

## **Regulations for extracurricular activities organised by Małopolska Akademia Nabywania Umiejętności**

1. The Organiser of extracurricular activities from the offer found on the website: [www.manuonline.pl/en/activities-offer](http://www.manuonline.pl/en/activities-offer), hereinafter referred to as the Courses, is the company **Małopolska Akademia Nabywania Umiejętności (MANU)**, entered in the register of entrepreneurs under the name MANU Marzena Kęska, with its registered office at Leśna 1, 34-730 Mszana Dolna, with the Tax Identification Number (NIP): 6812067500.
2. By enrolling a child in a given Course, the Parent/Legal Guardian accepts these Regulations, which are displayed on the website throughout the enrolment period and duration of the Courses: [www.manuonline.pl/regulations](http://www.manuonline.pl/regulations) and are available for viewing with the instructor conducting the activities.
3. You have the right to withdraw from this contract within 14 days without giving any reason. The withdrawal period expires 14 days after the date of the child's first participation in the individual activities of the Course. In order to exercise your right of withdrawal, you must inform us of your decision in written form by sending an email to: [biuro@manuonline.pl](mailto:biuro@manuonline.pl) or a letter addressed to: MANU, Na Grządkach 5A/7, 30-421 Kraków. To meet the withdrawal deadline, it is sufficient for you to send information regarding the exercise of your right to withdraw from the contract before the withdrawal period expires.
4. When organising Courses at educational facilities, the Organiser provides:
  - the preparation of the content of the Course, which consists of individual activities;
  - the conducting of activities by a person with appropriate qualifications in the relevant field supported by experience and achievements, at dates, times, and rooms agreed upon with the Principal/Owner or a designated person;
  - the equipment and accessories needed for the Participants to use in individual activities;
  - arranging alternative dates and making up for activities that, due to unforeseen circumstances, cannot take place as scheduled;
  - in the event that it is not possible to organise individual activities for more than 14 days due to epidemiological and sanitary reasons or other unforeseen circumstances, the preparation of dedicated lessons in online form via video calls conducted by the instructors and original instructional videos.
5. At the request of the Parents, the Principal/Owner, or the person designated to do so in the respective facility, **free demonstration activities are held, in which the child's attendance does not oblige them to participate in the entire Course.**
6. Each Course is divided into **two semesters of 16 weekly activities (32 in total)**, unless otherwise agreed.
7. Individual Courses start on the condition that a minimum number of Participants enroll. The minimum group size is 10 and the maximum is 25 Participants. In the case of the Coding and Robotics Courses, the maximum group size is reduced to 20 Participants, while in the case of the AI Robobystrzaki Course, the maximum group size is reduced to 16 Participants due to organisational needs. These group size rules apply to school and preschool groups. In the case of nursery groups, the maximum number of Participants is: 16 for Gymnastics classes and 20 for English and Coding classes.
8. Individual activities do not take place on public holidays that fall during the work week. The activities scheduled on such a weekday will not be cancelled, but will take place in the following week and the Course semester will be extended.
9. If any of the scheduled activities cannot take place for a reason that is known in advance by the facility, the Organiser asks the Principal/Owner or the person designated to do so to

contact them no later than the day before the activity is scheduled to take place. This information will allow the Organiser to plan a mutually convenient reschedule at a later date. If there is a reorganisation of the facility's operation on a given day (exams, retreats, trips, patron's day, etc.), provided that the Organiser is informed of the reorganisation in advance, the activities will be adjusted or rescheduled. In the event that the Organiser does not receive such information at least one day prior to the weekly activity date, it is understood that the activity will take place as scheduled and will be counted towards the total of 16 activities.

10. The Organiser keeps records of the Courses taking place, including attendance lists with the names of Participants and contact numbers of Parents/Legal Guardians. The data collected shall be used exclusively for:
  1. recording information on the attendance of Participants in the activities,
  2. communicating important information regarding the Course via SMS or phone calls,
  3. printing certificates for Participants upon Course completion. The data collected will not be shared with other entities and will be deleted from the database at the end of each Course (for more information, see **MANU's Privacy Policy**).
11. The parent will be informed about the available payment methods for the Course via the electronic journal, SMS, or a printed form.
12. The semester payment must be made in advance, no later than before the fourth activities of the Course take place, the monthly payment no later than before the third activities of the month take place. In the event of nonpayment of the child's participation by the stated deadline, the Organiser reserves the right for the instructor to deny the Participant entry to the fourth semester activities or the third monthly activities.
13. In the event that a Participant is unable to continue attending an already paid-for semester of the Course for a valid reason, please contact the Organiser's office by email: [biuro@manuonline.pl](mailto:biuro@manuonline.pl). A valid reason is understood to mean health problems (treatments/surgeries/longer hospital stays), change of residence, or change of facility. The company reserves the right to a refund of 10 PLN for one activity regardless of its type. A partial refund of the fee for a semester of the Course in the case of undocumented absence of the Participant is possible from a minimum of 30% absence after the end of the semester and only if the fee is paid on time. Refunds are made up to a maximum of 14 days after the end of the semester of the Course. We do not provide refunds for missed activities billed monthly.
14. In the event of the suspension of onsite learning at educational facilities for up to 14 work days, the Courses will be suspended and will continue at a later date. In the event of the suspension of on-site learning for more than 14 work days, the Courses will be held remotely until it is resumed. If the situation described above occurs, the Organiser will not refund the fees paid but will arrange substitute activities in an online form.
15. The Organiser reserves the right to cancel individual activities should the instructor be unable to attend. At the same time, the Organiser shall make every effort to provide a substitute or, if this is not possible, to organise the activities at a later date. The Parent/Legal Guardian will be informed about rescheduled activities via SMS, provided that the Organiser has previously obtained their phone number and consent to contact during the Participant's enrolment.
16. If it is necessary to change the person conducting the Course for reasons beyond the Organiser's control, the Organiser reserves the right to do so in order to ensure that the activities can continue. The Organiser may change the dates of individual activities if necessary. If it is not possible to continue the Course due to staff shortages, the Organiser reserves the right to terminate the Course early and is obliged to refund a part of the fees paid (if such a need arises, the refund amount will be calculated on the basis of a percentage from the date of termination of the Course).

