

# PERSONAL DATA PROTECTION PRINCIPLES

## of profiq s.r.o.

These personal data protection principles (hereinafter the “Principles”) determine the rules for personal data protection in the company and the general terms and conditions of profiq s.r.o., company ID number: 24660761, registered office: Veletržní 924/14, Holešovice, 170 00 Praha 7 (hereinafter the “Company” or the “Controller”). The Company ensures the protection of your personal data in accordance with valid and effective legislation, which, from 25 May 2018, primarily means Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter the “GDPR”).

The Company may amend and modify the Principles at any time, by placing a revised version at the website <https://www.profiq.com/> (hereinafter the “Website”) and such change and modification/amendment will come into effect as of the date of such placement.

### Controller and Its Contact Details

The Company is the Controller of the personal data in accordance with Article 4(7) of the GDPR.

Please send all communications concerning personal data protection or notifications of breaches of rights through the Controller’s e-mail address: [osobnidata@profiq.com](mailto:osobnidata@profiq.com)

or to the postal address: profiq s.r.o., Veletržní 924/14, Holešovice, 170 00 Praha 7

The Controller has not appointed a personal data protection officer under Article 37 of the GDPR.

### Personal Data that the Controller Processes

Personal data is understood to mean all information about an identified or identifiable natural person. An identifiable natural person is a natural person that can be directly or indirectly identified, in particular by reference to a certain identifier, for example name, identification number, location data, network ID or one or more special elements of the physical, physiological, genetic, mental, economic, cultural or social identity of such natural person.

In the event the Website is used, the Controller records your IP address and standard data, such as the type of your browser and links to other websites that you browsed at the Website. This information serves for monitoring and prevention of fraud, diagnosis of problems and processing of statistical data, which is anonymous and does not contain your

personal data.

Cookies and internet beacons help the Controller operate the Website. You can find a more detailed definition of them, their types and the purposes of their use by the Controller in the Principles below.

### **Purposes of Personal Data Processing**

The Controller processes your personal data for the following purposes:

- Pre-contractual negotiations;
- Performance of contractual relationship;
- Sending commercial communications, offers of products, services and events organised by the Controller, and performance of other marketing activities;
- Sending of offers of employment;
- Performance of the Controller's statutory duties;
- Improvements in the quality of services provided by the Controller and improvements in the use of the Website.

### **Processing Personal Data for Performance of Contract**

In this case your personal data are processed in accordance with the provisions of Article 6(1)(letter b) of the GDPR—the provision of personal data is a necessary requirement for performance of a contract or the performance of measures taken before the conclusion of a contract at the request of a data subject. Without the provision of personal data, it is not possible for the Controller to conduct pre-contractual negotiations, conclude a contract or perform it.

### **Granting of Consent**

One of the statutory reasons for personal data processing is the granting of your consent to personal data processing in the sense of the provisions of Article 6(1)(letter a) of the GDPR. The Controller requests the granting of consent to the processing of your personal data, in particular, when:

- Sending commercial communications and offers of goods and services;
- Using cookies for social media and cookies for advertising.

You have the right to rescind consent granted to the Controller for the processing of your personal data at any time, by sending an e-mail to the Controller's e-mail address: [osobnidata@profiq.com](mailto:osobnidata@profiq.com) stating your first name and surname, so that you can be identified. Rescinding of consent does not affect the lawfulness of processing based on consent granted

before it was rescinded.

### **Protection of Legitimate Interests**

Your personal data can also be processed in accordance with the provisions of Article 6(1)(letter f) of the GDPR—processing is necessary for the purposes of legitimate interests pursued by the Controller or a third party.

### **Provision of Personal Data to Third Parties**

Personal data are provided to third parties working with the Controller as a part of the provision of services and arranging marketing services. Such third parties need access to your data, so that they can perform their activities and they are obligated, when processing your personal data, to comply with the principles of personal data processing set by the GDPR. The current list of third parties is available on request.

