

Privacy policy and use of cookies

1. This Privacy Policy sets out the principles for the collection, processing and use of personal data and the use of cookies obtained as part of the operation of the website www.leanidea.pl (hereinafter: "the Website").
2. The owner of the Service and, at the same time, the data administrator is Alicja Domachowska conducting business activity under the name Lean Idea Alicja Domachowska with headquarters in Gdańsk, 11 Cyprysowa Street (80-175 Gdańsk), NIP: 9570367535, REGON: 220807471, (hereinafter referred to as the "Entrepreneur").
3. By providing their personal data, the subject visiting the Website ("hereinafter: "User") in the course of filling in the contact form (field "Ask a question") or the form for enrolling in training courses offered on the Website, accepts this Privacy Policy.
4. The Entrepreneur shall process the User's personal data:
 - for the purposes resulting from the legitimate interests pursued by the Entrepreneur as a data controller: i.e. for the purpose of answering the question asked in the contact form, for the purpose of providing services to Customers, for marketing as well as for analytical, statistical purposes and for the purpose of ensuring ICT security related to the www.leanidea.pl website (legal basis Article 6(1)(f) RODO);
 - for the purpose of performing contracts entered into by the Entrepreneur with customers and for the purpose of cooperating with suppliers and other entities cooperating with the Entrepreneur (legal basis Article 6(1)(b) RODO);
 - to fulfill the Entrepreneur's legal obligations (legal basis Article 6(1)(c) RODO).
5. The Entrepreneur attaches great importance to Users' privacy and the protection of their personal data. The Entrepreneur, as a data controller, cares about the security of personal data provided by Users. This data is particularly protected and secured from unauthorized access.

§ 1 How do we collect data?

1. The Entrepreneur collects information on individuals conducting business or professional activities on their own behalf, as well as the data of individuals performing a legal action not directly related to their business, hereinafter collectively referred to as Users. The data that are collected are: name or first and last name, address, email, TIN.
2. The personal data provided to the Entrepreneur are given to him voluntarily, however, refusal to provide the data will result in the inability to send an inquiry through the contact form or will otherwise make it difficult or impossible to perform the service.
3. The basis for the processing of personal data by the Website is to enable the Entrepreneur to respond to information sent by e-mail or through the contact form, and to authorize the processing of Users' data in order for the Website to carry out its legally justified purposes.
4. When using the Website's pages, additional information may be collected, in particular: the IP address assigned to the computer or the external IP address

of the Internet provider, domain name, browser type, access time, type of operating system, which must be consented to when sending the contact form at www.leanidea.pl .

5. Navigational data may also be collected from Users, including information about the links and references they choose to click on or other actions taken on the Website, which must be agreed to when sending the contact form at: www.leanidea.pl .
6. The Users' personal data may be used by the Entrepreneur to send, post and receive commercial information from the Entrepreneur or third parties electronically, only after the User has consented to such processing.
7. Users' data are processed on a voluntary basis and will be kept only for the period necessary to fulfill the purposes for which they were collected from the User or until the User objects to the processing. The period for the processing of personal data may be extended each time by the period of the statute of limitations for claims, if the processing of personal data is necessary for the investigation of possible claims or defense against such claims.
8. Users' personal data may be transferred to entities directly and indirectly related to the Entrepreneur, subcontractors, in particular IT solution providers, postal and courier service providers, public administration bodies, state services or courts.
9. The User is allowed to:
 - o to request access to the content of the data,
 - o to transfer data,
 - o to correct data,
 - o rectification of data,
 - o erasure of data if there is no basis for processing,
 - o limitation of data processing, if it has occurred in an incorrect manner
 - o incorrectly or without a legal basis
 - o to object to the processing of data for the purposes of
 - o marketing purposes, including profiling
 - o to lodge a complaint with a supervisory authority dealing with the protection of personal data, if it considers that the processing of personal data violates the provisions of the RODO
10. The User's request for the Service to delete his/her personal data is tantamount to the deletion of such data, except in cases arising from the provisions of law permitting further processing of personal data.

§ 2 How do we use the collected data?

The data provided by Users when filling out the contact form are processed by the Entrepreneur in order to realize the rights arising from the provisions of the applicable law and in order to answer the User's question asked in the form.

§ 3 Mechanism of cookies, IP address

1. The Website uses small files, called cookies. They are stored by the Entrepreneur's server on the computer of the person visiting the Website, if the Internet browser allows it. A cookie usually contains the name of the domain from which it originated, its "expiration time" and an individual random number identifying the cookie. The information collected through cookies of

this type helps tailor the information presented by Entrepreneur to the individual preferences and actual needs of visitors to the Website. It also gives the possibility to develop general statistics of visits to the presented products on the Website.

2. The information contained in system logs (e.g. Users' IP address) is used by the Service Provider for technical purposes. Besides, this information is used to collect general, statistical information. The Website uses cookies to provide services and content tailored to individual needs and interests. In some cases, identification and related individualized (personalized) access to content on the Service is based on cookies, but most often at least one-time authorization of the User is necessary. Disabling cookies in your browser may make it difficult or impossible to use the Service. Cookies are also used to collect general, statistical information about Users' use of the Website.
3. Entrepreneur uses session cookies: when the session of a particular browser ends or the computer is turned off, the stored information is deleted from the device's memory. The mechanism of session cookies does not allow the collection of any personal data or any confidential information from the Users' computer.
4. The Entrepreneur uses its own cookies for the purpose of analysis and research, as well as audience auditing, and in particular to create anonymous statistics that help to understand how the Website Users use the Website's pages, which makes it possible to improve their structure and content.
5. Entrepreneur uses external cookies to popularize the Website using the social networking site facebook.com (administrator of external cookies: Facebook Inc. based in the USA or Facebook Ireland based in Ireland).
6. The cookie mechanism is safe for the computers of the Website Users. In particular, it is not possible to get viruses or other unwanted software or malware into the Users' computers via this route. However, in their browsers, Users have the option to limit or disable access of cookies to computers. If this option is exercised, the use of the Website will be possible except for functions that by their nature require cookies.
7. The Service may collect IP addresses. An IP address is a number assigned to the computer of a visitor to the Service by an Internet service provider. The IP number allows access to the Internet. In most cases, it is assigned to a computer dynamically, i.e., it changes each time the computer connects to the Internet, and for this reason it is commonly treated as non-personal identifying information. User's IP address is helpful in diagnosing technical problems with the server, creating statistical analysis (e.g. determining from which regions we record the highest number of visits), as information useful in administering and improving the Service, as well as for security purposes and possible identification of unwanted automatic browsing programs overloading the server.
8. The Service contains links and references to other websites. Entrepreneur is not responsible for the privacy policies of these sites. For this reason, we encourage you, when you go through the Service to a site managed by another administrator, to familiarize yourself with the privacy policy adopted there.

§ 4 Data access and security

1. Only persons authorized by the Entrepreneur have access to Users' personal data collected through the Website.
2. Personal data of Users may be transferred to other entities on the basis of legal regulations or consent expressed by the User.

§ 5 Changes in Privacy Policy

1. Any changes made to the Privacy Policy in the future will be published on www.leanidea.pl will be effective only for the future and will come into force upon acceptance of the modified privacy policy.
2. Any additional questions related to the Privacy Policy, please send an email to: leanidea@leanidea.pl
3. Date of last modification: 13.02.2023