

## Privacy Policy

### Data Protection Declaration and Consent to Data Use

Privacy Policy - information clauses regarding the processing of personal data. This Privacy Policy provides information on the processing of personal data in connection with the use of the websites maintained by Pro Energy Limited, based at Strand Campus, Airport Business Park, Strandhill, Co. Sligo, F91 FE8N, Ireland) or the services available through them, and in other cases where Pro Energy Limited refers to the Privacy Policy with regard to the protection of personal data.

The Privacy Policy contains information required by the provisions of Regulation 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (RODO).

The information clauses are grouped according to the circumstances of personal data processing

1. Visiting and browsing websites.
  2. Contact a consultant and/or answer questions.
  3. Newsletter, webinars, free materials.
  4. Recruitment.
  5. Cold mailing.
  6. Information about your rights.
  7. Cookies Policy.
1. Data processed in connection with visiting and browsing websites
    1. Data: IP addresses, cookies and similar data about your location, devices and activity, including information about clicks on links.
    2. The data controller is Pro Energy Limited as the publisher of the websites and the manager of the information systems used to maintain them and support other services.

Contact information: Strand Campus, Airport Business Park, Strandhill, Co. Sligo, F91 FE8N, Ireland.

1. We process data for the purposes of:
  2. enable convenient use of websites,
  3. abuse monitoring,
    - to inform about Pro Energy Limited's content and services,
  4. handling complaints and securing claims,
  5. conducting marketing activities,
  6. matching content and ads to users' interests,
    - keeping statistics, measuring quality and effectiveness.
      1. The basis for processing is the necessity for the aforementioned purposes, which arise from the legitimate interests of the controller or third parties.
      2. Legitimate interests are to continuously improve the quality, accessibility and number of visitors to the websites or use the services available through the websites, including free of charge, as well as to establish, assert and enforce claims and defend against claims in legal proceedings and before other state authorities if the claims arise from the use of Pro Energy Limited's services..
      3. The administrator may make the data available to other recipients only at the request of entities authorized to do so by law or when it is necessary for the above purposes, such as entities providing hosting and marketing tools.
      4. The Administrator shall keep the data only for the time that is necessary for the fulfillment of the aforementioned purposes, no longer than until you object to the processing or the expiration of the statute of limitations for the investigation and enforcement of claims.

2. Data processed in connection with contacting a consultant and/or answering questions via contact form, chat or toll-free hotline:

1. Data: name, phone number, email address, company name, industry, version of software used.
2. The data controller is Pro Energy Limited as the addressee of the inquiries.

Contact information: Strand Campus, Airport Business Park, Strandhill, Co. Sligo, F91 FE8N, Ireland.

We process data for the purposes of:

3. enable handling of the request,
  4. verify the addressee of the inquiry and maintain the continuity of the correspondence,
    - return contact according to the addressee's preference,
  5. to inform about Pro Energy Limited's content and services,
  6. handling complaints and securing claims.
  7. The basis for the processing is the necessity for the performance of the contract or for taking action at the user's request prior to the conclusion of the contract (depending on the content of the request) and the necessity for other purposes that arise from the legitimate interests of the controller or third parties. For certain types of processing, the user is asked separately to confirm consent. In such cases, the basis for processing is the consent of the data subject.
  8. Legitimate interests are to continuously improve the quality, accessibility and number of visitors to the websites or use the services available through the designated websites or directly from the administrator, as well as to establish, assert and enforce claims and defend against claims in legal proceedings and before other state authorities if the claims arise from the use of Pro Energy Limited's services.
  9. The administrator may make the data available to other recipients only at the request of entities authorized to do so by law or when it is necessary for the above purposes, such as entities providing hosting, a toll-free hotline, a chat room.
  10. The Administrator shall keep the data only for the time that is necessary for the fulfillment of the aforementioned purposes, no longer than until you object to the processing or the expiration of the statute of limitations for the investigation and enforcement of claims.
3. Data processed in connection with ordering commercial information, newsletters, free materials and registration for webinars

1. Data: in connection with ordering commercial information, newsletters, free materials and registration for webinars, only the email address may be processed (if the user does not provide other data), the following may also be processed: name, surname, telephone number, company name, position, profession/industry, profile address on LinkedIn.
2. The administrator of the data is Pro Energy Limited S.A., as a publisher of websites, free materials and webinars, and sender of commercial information sent electronically.

Contact information: Strand Campus, Airport Business Park, Strandhill, Co. Sligo, F91 FE8N, Ireland.

1. The data will be processed for the purposes of:
2. sending the requested commercial information,
3. sending an ordered newsletter; verifying eligibility to receive certain content or services,
  - sending the ordered free materials,
4. sending information about the webinar and a link to play it,
5. marketing of services and communication by Pro Energy Limited with users of its newsletter, free materials and webinars,
6. matching content and ads to users' interests,
  - keeping statistics, measuring quality and effectiveness,
  - handling complaints and securing claims.
1. The basis for the processing of the data is the necessity for the performance of the contract or for taking action at your request prior to the conclusion of the contract (purpose of point c. i. and v.)

and the necessity for the aforementioned purposes that arise from the legitimate interests of the controller or third parties.

2. Legitimate interests are to continuously improve the quality, accessibility, attractiveness and quantity of ordered newsletters, free webinar materials and other services offered by Pro Energy Limited, as well as to establish, assert and enforce claims and to defend against claims in legal proceedings and before other state authorities, if the claims arise from the use of Pro Energy Limited's services.
3. The administrator may share data with other recipients only at the request of entities authorized to do so by law or when it is necessary for the above purposes, such as entities providing hosting and webinar platform.
4. The administrator shall keep the data only for the time that is necessary for the fulfillment of the aforementioned purposes, no longer than until you object to the processing or the expiration of the statute of limitations for the investigation and enforcement of claims.
4. Data processed in connection with participation in the recruitment conducted by Pro Energy Limited S.A.

