

PRIVACY POLICY OF THE HEALTHCARE EDUCATION INSTITUTE

This Privacy Policy specifies the groups of recipients from whom the Healthcare Education Institute Foundation collects, uses, discloses, and protects personal data. It also defines the entities to which personal data may be disclosed and explains the rights that these recipient groups have regarding the privacy of their personal data. Additionally, it describes the issue of cookies.

1. General Information

1.1. The administrator of personal data is the Healthcare Education Institute Foundation, with its registered office at Gliwicka Str. 74/4, 40-854 Katowice, Poland, REG. no. 367676463, TAX no. 6342898875, represented by the Board of Directors (hereinafter referred to as the Administrator or the Foundation).

1.2. Contact with the Administrator is possible at: office@eduinstitute.org.

1.3. Personal data are processed in accordance with the 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) (hereinafter referred to as the GDPR).

2. Groups of Recipients Whose Data Is Processed by the Foundation and the Principles of Their Processing

2.1. Personal Data of Recipients of the Foundation's Activities

2.1.1. The Foundation may collect and process the following personal data of recipients of the Foundation's activities: name and surname, age, health information, telephone number, residential address, registered address, details of family members, professional, family, and financial situation, decisions of the judicial authorities, and administrative decisions. Providing data is voluntary, but failure to provide it may result in the inability to offer help and support.

2.1.2. The purpose of processing is the implementation of projects aimed at providing assistance and support – the legal basis: Art. 6 sec. 1 (d) of the GDPR (protection of the vital interests of the data subject or another natural person), Art. 6 sec. 1 (e) of the GDPR (performance of a public task), and Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator). The Foundation also processes data to fulfill its legal obligations, in particular in the fields of civil law, tax law, and the GDPR – the legal basis: Art. 6 sec. 1 (c) of the GDPR (processing is necessary to fulfill the legal obligations of the administrator).

2.1.3. Sensitive data, such as health data necessary for providing assistance and support, are processed pursuant to Art. 9 sec. 2 (b) of the GDPR (processing is necessary to fulfill the obligations and exercise specific rights of the controller or the data subject in the field of social security and social protection), Art. 9 sec. 2 (c) of the GDPR (processing is necessary to protect the vital interests of the data subject), and Art. 9 sec. 2 (f) of the GDPR (processing is necessary to establish, pursue, or defend legal claims).

2.1.4. After the completion of the project, the data is stored for the period specified by applicable regulations to fulfill the Foundation's legal obligations, such as storing accounting documents.

2.2. Personal Data of the Foundation's Partners

2.2.1. If the purpose or consequence of contact is to conclude a contract, the Foundation will process data provided to it due to the specificity of a given means of communication (e.g., email address), possibly data that the partner provides as part of the contact and, above all, data necessary for the conclusion and performance of a given contract. This includes, in particular, identification data, address data, and contact details. Providing data is voluntary, but failure to provide it will result in the inability to conclude and perform the contract.

2.2.2. The data is processed for the purpose of concluding and performing the contract - legal basis: Art. 6 sec. 1 (b) of the GDPR (necessity to perform the contract). It is also processed to fulfill the Foundation's legal obligations, in particular in the fields of civil law, storage, and possible issuance of accounting documents, or those arising from personal data protection law - legal basis: Art. 6 sec. 1 (c) of the GDPR (processing is necessary to fulfill the legal obligations of the administrator). In order to facilitate the issuance of accounting documents, data provided by entities in publicly available registers are also processed by automatically completing information about the partner as part of issuing accounting documents in the accounting program - legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator). The data is also processed for the purpose of determining, pursuing, and defending against claims related to the concluded contract - legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator).

2.2.3. After the execution of the contract, the data is processed for the period resulting from the limitation periods specified in applicable regulations in order to fulfill the Foundation's legal obligations, such as storing accounting documents.

2.3. Data of Users of Websites Administered by the Foundation

2.3.1. Through the websites of which the Foundation is the administrator, data is collected only to the extent necessary to manage these websites, ensure the efficient operation of the functionalities offered within them, and analyze the effectiveness of communication.

2.3.2. Statistical data regarding the use of websites are stored until the end of the Foundation's operations to analyze the effectiveness of communication - legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator).

2.4. Details of People Supporting the Foundation with Donations

2.4.1. You can support the Foundation financially by making donations via transfer to a bank account or through payment systems.

