

Terms and conditions of the promotional action: **BECOME A PCT CONSULTANT**

§ 1. General provisions

1. The Promotional Campaign **BECOME A PCT CONSULTANT** (hereinafter referred to as the Promotional Campaign) is organized on the territory of the Republic of Poland by Profi Competence Europe Sp. z o.o. with the seat in Szczecin, al. Piastów 75/3, 70-326 Szczecin, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for Szczecin-Centrum in Szczecin, Economic Division 13 of the National Court Register under the number 0000833219, holding tax identification number NIP: 8522662767, (hereinafter referred to as: Profi Competence).
2. The Promotional Campaign will last from 18.05.2021 to 22.05.2021 in Profi Competence social media (Facebook, Instagram) available at <https://www.facebook.com/proficompetence> and https://www.instagram.com/profi_competence/, as well as on the website www.proficompetence.com (hereinafter as: Services), while in the indicated period the Promotional Action covers the training: **PCT TRAININGS - working with the PROFICIENCY TEST diagnostic tool** (hereinafter referred to as: Training).

§ 2. Terms and conditions for participation in the Promotional Campaign

1. The Promotional Campaign is addressed to natural persons who are of age, have full legal capacity and are Consumers (hereinafter referred to as Participants).
2. The Promotional Campaign is intended to promote Profi Competence's own products and services by encouraging Participants to receive commercial information from Profi Competence.
3. The condition for taking part in the Promotional Campaign is a request to participate by leaving a comment under a post published in social media, to have a user account on the Website and to agree voluntarily to receive commercial information from Profi Competence during the term of the Promotional Campaign.
4. In order to take part in the Promotional Campaign, the Participant must have an alphanumeric verification code (hereinafter referred to as the Code). The Code will be made available in particular on the Profi Competence website (<https://www.proficompetence.com>) and in social media (e.g. Facebook, Twitter,)
5. The code must be entered on the website of the Service: <https://proficompetence.com/apply-code>. The Participant can register an account on the Service or log in to an existing account.
6. The Participant will be asked to consent to receiving commercial information from Profi Competence (hereinafter the Consent). The Participant will receive a message to the e-mail address indicated in the registration form, which enables them to confirm granting the Consent. The consent is voluntary, but indispensable to take part in the Promotional

Campaign. In particular, the Consent is not necessary for registering an account on the website.

7. A participant who fulfils the conditions set out in paragraphs 5 and 6 of the Terms and Conditions will be entitled to receive the benefit in the form of the Competence Test, which must be performed in order to participate in the Training.
8. The Participant will be given access to the Competence Test within 24 hours of confirmation of Consent.
9. The Competence Test will be available in the Tests tab of the User's Profile on the website.
10. After completing the test, the participant may take part in the Training.
11. Each Participant may only receive one Competence Test as part of the Promotional Campaign.

§ **3. Use of the Service**

All matters related to agreements concluded through the website that are not regulated in these Terms and Conditions as well as the rules for using the Competence Test are governed by the provisions of the Terms of Service for Providing Services Electronically by Profi Competence, available on the website: <https://proficompetence.com/regulations/>.

§ **4. Complaints**

1. Any complaints relating to the Promotional Campaign may be made during the period of the Promotional Campaign and until 22.05.2021.
2. Any complaints should be sent in writing to the following address: Profi Competence Europe Sp. z o.o. with its seat in Szczecin, al. Piastów 75/3, 70-326 Szczecin with the note "Complaint" or by e-mail to: kontakt@proficompetence.com.
3. A complaint should include: first and last name, e-mail address identical with the data provided during account registration on the Website and a description of the circumstances forming the basis of the complaint.
4. Submitted complaints will be dealt with within 14 working days from the date of their receipt. A Participant submitting a complaint shall be notified of the manner of processing the complaint in the form corresponding to the form in which the complaint was submitted, immediately after its consideration.

§ **5. Personal data processing**

1. The Administrator of the Personal Data of the persons visiting the Website, Users and Representatives is Profi Competence Europe Sp. z o.o. with its registered seat in Szczecin, al. Piastów 75/3, 70-326 Szczecin, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court of Szczecin-Centrum in Szczecin, Economic Division 13 of the National Court Register under the number 0000833219, holding NIP: 8522662767, share capital: PLN 5,000.00.