1. Data: the following data are processed in connection with participation in the recruitment: first name(s) and surname, date of birth, contact details, education, professional qualifications, previous employment history, (if the candidate does not provide other data).
2. The administrator of the data is Pro Energy Limited The data will be processed for the purposes of: carrying out the recruitment process,
3. maintaining a database of candidates for future recruitment, handling complaints and securing claims.
4. The basis for data processing is:
5. Legal obligation of the Administrator under the Labor Code - in case of employment under an employment contract,
6. Necessity to perform a contract or to take action at the request of the data subject prior to entering into a contract - in the case of establishing cooperation on the basis of a civil law contract,
- Consent - in the scope of data the provision of which is not required by law or by the Administrator,
7. consent - for future recruitment processes,
8. legitimate interest of the Administrator - for the purposes of conducting the recruitment process; the Administrator's interest consists in communicating with candidates for the purpose of conducting interviews and determining the terms and conditions of employment/cooperation, informing about the outcome of the recruitment process,
9. legitimate interest of the Administrator - in order to establish or assert possible claims by the Administrator or to defend against claims made against the Administrator.
10. The Administrator may make the data available to other recipients only when it is necessary to achieve the aforementioned purposes of processing, e.g. to external entities providing recruitment services.
11. The Administrator shall keep the data only for such time as is necessary to fulfill the aforementioned purposes of processing, no longer than until the moment of objecting to the processing or the expiration of the statute of limitations for the investigation and enforcement of claims or the expiration of five years - from obtaining consent to process the candidate's data for future recruitment purposes.
12. Consent can be withdrawn at any time (e.g., by written or electronic means) without affecting the legality of the processing carried out on the basis of consent before its withdrawal.
13. Provision of data to the extent required by the Labor Code is mandatory (for applicants for employment under an employment contract). Failure to provide mandatory data may result in inability to participate in recruitment. To the extent not required by the Labor Code, providing data is voluntary.

14. Data to communicate with potential customers
15. Details: name, occupation, position, company, profile address on LinkedIn,
16. Data source: publicly available information on the target group: website, LinkedIn
17. The data controller is Pro Energy Limited

Contact information: [contact@proenergy.global](mailto:contact@proenergy.global)

1. The data will be processed for the purposes of:
2. Preparation of a database of potential customers on the basis of specific target group criteria;
3. sending the first message about the possibility of ordering commercial information to potentially interested persons.
4. The basis for the processing of the data is the necessity for the above purposes, which arise from the legitimate interests of the controller.
5. Legitimate interests are to continuously improve the quality, availability, attractiveness and quantity of ordered services offered by Pro Energy Limited.
6. The Administrator may make the data available to other recipients only at the request of entities authorized to do so by law or when it is necessary for the above purposes, e.g. entities providing database building, hosting and mailing platforms.
7. The Administrator shall keep the data only for the time necessary to fulfill the above purposes, no longer than until you object to the processing or within 3 months of the first contact.

## 6. Information about your rights

In connection with the processing of personal data, the user (data subject) has the following rights:

1. the right to request access to data,
2. the right to request rectification of data;
3. the right to request deletion of data,
4. the right to request data portability,
5. the right to request the restriction of data processing,
6. the right not to be subject to automated decision-making, including profiling,
7. the right to object to the processing of personal data,
8. if processing is based on consent - the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent before its withdrawal,
9. The right to lodge a complaint regarding the processing of personal data with the competent supervisory authority.

If you have any questions or comments regarding the processing of your personal data in connection with the use of the websites or services available through them, you can contact the data controller at [info@proenergy.global](mailto:info@proenergy.global).

## 7. Cookies Policy

1. Pro Energy Limited may use cookies, i.e. information stored by the servers on the user's terminal device, which the servers can read each time the user connects to that terminal device.
2. Cookies (so-called "cookies") are IT data, in particular text files, which are stored on a user's terminal device and are intended for the use of Pro Energy Limited websites. Cookies usually contain the name of the website they come from, the time they are stored on the end device and a unique number.
3. Cookies may be used for:
  1. adapting the content of Pro Energy Limited websites to the user's preferences and optimizing the use of websites; in particular, these files allow you to recognize the user's device and appropriately display the website tailored to his individual needs;

2. creation of statistics that help to understand how users use websites, which allows to improve their structure and content;
  - providing users with content more tailored to their interests;
3. promote Pro Energy Limited on social media.
  1. Pro Energy Limited uses the following types of cookies:
4. authentication .g.e ,cookies that enable the use of services available via websites "indispensable" cookies;
5. cookies for security purposes, such as those used to detect misuse of user authentication;
  - cookies that allow you to collect information about how you use the Pro Energy "performance" Limited websites;
6. s selected settings and personalizing'the user "remembering" which allow ,cookies "functional" ,font size ,s chosen language or region of origin'with regard to the user .g.e ,s interface'the user .etc ,website design;
7. cookies that allow you to provide users with advertising content more tailored to "advertising" their interests.
  1. In many cases, web browsing software (web browser) allows cookies to be stored on the user's terminal device by default. Users can change their cookie settings at any time. These settings can be changed, in particular, in such a way as to block the automatic handling of cookies in the settings of the web browser or inform about their placement on the user's device each time. Detailed information on the possibility and methods of using cookies is available in the settings of your software (web browser).
  2. Restrictions on the use of cookies may affect some of the functionality available on the Pro Energy Limited website.
  3. In some cases, especially in environments that do not support cookies, other similar technologies may be used.

More information about cookies is available at <http://wszystkoociasteczkach.pl> or in the "Help" section of your web browser menu.