

Appendix No. 3 Newsletter service agreement and policy of cookies and other marketing techniques and social media plug-ins

§ 1 Newsletter Service Agreement

- (1) The User subscribing to the Newsletter service on the Website agrees with INPROGRESS to provide services by electronic means for an indefinite period (hereinafter: "Agreement").
- (2) The User may sign up for the Service indicated in paragraph 1 through the registration form.
- (3) As part of the Agreement, INPROGRESS will send information about current offers, promotions, discounts, and rebates offered by INPROGRESS to the e-mail address provided by the User, in particular:
 - (a) commercial information,
 - (b) Inprogress Plus Subscription Information,
 - (c) information on promotions for training, exams, and Inprogress Plus Subscriptions,
 - (d) information on confirmed training dates,
 - (e) information on how to sign up for webinars.
 - (f) links to blogs and articles.
- (4) The INPROGRESS newsletter service covered by the Agreement is free of charge; however, it requires the User's consent to it, as well as the indication of the e-mail address to which the messages specified in paragraph 2 are to be sent.
- (5) INPROGRESS may terminate the Agreement if (1) the User's use of the services is contrary to the principles and purpose of the Service, (2) the User's activity is contrary to the applicable moral norms, incites to violence or committing a crime, and if it violates the rights of third parties, (3) User commits sending unsolicited commercial information, or (4) The User grossly or persistently violates the provisions of the Regulations.
- (6) The User may terminate the Agreement for providing services by electronic means at any time immediately.
- (7) A Statement of termination of the Agreement is submitted to the e-mail addresses of INPROGRESS and the User. Termination of the Agreement permanently removes the User's e-mail address from the Newsletter database.

§ 2 Relevant marketing techniques

- (1) The Service Administrator uses statistical website traffic analysis, through Google Analytics provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. The Service Administrator does not transmit personal data to the operator of this Service, but only anonymized information (IP number). The Service is based on using cookies on the User's terminal device. More information can be found at the link: [How Google uses cookies - Privacy and terms and conditions - Google](#).
- (2) We use Google conversion tracking, a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. For more information, please visit: <https://privacy.google.com/businesses/adsservices/>.

- (3) The Service Administrator also uses Google Ads, provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. More information can be found at the link: [Google Ads Data Protection Terms: Service Information \(safety.google\)](https://policies.google.com/ads)

§ 3 Cookie Policy

- (1) The Service uses cookies.
- (2) Cookies (so-called "cookies") are IT data, particularly text files, stored in the Service User's terminal equipment and intended for use on the Website. Cookies usually contain the name of the Website from which they originate, their storage time on the terminal equipment, and a unique number.
- (3) The Service Controller is the entity that places cookies on the Service User's terminal equipment and accesses them.
- (4) The User of the Website may refuse to consent to the use of cookies, including for statistical and/or advertising/marketing purposes, may give partial consent and choose the purpose for which the information is collected, and may also withdraw consent given in whole or in part. The User can select a specific option in the banner displayed on the Website. Website users may also change their settings regarding the permissibility of using cookies. The Internet browser makes it possible to delete cookies from the browser history. It is also possible to automatically block cookies. For details, please refer to the help or documentation of your Internet browser.
- (5) Restrictions on the use of cookies may affect some of the functionality available on the Website.
- (6) Cookies placed in the Service User's terminal equipment may also be used by entities cooperating with the Service Operator, as specified in paragraph 10.
- (7) The login and personal data entry sites are protected in the transmission layer (SSL certificate). This ensures that the Website's personal and login data entered are encrypted on the User's computer and can only be read on the target server.
- (8) To protect the data, the Service Controller regularly makes security copies.
- (9) An essential element of data protection is the regular updating of all software the Service Administrator uses to process personal data, which in particular means regular updates of software components.
- (10) The Service uses the following types of cookies
 - (a) essential - without them, the Service may not function properly;
 - (b) security - protect the User from threats, improve online security;
 - (c) functional - collect and save information about the User's settings, increase the convenience of using the Site;
 - (d) analytics - allow us to track and record User interactions on the Service (we use Google Analytics). They allow us to improve our Service;
 - (e) marketing - will enable you to match ads to you (we use Google Ads);
 - (f) session cookies - are temporary files stored on the User's terminal equipment until the User logs out, leaves the Website, or turns off the software (web browser).

(g) permanent (persistent cookies) are stored in the User's terminal device for the time specified in the cookies' parameters.

§ 4 Social media plug-ins

(1) The Controller of the Service uses social network plug-ins Facebook, LinkedIn, and Instagram. If a Service user does not want to allow Facebook, LinkedIn, or Instagram to associate data collected through the Service directly with the User's account on the indicated sites before entering the Service, the User should log out of the Facebook, LinkedIn, and Instagram sites.

Social media plug-in technology causes Facebook (Facebook Ireland Ltd.), Instagram (Facebook Ireland Ltd.), and LinkedIn (LinkedIn Ireland) to know that a person registered with it is using the Service. In this case, it relies on the data for which it is a co-administrator. The Service does not provide any additional personal data to Facebook, LinkedIn, or Instagram. The Service is based on cookies.