2. The Personal Data Administrator can be contacted
 - a. in writing to the address available at <https://www.proficompetence.com/contact>;
 - b. by e-mail to: kontakt@proficompetence.com;
 - c. by telephone at the number available at <https://www.proficompetence.com/contact>.
3. Profi Competence processes Participants' personal data for the following purposes:
 - a. to organise and conduct the Promotional Campaign
 - b. to communicate with Participants,
 - c. to provide the services specified in the Terms and Conditions
 - d. to handle complaints.
4. In connection with the processing of Participants' personal data, personal data may be shared with the following categories of data recipients:
 - a. entities participating in the processes necessary for the execution of the Promotional Campaign and the provision of services as part of the Promotional Campaign;
 - b. entities to which personal data must be disclosed pursuant to legal regulations, in particular public administration authorities such as tax authorities. The data may also be made available to authorities of other EU member states and courts within the scope of Community or national law;
 - c. entities with which the Administrator cooperates in order to perform its tasks, exercise its rights or fulfil its obligations, in particular by providing IT, debt collection, HR, accounting, transport, marketing, archiving or document shredding services.
5. Personal data of Participants will be processed for the period necessary to provide services as part of the Promotional Campaign.
6. After the above period, the Participants' personal data may continue to be processed to the extent required by law or for the purposes of Profi Competence's pursuit of the administrator's legitimate interest, and in the case of the Participant's Consent, until that Consent is withdrawn.
7. Every data subject shall have the right to:
 - a. **access the data** - to obtain confirmation from the Administrator as to whether or not their personal data are being processed. If data about the person are processed, they shall be entitled to have access to them and to obtain the following information: the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the data have been or will be disclosed, the period for which the data will be stored or the criteria for their determination, the data subject's right to request rectification, erasure or restriction of processing of personal data and to object to such processing (Article 15 of the GDPR);
 - b. **obtain a copy of the data** - obtain a copy of the data undergoing processing;

c. **rectification** - request the rectification of personal data concerning them which are incorrect or need to be completed;

d. **erasure of data** - a request for erasure of personal data if the Administrator no longer has a legal basis for processing them or the data are no longer necessary for the purposes of processing;

e. **restriction of processing** - request to restrict the processing of personal data when:

1. the data subject contests the accuracy of the personal data - for a period enabling the Administrator to verify the accuracy of the data,
2. the processing is unlawful and the data subject opposes the erasure by requesting a restriction of use,
3. the Administrator no longer needs the data, but they are necessary for the data subject to establish, assert or defend a claim,
4. the data subject has objected to the processing - until such time as it is ascertained whether the legitimate grounds on the part of the Administrator override the grounds of the data subject's objection;

f. **transfer data**— to receive in a structured, commonly used and machine-readable format the personal data concerning them which they have supplied to the Administrator and to request the transfer of such data to another Administrator where the data are processed on the basis of the data subject's consent or a contract concluded with them and where the data are processed by automated means;

g. **object** - to the processing of their personal data for the Administrator's legitimate purposes on grounds relating to their particular situation, including profiling. The Administrator shall then assess the presence of valid legitimate grounds for processing which override the interests, rights and freedoms of the data subject, or grounds for the establishment, exercise or defence of claims. If, according to the assessment, the interests of the data subject override the interests of the Administrator, the Administrator shall be obliged to cease processing the data for those purposes;

h. **withdraw consent** at any time and without giving any reason, but the processing of personal data carried out before the withdrawal of consent will continue to be lawful. Withdrawal of consent will stop the Administrator processing personal data for the purpose for which the consent was given.

8. The rights indicated in paragraph 7 may be exercised by contacting the Administrator in the manner specified in paragraph 2.
9. Should Profi Competence be deemed to process the Participant's personal data in violation of the regulations concerning the processing of personal data, the Participant has the right to lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection.
10. Personal data of visitors to the Website and Users will be processed in a country located in the European Economic Area, hereinafter referred to as the EEA.
11. Where information is to be transferred outside the European Economic Area, this will be done only under the procedures required by data protection legislation.

12. The principles of personal data processing in connection with the activities carried out within the Service, in particular account registration, are defined in the Privacy Policy available at <https://proficompetence.com/legal-information>.

§ **6. Final provisions**

1. 1 The full content of these Terms and Conditions will be available at Profi Competence's head office and on the website <https://proficompetence.com>.
2. Taking part in the Promotional Campaign means accepting these Terms and Conditions and agreeing to comply with them.
3. In matters not regulated by these Terms and Conditions, generally applicable legal regulations shall apply.
4. Profi Competence provides for the possibility of introducing changes to the Terms and Conditions within the scope allowed by the provisions of law with the appropriate advance notice and with preservation of the rights acquired by the Participants until the moment of changing the Terms and Conditions. The Participants will be informed about amendments to the Terms and Conditions by Profi Competence posting a notice referring to the summary of amendments and the new content of the Terms and Conditions.