Without your consent, the Controller will not provide your personal data to third parties other than those specified above and will not share them with any persons or unrelated companies, with the exception of the following cases:

- Compliance with legal regulations or as a response to the requirements of legal regulations;
- Protection of the rights and property of the Controller, its representatives, users and other persons, in particular for the purpose of enforcing their contracts, the principles and user conditions and, in urgent cases, protection of the actual security of the Controller, users of its services or any other person;
- In connection with any merger, sale of assets of the Company, financing or acquisition of all or part of the Controller's enterprise by another company or in the course of such process.

The Controller will not hand over your personal data to a third country or international organisation without your consent, unless it is necessary for the performance of a contract between you and the Controller or unless the Controller is under such duty under the law.

Without your consent, the Controller will not provide personal data gathered using the Website to third parties for the purposes of direct marketing.

### **Rights of Data Subject**

As a data subject whose personal data are processed, you have the rights specified below, which you may exercise at any time. They are:

- The right to access your personal data (i.e. the right to obtain information about whether your data are processed and, if they are, you have the right to obtain access to them);
- The right to rectification of personal data (i.e. to request rectification if you find out that the Controller is processing inaccurate and/or untruthful data);
- The right to request an explanation (i.e. if you suspect that the processing of personal data is interfering with the protection of your personal and private life or if processing is occurring in conflict with legal regulations);
- The right to restrict processing of personal data (i.e. the right to request a temporary restriction on the processing of your personal data);
- The right to the erasure of personal data (i.e. in the event that your data are no longer needed for the purposes for which they were processed);
- The right to object to processing of personal data (the Controller is obliged to prove that there is a serious, legitimate reason for processing of personal data that outweighs your interests, or rights and freedoms);
- The right to data portability (i.e. the right to request that a third party receives your data);
- The right to rescind your consent with personal data processing at any time; • The right to make a complaint to the Office for Personal Data Protection (i.e. in the event you think your right to personal data protection was breached).

### **Security Measures and Sharing of Personal Data**

The Controller stores your personal data in accordance with the highest security standards, through a wide range of security measures, including encryption and verification tools, in order to prevent unauthorised access, changing, publication or destruction of your personal data. Your personal data are protected by firewalls and accessible only to a limited number of persons that are obligated to keep such data secret.

### **Cookies and Internet Beacons**

In connection with operation of the Website, the Controller uses cookies (session ID cookies and persistent cookies) to store and occasionally monitor your visits to the Website. A cookie is a small text file that is saved on your computer for the purposes of recording. The Controller uses cookies to facilitate your navigation around the Website. After closing your browser, the validity of a session ID cookie expires. A persistent cookie remains on your hard disk for a longer time. The Controller also stores your screen resolution and ascertains whether JavaScript is permitted in your browser, to facilitate browsing of the Portal. The majority of internet browsers are set up in such a manner that they automatically accept cookies.

Cookies can be divided as follows:

- **Functional:** These cookies are required for the basic operation of the Website, so they are always switched on; they include cookies that can remember you when browsing our Website in a single visit. They help with security and when performing requirements stipulated by legal regulations.
- **Social media and advertising:** Cookies for social media offer the option of linking you to social networks and sharing content from our Websites on them. Cookies for advertising (third-party cookies) gather information helping to better adapt advertising to your interests, at the Website and outside it. In some cases, such cookies also include processing of your personal data. Rejecting these cookies can have as a consequence the displaying of an advertisement that is not that relevant to you, or the impossibility of effectively connecting to accounts on Facebook, Twitter or other social networks, and/or not enabling you to share content on social media. Cookies for social media and for advertising are processed by the Controller only based on your consent.

You can usually remove cookies or refuse them by following the instructions in a support file for your internet browser. If you remove cookies, however, you may not be able to make full use of all aspects of the Website.

The Controller can gather data when using the Website also using internet beacons. Such beacons are electronic images that can be used at the Website in connection with services offered by the Controller over the Website or in an e-mail that the Controller sends. It uses beacons to hand over cookies, to count visits and to inform you that an e-mail has been opened and dealt with. The Controller can also gather information about your computer or other access device to mitigate risks and prevent fraud.

Effective date: 25 May 2018

profiq s.r.o.