

Lean Process Katarzyna Zlotowska (Lean Process) is strongly committed to protecting privacy of its users. During using Lean Process services and websites we protect your privacy, ensuring following law of personal data protection, and also to protect them from technical site. The rules presented below showing how we collecting personal data and how we can use of them.

### **Collection and processing of personal data**

During use of our websites [www.leanhospitals.pl](http://www.leanhospitals.pl), [www.book.leanhospitals.pl](http://www.book.leanhospitals.pl) you can be asked for personal data through filling contact form or other way.

Giving personal data is voluntary and and it is also an agreement for processing your personal data according to Legislative Decree 196/03 and the EU Reg. 2016/679 laying down provisions for the protection of persons and other subjects regarding the processing of personal data, we wish to inform you that the personal data you provide will be processed in compliance with the General Data Protection Regulation (GDPR)

### **Personal data administrator**

Administrator of data you given (data given in contact form: name, surname, e-mail address) is company Lean Process Katarzyna Zlotowska, Wladyslawa Lokietka 5 street, 87-100 Torun, NIP PL 599 305 88 22, [biuro@leanhospitals.pl](mailto:biuro@leanhospitals.pl), tel. +48 508 238 811. All questions connected to processing personal data you can send to Administrator.

### **Scope and time of data processing**

Your personal data are processing by Lean Process Katarzyna Zlotowska based on different legal basis and different purposes, as:

- Data received from contact forms- based on your agreement, for purpose of giving an answer for question you wrote in contact form, we processing data to 2 years from last contact or when you cancel your permission of processing your personal data.
- Data received to fulfill the agreement- because data are needed for services and also to inform you about changes and new/ similar services of Lean Process Katarzyna Zlotowska, which can be interested in you. Till the end of cooperation or when you cancel your permission of processing your personal data. In case of processing data for tax purposes during the time based on legal basis.

Giving personal data is voluntary. In case of refuse access to data, we cannot answer your questions, send an offer or provide the service from Lean Process. Giving us your personal data and contact data as well as e-mail address you agree for sending information by electronic way according to legal basis: art. 10 ust. 2 legislatives of providing services by electronic way from 18 July 2002 r. (Dz. U. z 2002r., Nr 144, poz. 1204 ze zm.).

Giving us your personal data as: name, surname, e-mail address is processing by us only in the case:

- giving an answer for your question
- provide a service (agreement) and billing
- giving information about our offer
- statistical analysis, to analyze customer behavior at our website
- for billing and preparation of orders and services
- for provide the service (for example realize training) and provide service of high quality we can give your data our subcontractors, that works for us as: couriers. Then we transfer just data that are needed and described in agreement.

### **Right regarding to processing data**

At any time you have access to data or their correction, removal or limitation of processing, or you can withdraw your permission by contact with Administrator via e-mail: [biuro@leanhospitals.pl](mailto:biuro@leanhospitals.pl) or phone: +48 508 238 811.

You can also give us comments about our website or policy for e-mail address pointed above. It let us to improve.

Person who recognize that her/his data are processing not according to law basis can send complaint to President of the Office for Personal Data Protection.

### **Data safety**

Our informatic system and data we collect are protected against access by third parties and external access in professional manner, that meets high security requirements both in technical and legal terms. The recipients of your data are authorized employees/ associates of Lean Process Katarzyna Zlotowska who in order to prove service may receive access to them.

### **Using cookies**

Like most websites, also websites belonging to Lean Process Katarzyna Złotowska can use cookies. They are used to identify the browser when using the website, so we know which page to display and we can adapt the content offered by Lean Process to your individual preferences.

### **Final Provisions**

An integrated web browser, Microsoft Internet Explorer version lower than 6.0, is required to use the services offered by the website. or Firefox version not lower than 2.0.

We care about the privacy of our clients, therefore each person using our websites is obliged to comply with the prohibition on misusing means of communication and providing information systems by the following content:

- unlawful content,
- content that pertains to work behavior or overloading of Lean Process ICT systems, or other activities involved in direct or indirect participation in the provision of services,
- content that violates good people, generally accepted social norms, or that is incompatible

including mandatory copyright.

If you apply the rights, or when the rights are required, we may disclose your data authorized to the authorities and apply.

### **Contact to us**

Lean Process Katarzyna Złotowska  
Władysława Łokietka 5 street  
87-100 Torun  
mobile: 508 238 811

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