaint to the supervisory organ (the Chairman of the Office for Personal Data Protection) if you consider that the processing of personal data does not comply with this Regulation.
 7. Persons who have activated accounts have access to their data through an appropriate login and password. They can modify theirs data, delete an account or e.g. only undo the consent to certain forms of processing. These activities are performed via secure SSL protocol.
 8. Each operation, which is mentioned in point 5, is possible by contacting the person who supervise data processing in AltaSoft: administrator@altasoft.pl or the Conference Customer Service Department (Event Organization Department): konferencje@altasoft.pl, the address is stated in the registry data, telephone: (+48) 32 259 83 99, (+48) 32 259 83 98, (+ 48) 32 259 83 96, fax: ext. 18.
 9. Please be aware that a request to remove personal data or a request to be forgotten sent before the Conference is tantamount to a resignation from participation in the Conference due to the lack of possible identification. If such a request is made after the Conference, deletion of all data

before the indicated processing period due to existing regulations , e.g. regarding the storage of financial documents, may be impossible.

10. In case of provided data to AltaSoft by third parties, e.g. registration is not made directly by the participant, but on his behalf, the person sharing the data is responsible for notifying relevant persons that their data has been made available to AltaSoft. Third parties are responsible of making sure that participants understand and agree to the use of data by AltaSoft (as described in this "Information Clause").

Details of the processing of data in the scope not covered by this clause are regulated by AltaSoft Privacy Policy