PRIVACY POLICY AND COOKIES POLICY

I. Definitions and general information

Administrator - The administrator of the personal data is EDUsfera. Ewa Jurczyk-Romanowska, ul. Drukarska 45/38, 53-311 Wrocław, NIP 5471830063, REGON 385633764, who has the status of a small entrepreneur within the meaning of the Act of 8 March 2013 on counteracting excessive delays in commercial transactions (Journal of Laws of 2022, item 893, as amended). Contact with the administrator is possible at the following e-mail address: wydawnictwo@edusfera.press, phone number: +48 500 858 921,

Personal data (data) - information about an identified or identifiable natural person. An identifiable natural person can be identified, directly or indirectly, in particular using an identifier such as a name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of the natural person.

Cookies - means IT data, in particular small text files, recorded and stored on the devices through which the user accesses the Website.

Administrator/Admin Cookies - means Cookies placed by the administrator, related to the provision of electronic services by the administrator through the Website.

Service - by service, we mean the website: www.edusfera.press

Profiling - a form of automated processing of personal information which involves using personal data to evaluate certain personal factors of an individual, in particular, to analyse or predict aspects concerning personal preferences and interests.

User - by user we mean any person visiting the Website, using a computer, tablet, phone, or mobile device, and the Internet. User is understood in particular to mean persons who make purchases via the Website and authors who are interested in having their text published through the Service.

II. Legal basis for the processing of user data and their scope

1. Personal data collected by the administrator shall be processed by the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as "GDPR[1]"), the Act of 10 May 2018 on the protection of personal data (Journal of Laws 2018, item 1000) and the Act of 18 July 2002 on the provision of electronic services (Journal of Laws 2017, item 1219 as amended).

2. The administrator processes only the personal information that the user has provided in connection with the use of the Website. The processing of users' data takes place in terms of:

[1] Polish RODO [Ogólne Rozporządzenie o Ochronie Danych]

1. establishing contact – based on Article 6(1)(a) of the GDPR, i.e., based on the consent given by the data subject,

2. execution of the order/purchase of products (scope of data: name, surname, address, e-mail address, telephone number, optional company name if applicable) – based on Article 6(1)(b) of the GDPR, i.e., for the fulfilment of the contract to which the user is a contracting party,

3. the procedure for publication of the author's work - (scope of data: first name, surname, affiliation, postal address of affiliation, ORCID number, degree, or academic title) – based on Article 6(1)(a) GDPR;

4. debt recovery – based on Article 6(1)(f) of the GDPR, i.e., because the processing is necessary for purposes deriving from the legitimate interests pursued by the administrator or by a third party,

5. fulfilment of legal obligations incumbent on the administrator in connection with the conduct of its business activities – based on Article 6(1)(c) GDPR, i.e., because processing is necessary for the fulfilment of a legal obligation incumbent on the administrator,

6. to carry out product or service marketing activities, including newsletter marketing, based on separately granted consent (Article 6(1)(a) GDPR),

7. the sending of commercial information by electronic means based on separately granted consent (Article 6(1)(a) GDPR),

8. use of telecommunications terminal equipment and automatic calling systems for direct marketing by Article 172 of the Act of 16 July 2004. Telecommunications Law (Journal of Laws of 2017, item.1907, as amended) - based on separately granted consent.

3. Browsing the content of the Website does not require the provision of personal data other than automatically acquired information about connection parameters.

III. Compliance with the law and application of appropriate safeguards

1. The administrator processes data lawfully, collects them for specified, legitimate purposes and does not subject them to further processing incompatible with those purposes. Data shall only be collected to the extent that is adequate, necessary, and essential for the purposes for which they are processed. The user's data may be transferred by the administrator to third parties who may be interested in concluding a contract with the user, the detailed content of which will be determined directly between the user and the third party.

2. The administrator does not process special categories of personal data.

3. The administrator shall make every effort to protect the user's data from unauthorised access by third parties and in this respect applies organisational and technical security measures at a high level. The administrator shall not make personal data available to any unauthorised recipients following the mandatory legal provisions in this regard. The administrator may entrust another entity, using a written agreement, with the processing of personal data on behalf of the administrator. Data may be made available to entities entitled to receive them under mandatory provisions of law.

4. The administrator uses security on servers, connections, and the Website. All connections related to the execution of electronic payments by the users, if such an option is selected, will take place through a secure encrypted SSL connection. However, the measures taken by the administrator may not be sufficient if the users fail to comply with the security rules.

IV. Automatic processing of personal data (profiling)

1. To provide the most advantageous, tailored, personalised offer to its users and for the purposes necessary for the conclusion or performance of a contract between the data subject and the administrator, and in the event of the data subject's express consent, the administrator may use Profiling.

2. In the case of processing for direct marketing purposes including Profiling, processing based on the legitimate interests of the administrator, for scientific, historical, and statistical research, data subjects shall have the right to object on grounds relating to the particular situation of the data subject. The administrator shall not make a decision which is based solely on automated processing, including profiling, and materially affects the data subject. The administrator shall implement appropriate measures to protect the rights, freedoms, and legitimate interests of the data subject, at least the right to obtain human intervention on the part of the administrator, to express one's point of view, and to contest a decision resulting from automated processing.

V. Period of processing of personal data

1. personal data will be processed for a period:

    1. necessary for the realization of contracts concluded through the Service, including after their execution due to the possibility of the parties to exercise their rights under the contract, as well as due to the possible vindication of receivables - until the expiry of the period of limitation of claims;

    2. until the expressed consent is withdrawn or an objection is raised to processing the data - in cases of processing of the user's data based on a separate consent.

