

PRIVACY POLICY SWAY TODAY DANCE

1. Who is the controller of your data?

The controller of your personal data is **Diana Morozova** doing business under the name „**SWAY TODAY DANCE DIANA MOROZOVA**” based in Warsaw,
 NIP: 5242844106, REGON: 528520535, tel. +48 733 575 829, e-mail address: swaytodaydance@gmail.com.

2. The data we process

Purposes of data processing	Categories of data	Legal basis for data processing	Period of data processing
<p>Conclusion and implementation of the contract : In connection with the services provided via the website available under the domain: swaytodaydance.com, consisting in the sale of online dance courses, i.e. for the purpose of concluding and performing the contract.</p>	<p>The User's personal data, which enables the Customer to conclude an agreement, send messages, make payments for online dance courses sold by Sway today dance Diana Morozova, i.e. name, surname, address of residence, company name (if an individual runs it), NIP number, REGON number, KRS (for companies), e-mail address, telephone number, bank and bank account number from which payments were made, IP address, information about the device the User uses to visit the website swaytodaydance.com (e.g. browser, screen resolution), history of communication with Sway today dance Diana Morozova, complaints, additional information about the User contained in e-mail correspondence or provided in a telephone conversation, and consents.</p>	<p>Performance of the contract (legal basis: art. 6 ust. 1 lit. b RODO)</p>	<p>For the period of performance of the contract and for the period of limitation of claims under the contract. Unless otherwise provided by a special provision, the period of limitation shall be six years, and for periodic performance claims and claims relating to the conduct of business, three years.</p>
<p>User Service: Sway today dance Diana Morozova may collect and otherwise process personal data of the User contacting the website as part of the website. This data may be necessary to communicate with the User (e.g. answering</p>	<p>Data of the User contacting the website, i.e. name, surname, residential address, company name (if a natural person runs it), telephone number, IP address, information about the device the User uses to visit the swaytodaydance.com website (e.g. browser ,</p>	<p>Legitimate interest of the controller (legal basis: art. 6 ust. 1 lit. f RODO)</p>	<p>For the time necessary to provide the necessary clarifications and answers.</p>

<p>questions asked by him), but also to fulfill his request or consider a complaint.</p>	<p>screen resolution), history of communication with the website, additional information about the User included in e-mail correspondence or presented in a telephone conversation.</p>		
<p>Contact form: on the Website may collect personal data of Users who contact the Website through the available tools, including the contact form available on the Website. This data is necessary to enable Sway Today Dance Diana Morozova to contact Users, for purposes directly related to the functioning of the Website.</p>	<p>The data contained in the form</p>	<p>Legitimate legitimate interest of the controller (legal basis: art. 6 ust. 1 lit. f RODO)</p>	<p>Pending a reply</p>
<p>Marketing: Provision of requested marketing content and commercial offers to you, including by means of telecommunication devices (by telephone or in the form of e-mails/MMS/SMS messages, which may also be sent automatically), if you have voluntarily given us your consent for this purpose of processing your data.</p>	<p>Name, contact details (address, telephone number, e-mail address)</p>	<p>The legitimate interest of the administrator (legal basis: art. 6 ust. 1 lit. f RODO) consisting of direct marketing, whereby these activities, due to other applicable regulations, in particular the Telecommunications Law and the Act on the Provision of Electronic Services, are only carried out on the basis of your consent to send this information to the communication channel indicated by you (e-mail, voice call, SMS/MMS).</p>	<p>Until your consent to the communication channel is withdrawn and, in the case of marketing activities by snail mail, until you object to the processing for marketing purposes.</p>
<p>Legal responsibilities: To comply with any legal obligations incumbent on us in connection with the cooperation undertaken.), this purpose relates to legal obligations to retain certain documents for the time indicated by law, e.g. for invoicing purposes, as well as for the purposes</p>	<p>First name, surname, residential address, company name (if an individual runs it), NIP number, REGON number, KRS (for companies), e-mail address.</p>	<p>Fulfilment of a legal obligation incumbent on the Administrator (legal basis: art. 6 ust. 1 lit. c RODO)</p>	<p>For the period indicated in the legislation, viz:</p> <ul style="list-style-type: none"> • the Accounting Act • Tax Ordinance.

of accounting and financial reporting.			
Defending against claims: For the possible establishment, investigation or defence of claims.	First name, surname, residential address, company name (if an individual runs it), NIP number, REGON number, KRS (for companies), e-mail address.	Legitimate interest of the controller (legal basis: art. 6 ust. 1 lit. f RODO)	Until the statute of limitations for claims.