17. By enrolling the child in the activities, the Parent/Legal Guardian:
  - gives consent for the child's participation in them;
  - gives consent for first aid to be administered to the child if necessary;
  - declares that the child is healthy and has no medical contraindications to participate, while also committing to inform the Organiser of any changes in the child's health condition.
18. The Organiser is not responsible for Participants' belongings left unattended on the premises of the facility while the activities are taking place.
19. If an electronic device or accessory used during the activities is damaged through the fault of the Participant, the Parent/Legal Guardian is obliged to cover the cost of repair or purchase a new item with a value adequate to the value of the damaged item.

## MANU's Privacy Policy

We care about the privacy of our Students and their Parents/Legal Guardians and want you to feel comfortable while using our services. For this reason, we have provided you with the most important information about our personal data processing policies below. This information has been prepared in accordance with the GDPR, which is the General Data Protection Regulation.

In accordance with Article 13(1) and (2) of Regulation (EU) 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 and repealing Directive 95/46/EC (General Data Protection Regulation), (Official Journal of the EU L 119 of 04.05.2016, p. 1), hereinafter referred to as the 'GDPR', we inform you that:

- the administrator of your personal data is Małopolska Akademia Nabywania Umiejętności, registered as a sole proprietorship under the name MANU Marzena Kęska, entered in the Central Register and Information on Economic Activity maintained by the minister responsible for economic affairs and the management of the Central Register and Information on Economic Activity, with Tax Identification Number (NIP): 6812067500 and National Business Registry Number (REGON): 367561553, at the address: Leśna 1, 34-730 Mszana Dolna. You may contact the personal data administrator at telephone number: 534 557 010 or at email address: biuro@manuonline.pl if you wish to exercise your rights. If you consider that your data is being processed unlawfully, you may lodge a complaint with The President of the Personal Data Protection Office;
- Your personal data will be stored for the duration of the given Course, up to a maximum of 12 months;
- Data subjects have the following rights:
  - a. **The right to information about the processing of personal data** – The Administrator provides information about the processing of personal data, including, in particular, the purposes and legal bases for processing, the scope of the data held, the entities to whom the personal data is disclosed, and the planned date for their deletion;
  - b. **The right to obtain a copy of the data** - The Administrator provides a copy of the processed data concerning the person making the request;
  - c. **The right of rectification** - The Administrator rectifies any inconsistencies or errors regarding the personal data processed, and supplements or updates them if they are incomplete or have changed;
  - d. **The right to erasure (the so-called 'right to be forgotten')** – is the basis for requesting the deletion of data that is no longer necessary for the purposes for which it was collected;
  - e. **The right to restrict processing** - the Administrator ceases to carry out operations on the personal data, with the exception of operations consented to by the data subject and their storage, in accordance with the accepted retention rules, or until the reasons for restricting the processing cease to exist (e.g. a decision is issued by a supervisory authority authorising further processing);
  - f. **The right to data portability** - to the extent that the data is processed in connection with a contract concluded or consent given, the Administrator provides the data supplied by the data subject in a computer-readable format. It is also possible to request that the data be sent to another entity - provided that both the Administrator and the other entity to which the data is sent have the appropriate technical conditions for such transfer;

- g. **The right to object to processing for marketing purposes** - the data subject may object at any time to the processing of personal data for marketing purposes, without having to justify such objection;
- h. **The right to object to other purposes of processing** - the data subject may at any time object to the processing of personal data on the basis of a legitimate interest of the Administrator (e.g. for analytical or statistical purposes, or for reasons relating to the protection of property). An objection in this respect should include a justification and is subject to assessment by the Administrator;
- i. **The right to withdraw consent** - if the data is processed based on consent, the data subject has the right to withdraw it at any time, but this does not affect the lawfulness of processing carried out prior to the withdrawal of that consent;
- j. **The right to lodge a complaint** - if the processing of personal data is considered to be in breach of the provisions of the GDPR or other data protection legislation, the data subject may lodge a complaint with the President of the Personal Data Protection Office.