

Terms & Conditions and Privacy Policy

Sopot School of Polish

I TERMS & CONDITIONS

1. At the time of enrollment, the participant fills out the "Registration Form" and pays a one-time, non-refundable registration fee.
2. The closing date for course enrollment is not specified.
3. Full payment for the course must be made no later than 14 days before the start of the course.
4. The fee can be paid in EUR, USD, PLN or other convertible currency. The exchange is made on the basis of the current average exchange rate of the National Bank of Poland on that day.
5. Cancellation policy: -50% of the value of the course if the cancellation is notified later than 14 days before the start of the course (does not apply to those applying for a visa or residence card). After the start of the course, cancellations are not accepted. Resignation should be submitted in writing to the School's secretariat.
6. The School will not refund the course fee if the would-be student did not get a visa/temporary residence permit for the following reasons:
 - did not provide the required documents
 - failed to demonstrate that he/she has sufficient financial means to stay in Poland
 - for other reasons where it can be considered that the visa/residence permit was not issued to him through his fault
7. Classes are held in groups of 2 to 8 people
8. The number of lessons in daily intensive and intensive "plus" courses depends on the number of students in the group (one lesson is 45 minutes).

Intensive Course

For groups of 3 people and larger, the course has 20 lessons per week.

For groups of 2 and smaller, the course is 15 lessons per week.

Intensive "plus" Course

For groups of 3 people and larger, the course is held at 25 lessons per week.

For groups of 2 people and smaller, the course is held at 20 lessons per week

9. The School reserves the right to place a Course Participant in a group at the appropriate level for him/her.

10. The School may change the teacher during the course without prior notice.
11. The teacher, with a view to achieving the best possible learning results for each participant, may propose to change the group to another.

II PRIVACY POLICY

*Personal data protection - Information obligation
Privacy Policy of the Sopot School of Polish Language for Foreigners.*

In accordance with Regulation 2016/679 of the European Parliament and of the Council of the European Union of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data hereinafter "RODO", we inform you that:

Personal data administrator

The administrator of personal data (hereinafter "Administrator") within the meaning of data protection regulations is the Sopot School of Polish Language for Foreigners with its registered office at Haffnera 53/2, 81-707 Sopot, NIP: 5851011325, REGON: 190007173 (hereinafter "SSJP")

Rights of persons whose data are processed

1. Each person whose data is processed by the Data Controller has the right to access the content of his/her data and the right to rectify, erase, restrict processing, the right to data portability, the right to object, the right to revoke consent to the processing of personal data.
2. In order to exercise the rights mentioned above, please contact us by email: ssjp@ssp.edu.pl
3. Each person whose data is processed also has the right to lodge a complaint with a supervisory authority.

Purpose of personal data processing

The Administrator shall collect the data needed to provide the language services provided. The collected data enable:

- contact with the school office,
- contact with the teacher conducting classes,
- conclusion of a contract for the provision of language services,
- invoicing and posting of transactions,

- creating an account in the system used to manage the language school.

Personal data subject to processing

1. Necessary data for the provision of language services by the Administrator are name, surname, e-mail address and telephone number.
2. For the purpose of registration, additionally required data are residential address, date and place of birth, and PESEL number or passport number.
3. For the purpose of issuing an invoice, the required data are the company name, business address, and Tax Identification Number.

Collection of personal data

1. Personal data are provided to the Administrator voluntarily when contacting the Administrator (e-mail contact, telephone contact, through social networks, portals with advertisements or personal contact at the headquarters of SSJP).
2. Data are also provided to the Administrator when concluding contracts for the provision of language services and registering for courses.

Transfer of personal data

In order to carry out the services provided by the Administrator, it is possible to transfer personal data to the following persons or companies:

- employees, contractors and subcontractors of SSJP Language School
- companies that provide accounting services – Accounting Office CAL Sp. z o.o.
- courier companies and the Polish postal service
- operators of systems used to manage the language school
- companies providing server maintenance, hosting services – IQ PL Sp. z o.o.
- companies providing email services – Google LLC

Period of personal data processing

The Administrator processes personal data for the period necessary for the proper implementation of the services provided and the purposes of personal data processing described above.

Protection of personal data

In accordance with applicable regulations, the Administrator shall make every effort to ensure all measures to protect personal data from unauthorized destruction, loss, alteration, disclosure, use or access.

Cookies

The Administrator does not use cookies to collect data such as name, surname, e-mail address. Visitors to the site remain anonymous. The information from cookies is used for statistical analysis of how the Sopot School of Polish for Foreigners website is used and for its proper functioning.