2.4.2. In the case of a donation made to the Foundation by transfer to a bank account, the Foundation processes personal data provided by the bank, including: name and surname, account number, donation amount, and address. These data are necessary to perform the

contract and fulfill the legal obligations of the Foundation (e.g., pursuant to accounting regulations).

2.4.3. In the case of a donation made via the online payment module, the person making the donation is redirected to the website of the payment operator, which collects data and processes it according to its privacy policy. The Foundation processes the name, surname, and data regarding the amount paid, as provided by the payment operator after the donation is made. Information on the necessity of providing data and the consequences of failing to do so can be found in the operator's privacy policy.

2.4.4. The data is processed to fulfill the Foundation's legal obligations, in particular those arising from personal data protection law, tax, and accounting law – the legal basis: Art. 6 sec. 1 (c) of the GDPR (processing is necessary to fulfill the legal obligations of the administrator).

2.4.5. Additionally, the name, surname, and address may be processed to send thanks for support and requests for further donations – the legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator). The data is also processed for the purpose of determining, pursuing, and defending against claims related to the concluded contract – the legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator).

2.4.6. The data is processed for the period specified by the applicable regulations to fulfill the legal obligations of the Foundation, such as storing accounting documents.

2.5. Data of People Using Non-public Communication Channels

2.5.1. The data of persons contacted by the Foundation via e-mail, telephone, text messages, or letters are processed on the basis of the legitimate interest, for the purpose of handling correspondence, for purposes arising from the content of the communication, or for the purpose of establishing contact in the future. This data may include name and surname, residential address, email address, telephone number, and any other information contained in the content of the message. Providing this data is voluntary.

2.5.2. The data are processed for archiving purposes and to manage relationships until the end of the Foundation's activities - legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator).

2.6. Data of People Communicating with the Foundation via Social Networking Sites and Instant Messengers

2.6.1. Facebook, LinkedIn, and WhatsApp are the administrators of their users' personal data and process it based on their own regulations. When a user interacts with the Foundation via Facebook, LinkedIn, or WhatsApp (by liking/following the page, joining a group we administer, reacting to posts, sharing/retweeting, commenting, or sending private messages), the administrator of his or her personal data is, in addition to Facebook, LinkedIn, or WhatsApp, also the Foundation.

2.6.2. Data such as name and surname/nickname, image, public profile, and other information provided in messages or comments are processed until the end of the Foundation's activity, on the basis of a legally justified interest, in order to respond to comments and messages, maintain

relationships with people who interact with us, and to analyze the effectiveness of communication – the legal basis: Art. 6 sec. 1 (f) of the GDPR (legitimate interest of the administrator).

2.7. Data of Participants in Events Organized by the Foundation

2.7.1. When organizing events that require registration, the Foundation generally requests: name and surname, email address, the organization to which the participant belongs, or country of origin, unless the nature of the event requires collecting additional information. These data are necessary for effective registration and are processed for the purpose of organizing the event. The basis for processing is the need to perform a contract (Art. 6 sec. 1 (b) of the GDPR) or the need to fulfill a legal obligation imposed on the administrator (Art. 6 sec. 1 (c) of the GDPR).

2.7.2. After the event concludes, participants' data are processed until the end of the Foundation's activities, based on a legitimate interest in order to manage relationships. If a participant wishes for their data to be removed sooner, they are encouraged to send a message to: office@eduinstitute.org.

3. Personal Data Security

When processing personal data, the Foundation implements organizational and technical measures in accordance with applicable legal provisions. The majority of the data is stored in electronic form: primarily on our own servers, rented servers, as well as on appropriately secured office computers, external drives, and telephones. We manage data processing through email and cloud file storage. Data protection is reinforced by SSL/TLS (Secure Socket Layer/Transport Layer Security) technology, designed to safeguard data transmission over the Internet, and by network firewalls. Additionally, we store some of the data in paper form, in appropriately secured rooms.

4. Recipients of Personal Data

4.1. Depending on the purpose of processing, personal data may be disclosed to:

- Foundation employees, to the extent necessary to manage the processing in a given case,
- IT specialists and service technicians, due to the technical aspects of processing,
- Entities providing hosting services,
- The accounting office (in the event of accounting obligations or for processing donations),
- Courier companies or the post office (if shipping is necessary),
- Entities conducting legal activities (in the event of establishing, defending, or pursuing claims, or when providing support to the Foundation in connection with the performance of legal obligations, including those arising from regulations on the protection of personal data),
- Banks (in the case of payments),
- Online payment operators (e.g., in connection with donations made through these operators),
- Other entities authorized under law (e.g., law enforcement authorities).