2. The administrator shall also store the user's data if it is necessary for the fulfilment of his/her legal obligations, the resolution of disputes, the enforcement of the user's obligations, the maintenance of security, and the prevention of fraud and abuse.

VI. User Privileges

1. The administrator shall ensure that the users exercise the privileges referred to in point. 2 hereunder. To realise the privileges, it is necessary to send an appropriate request (relevant request) by e-mail to: reklamacje@edusfera.press

2. The user has the right to:
    1. access to the content of the data - by Article 15 GDPR,
    2. access to the content of the data - by Article 15 GDPR,
    3. erasure of data - by Article 17 GDPR,
    4. restriction of data processing - by Article 18 GDPR,
    5. data portability - by Article 20 GDPR,
    6. to object to data processing - by Article 21 GDPR,
    7. withdraw the consent given at any time, whereby the withdrawal of consent shall not affect the lawfulness of the processing performed based on consent before its withdrawal – according to Article 7(3) GDPR,
    8. to complain with a regulatory body - by Article 77 GDPR.

3. The administrator shall consider the submitted requests immediately, but no later than within one month of their receipt. However, if - due to the complicated nature of the request or the number of requests - the administrator will not be able to consider the user's request within the indicated time limit, the administrator shall inform the user about the intended extension of the time limit and indicate a time limit for the consideration of the request, but not longer than 2 months.

4. The administrator shall inform each recipient to whom the personal data have been disclosed of the rectification or erasure of the personal data or of the restriction of the processing it has carried out by the user's request unless this proves impossible or requires a disproportionate effort.

VII. Sharing of information

1. To fulfil the contract, the administrator may share the data collected from Users with third parties, including in particular: employees, co-workers, entities providing legal services to the administrator, IT services, operators of online payment systems, accounting office conducting the administrator's accounting, third parties, companies providing tools to analyse activity on the Website, and direct marketing to users (e.g., Google Analytics).

2. In such cases, the amount of data provided is limited to the required minimum. In addition, the information provided by users may be made available to the relevant public authorities if required by applicable law.

3. Processed personal data shall not be made available to recipients not mentioned above in a form which would allow any identification of users unless the user has given his/her consent.

4. Users' data will not be transferred to countries outside the European Economic Area (EEA).

VIII. Cookies and how they are used

1. During the use of the Website, small files are stored on the user's terminal equipment, in particular text files that contain information enabling the storage of login data, last selected products, and products in the user's shopping cart (hereinafter: "cookies"). These are small text files which can be read by the administrator's system, as well as by systems belonging to other entities whose services are used by the administrator (e.g., Facebook, Google). Cookies also make it possible to collect the statistical data referred to in point 2 below.

2. Cookies do not contain any data identifying a user, which means that it is not possible to establish a user's identity on their basis. The cookies used by the Website are not in any way harmful to the user or the device and do not interfere with the user's software or settings.

3. The cookie system does not interfere with the operation of the user's computer and it can be deactivated.

4 Cookies are used to:

1. maintaining the user's session (after logging in) thanks to which the user does not have to re-enter the Login and Password on each sub-page of the Website;

2. generating statistics on the number of visitors to the Website.

5. We would like to remind you that as a general rule, browsers are set by default to allow the storage of cookies.

6. If the user does not agree to save these files on the final device, the user should change the settings of the Internet browser used.

7. Not allowing cookies to be stored may consist in:

1. not storing cookies on the terminal device;

2. informing the user each time a cookie is stored on the device; deleting files after using the Website.

8. To use the option that is appropriate for the user, it is necessary to read the information on the management of cookies, which is usually found in the “Settings” of the browser or the “Help” tab.

9. The administrator informs that where files are necessary for the operation of the Website, limiting their use may make it difficult to use the Website.

10. The browser settings of the users’ device should allow cookies to be stored and should allow them to give their consent by clicking on the “ok” option in the window that appears after accessing the Website with the information: “This website uses cookies to provide the highest level of service. By continuing to use the site, you agree to their use - these cookies will be stored on your terminal device.”

11. The administrator uses in particular the following tools using cookies:

1. necessary cookies of the Website - these cookies enable the proper and safe functioning of the Website (they are used, among other things, to adapt the layout of the website to the screen of your device), therefore it is not possible to switch them off (the functioning of these cookies is a condition for using the Website). Necessary cookies remain on your terminal device for up to 1 year;

2. Google Analytics - this tool (using cookies supplied by Google LLC) makes it possible to collect statistical data on how users use the Website, including the number of visits, duration of visits, search engine used, and location. The data collected helps improve the Website and make it more user-friendly. Cookies used by Google Analytics remain on your terminal device for up to 2 years;

3. Google Ads - this tool (using cookies provided by Google LLC) enables the collection of data about your preferences (including sub-pages visited, and content viewed) and makes it possible to target ads displayed on other websites you visit to you. Cookies used by Google Ads remain on your terminal device for up to 3 months;

4 Facebook Pixel - this tool (using cookies provided by Meta Platforms Ireland Limited) makes it possible to determine that you have visited the Service, as well as to target you with advertisements shown on the social networks Facebook and Instagram and to measure their effectiveness. The cookies used by Facebook Pixel remain on your terminal device for up to 3 months.

IX. Amendment of the privacy and cookies policy

1. The administrator is authorised to change this document, of which the user will be notified in a manner allowing him/her to become familiar with the changes before they come into force, e.g., by posting relevant information on the main pages of the Service, and in the case of significant changes also by sending a notification to the e-mail address indicated by the user.

2. By continuing to use the Website after the publication or sending of a notification of changes to this document, the user shall be considered to have agreed to the collection, use and sharing of his/her data according to the updated content of the document.

3. This document does not limit any of the user's rights under generally applicable law.