

PRIVACY, GDPR AND COOKIES POLICY

ESI Institute

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- 1. DESCRIPTION OF OUR MISSION AND BUSINESS AREA.** We are ESI Institute (a trade licensed organization registered under **Mgr. Jana Lokajová- ESI Institute, Jazyky a preklady**) specializing in providing educational services in teaching foreign languages and delivering sworn translations for the English and Slovak language.
- 2. THE PURPOSE OF YOUR DATA USAGE.** We will use your data (collected online or in person), among other purposes, **to manage your registration** as a user, **to manage your purchases** of products or services, to respond to your queries, and, if you wish, to send you our customised communications.
- 3. THE REASON FOR YOUR DATA USAGE.** There are legal grounds permitting ESI Institute to process your data due to various reasons. The main reason is that ESI Institute needs to process your data to **perform the contract (Terms of Use)** that you accept with us when you register and when you make a purchase or enjoy any of our services. We also use your data for other marketing reasons, for example, to respond to your queries or to send you newsletters that you have asked to receive from us. Signing up on our website is not an obligatory step; however in case of your decision to proceed with an online payment for our language courses a sign-up and provision of your login details represent an essential step for a successful identification of your payment as a client. ESI Institute thus processes your personal data through its website at <https://www.esiinstitute.org> in order to a) track its marketing interests and b) identify and process an online payment for our language courses.
- 4. DATA SHARING.** We do not share your data with other service providers except for the Administrator of Facebook page ESI Institute Bratislava whose only task is to reach out to clients interested in ESI Institute's language courses organized as facebook events and send them URL meeting codes for the planned lessons.
- 5. ONLINE PAYMENT PROVIDERS.** Two main providers are used for processing your online payments for our educational services were you to decide not to pay by wire transfer, namely Braintree and PayPal. Braintree provider is an authorized card transaction provider approved by WIX software used for developing the ESI Institute website, and as such does not charge the client with any additional or hidden fees. Paypal service operates on the website through a PayPal button 'Buy now' located in the

website section 'Online language courses'. Using the PayPal button for an online payment requires that the client sign in to his/her existing PayPal account with an email address and password to proceed with further payment.

6. **YOUR RIGHTS.** You have the right to access, rectify or delete your personal data from the ESI Institute's website. In certain cases, you are also entitled to other rights, such as, for example, to object to us using your data, or to transferring your data.
7. **GDPR.** Based on EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the personal data provided by ESI Institute's website users in the login section and their sign up account on respective website shall not be provided to any third-parties. The visitors' account details including their name, email address or profile picture shall be stored only for the purposes of online payment identification, refund or communication purposes resulting from basic marketing interests, such as sending out newsletters with the offer of current language courses and price quotes.
8. **COOKIES.** A Cookie is a small text file that a website stores on your PC, telephone or any other device, with information about your navigation on that website. Cookies are necessary to facilitate browsing and to make it more user-friendly, and they do not damage your computer. While this Policy uses the general term "Cookies", as they are the main method for storing information used by this website, the browser's "Local Storage" space is also used for the same purposes as the Cookies. All the information included in this section is also applicable to this "Local Storage".
9. **THE PURPOSE OF COOKIES USED ON OUR WEBSITE.** Cookies are an essential part of how our ESI Institute website works. The main purpose of our Cookies is to improve your browsing experience. For example, they are used to remember your preferences (language) while browsing and on future visits. The information collected by the Cookies also enables us to improve the site by estimating numbers and patterns of use, the suitability of the website to the individual interests of the users, quicker searches, etc.
10. **TYPES OF COOKIES NOT USED FOR ON THIS WEBSITE.** We do not store sensitive personal information, such as your address, your password, your credit or debit card data, etc. in the Cookies we use.
11. **WHO USES THE INFORMATION STORED IN COOKIES.** The information stored in the Cookies from our website is used exclusively by us and not any third-party providers.
12. We also encourage you to read our **Terms of Use** policy ("contract") available to you upon scrolling the login page.