Unofficial translation. The Polish original is binding.

Szkoła Językowa Esperanza Anna Kwiatkowska ul. Kilińskiego 32B, 07-410 Ostrołęka | tel. 600-191-380 | esperanza.biuro@gmail.com

GDPR INFORMATION CLAUSE

Information for students and parents pursuant to Article 13 GDPR – controller, purposes, rights Version of 2025-09-01

ℹ This information clause is provided pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR).

1. Personal data controller The controller of your personal data (or your child's data) is:

Szkoła Językowa Esperanza Anna Kwiatkowska

- ul. Kilińskiego 32B, 07-410 Ostrołęka

• NIP: 758-173-28-94 | REGON: 140652530

- tel. 600-191-380
- esperanza.biuro@gmail.com

2. Purposes and legal bases for data processing Your personal data is processed for the purpose of:

- conclusion and performance of an agreement for the provision of educational services (Article 6(1)(b) of the

GDPR),

- fulfillment of legal obligations incumbent on the Controller, in particular

keeping financial and tax documentation (Article 6(1)(c) of the GDPR),

- pursuing or defending against claims – the Controller's legitimate interest

(Article 6(1)(f) of the GDPR),

- sending information about courses and current offers – the Controller's legitimate interest

or separate consent (Article 6(1)(a) or (f) of the GDPR),

- publication of image in school materials – solely based on voluntary, written

consent (Article 6(1)(a) of the GDPR).

3. Data retention period

- Data related to the agreement – for the duration of the agreement and 5 years after its termination.
- Accounting documents – for 5 years from the end of the year in which tax events occurred.
- Marketing / image data – until consent is withdrawn or an effective objection is raised.

4. Data recipients Data may be transferred to:

- entities supporting the School's operations (accounting office, Langlion system provider, website hosting),
- public authorities (ZUS, US) to the extent required by law.

Data is not sold or made available for commercial purposes to third parties.

5. Your rights Pursuant to the GDPR, you have the right to:

- access your data (Article 15 of the GDPR),
- rectification of data (Article 16 of the GDPR),
- erasure of data (Article 17 of the GDPR) – unless there is no legal basis for their further processing,
- restriction of processing (Article 18 of the GDPR),
- data portability (Article 20 of the GDPR),
- object to processing (Article 21 of the GDPR),
- withdraw consent at any time – without affecting previous processing,
- lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warszawa, www.uodo.gov.pl).

6. Provision of data The provision of data is voluntary but necessary for the conclusion and performance of the agreement. Refusal to provide data makes it impossible for the School to provide educational services.

7. Automated processing Personal data is not processed in an automated manner for the purpose of making decisions that produce legal effects or similarly significantly affect the person.

8. Contact regarding personal data For matters related to personal data protection, please contact:

- e-mail: esperanza.biuro@gmail.com
- tel.: 600-191-380
- by correspondence: ul. Kilińskiego 32B, 07-410 Ostrołęka

i Document version: 2025-09-01. The document has been prepared in accordance with the requirements of the GDPR (Regulation 2016/679).