4.2. Given the Foundation's interactions with foreign entities, the processed personal data may be transferred outside the European Economic Area, e.g., to the United States or to international organizations.

5. Rights of Personal Data Owners

5.1. Owners of personal data have the right to request from the Administrator access to their personal data (Art. 15 of the GDPR), rectification of such data (Art. 16 of the GDPR), deletion or restriction of processing (Art. 17 and 18 of the GDPR), the right to object to processing (Art. 21 of the GDPR), the right to data portability (Art. 20 of the GDPR), and the right to withdraw consent (Art. 7(3) of the GDPR), if processing is based on consent. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

5.2. To exercise any of the aforementioned rights, the owner of personal data may send a request to the Administrator via e-mail at: office@eduinstitute.org.

5.3. The owner of personal data also has the right to lodge a complaint with the supervisory authority (Art. 77 of the GDPR) if they believe that the processing of their personal data violates the GDPR.

5.4. The Administrator is obliged to facilitate the exercise of rights for Personal Data Owners. The administrator is exempt from this obligation if unable to identify the data subject.

5.5. The Administrator must, within one month from the receipt of the request, inform the data subject's personal data owners of the actions taken in response to their rights request. Due to the complexity of the request or the number of requests, this period may be extended by an additional two months. In the event of such an extension, the Administrator must inform the personal data owner about the extension and its reasons within one month from receiving the request.

6. Cookies

6.1. The use of websites administered by the Foundation may involve cookies being installed on the device of the person visiting the website.

6.2. Cookies are IT data, particularly text files, stored on the end device of the website visitor and are intended for use with websites. Cookies usually contain the name of the website from which they come, their storage duration on the end device, and a unique number. The information collected through cookies is used to optimize the website's operation, as well as for statistical and advertising purposes.

6.3. The entity placing cookies on the end device of a website visitor and gaining access to them is the Administrator.

6.4. The cookie mechanism is responsible for:

- Creating statistics that help understand how website visitors use the sites, improving their structure and content.
- Maintaining the website visitor's session, so they do not have to re-enter their login and password on each subpage.

- Adapting the content of websites to the preferences of the visitors and optimizing the use of websites. Specifically, these files allow for the recognition of the visitor's device and proper display of the website, tailored to individual needs.

6.5. Two basic types of cookies may be used on the Foundation's websites: "session cookies" and "persistent cookies." "Session" cookies are temporary files stored on the end device of the website visitor until logging out, leaving the website, or turning off the web browser. "Persistent" cookies are stored on the end device for the duration specified in the cookie parameters or until they are deleted by the user.

6.6. The websites administered by the Foundation use the following types of cookies:

- "Necessary" cookies, enabling the use of services available on the websites, e.g., for services requiring authentication and necessary for ensuring security (e.g., used to detect abuses in authentication).
- "Functional" cookies, allowing for the "remembering" of selected settings by the visitor and personalizing the interface, e.g., in terms of selected language or region, font size, website appearance, etc.
- "Performance" cookies, enabling the collection of information on website usage.
- "Advertising" cookies, allowing for the delivery of advertising content more tailored to the interests of the visitors.

6.7. In many cases, web browser software allows by default for cookies to be stored on the visitor's end device.

6.8. Third-party vendors, including Google, use cookies to serve ads based on a user's previous visits to the website. Visitors can opt out of Google's use of cookies by visiting the Google advertising opt-out page: <http://www.google.com/privacy/ads/>.

6.9. Visitors to the Foundation's websites may change their cookie settings at any time. These settings can be adjusted to block the automatic handling of cookies in the web browser settings or to inform the user each time cookies are placed on their device.

6.10. Detailed information about the possibilities and methods of managing cookies is available in the web browser's settings.

6.11. Disabling cookies may impact the functionality of some parts of the website, potentially making it difficult or even impossible to use certain features.

7. Changes to the Privacy Policy

The Foundation reserves the right to unilaterally modify the content of this Privacy Policy at any time. Changes become effective on the day they are published on the websites administered by the Foundation.