3. To whom the data will be made available?

We only pass on your data if this is necessary to provide the services or products (online dance courses) that you order. We do not share your data commercially or in any other way with third parties.

We store your personal data with our partners, companies that provide accounting services for us, IT specialists, archiving companies and hosting companies that enable us to run our website.

We may also share your personal data with tax advisors, lawyers, debt buyers - in the event that you do not pay our invoices on time.

For each of these purposes, we transfer only the data that is necessary to achieve the purpose. Where possible, we use anonymisation or pseudonymisation tools, i.e. measures such that you remain unidentifiable to our partners and subcontractors, but where we hold your data at all times.

We do not transfer your data outside the EEA.

4. Whether the data are profiled?

We would like to inform you that your data will not be subject to profiling, i.e. the automated analysis of your data and the development of predictions about your preferences or future behaviour (profiling means, e.g. in the case of marketing profiling, determining which offer you may be most interested in based on your previous choices).

5. Konsekwencje nie podania danych

We will not request personal data that is not absolutely necessary in our opinion.

We would like to inform you that the provision of personal data such as your name, e-mail address and postal address is a requirement for the conclusion of a sales contract for online dance courses and without providing such data, it will not be possible to perform the contract.

Failure to provide address details will also prevent us from contacting you.

6. Safety

We take reasonable steps to protect your Personal Information with physical and/or electronic security measures appropriate to the sensitivity of the Personal Information.

Although we have implemented security measures, we cannot guarantee the security of any information transmitted via email or the Internet. Transmission of Personal Information over such networks is at your own risk, as no internet transmission is 100% secure or error-free. You should exercise extreme caution when deciding what information you send to us by email or post on our websites.

7. What rights do you have?

RODO gives you a number of rights which you can exercise at any time. Provided that you do not abuse these rights or they are not excessive (e.g. the persistence of requests), the exercise of these rights is free of charge for you and should be easy to exercise.

Your rights include:

- A. The right of access to the personal data we process (Article 15 of the Regulation),
- B. The right to rectification of the personal data entrusted, including the correction of such data (Article 16 of the Regulation),
- C. The right to erasure of personal data from our systems, the so-called "right to be forgotten" - if, in your opinion, there are no grounds for us to process your data, you can request that we delete it (Article 17 of the Regulation),
- E. Right to restrict the processing of personal data - you may request that we restrict the processing of personal data only to the storage of personal data or the performance of activities agreed with you, if we hold inaccurate data about you or are processing it unduly; or you do not want us to delete it because you need it to establish, assert or defend a claim; or for the duration of an objection raised by you against the processing (Article 18 of the Regulation),
- F. Right to data portability - You have the right to receive from us in a structured, commonly used machine-readable format (e.g. ".csv" format) personal data relating to you that we hold under contract or consent. You will be entitled to this right if we hold the data in electronic format - if we hold the data only in paper form, you will not be able to exercise this right. You may instruct us to send the data directly to another party (Article 20 of the Regulation),
- G. Right to withdraw consent to the processing of personal data - at any time you have the right to withdraw your consent to the processing of personal data that we process on the basis of consent - Article 7(3) of the Regulation. The withdrawal of consent will not affect the lawfulness of the processing that was carried out on the basis of consent before its withdrawal. Withdrawal of consent occurs by sending an email to: swaytodaydance@gmail.com
- H. Right to object - you may object to the processing of your data if the basis for the use of your data is our legitimate interest - Article 21 of the Regulation. In this situation, once we have considered your request, we will no longer be able to process the personal data subject to the objection on this basis, unless we can demonstrate that there are legitimate grounds for the processing which are deemed to override your interests, rights and freedoms
- I. If, in your opinion, the processing of your personal data violates the provisions of the Regulation, you have the right to lodge a complaint with the supervisory authority, i.e. the President of the Office for Personal Data Protection.

You can exercise the rights referred to above by contacting us at the address indicated at the beginning and in section 8 (Contact) of this Privacy Policy. Without undue delay, we will inform you in writing in paper or electronic form or by electronic means of communication of the action taken on your request or, if possible, provide the information requested.

8. Contact

If you require any further information relating to data protection or wish to exercise your rights, please contact us by email at: **swaytodaydance@gmail.com**