

# PROTECTION OF PERSONAL DATA

## PROTECTION OF PERSONAL DATA POLICY

**BASIS International Prague, s.r.o., ID: 06957005, with registered office at Podolská 448/54, Podolí, 147 00 Praha 4, registered in Commercial Register kept by the Municipal Court in Prague, section C, file 292031** (hereinafter „We“), as the administrator of the personal data, is informing You, as the user of the website [www.basisprague.cz](http://www.basisprague.cz), about the below described collection of personal data and the privacy protection policy.

**In addition, You will learn the following in the text:**

1. Which personal data We will process;
2. For what purpose and how We process your personal data;
3. To whom your personal information may be given to;
4. For what period of time We will process your personal data and
5. What rights You have in respect to the protection for your personal data.

In the case You will need to explain or advice on any part of the text and/or to further discuss the processing of your personal data, You can contact us at [info@basisprague.cz](mailto:info@basisprague.cz) at any time.

## 1. PROCESSING PERSONAL DATA OF CHILDREN

Our website is not meant for individuals younger than 18 years. We do not process data of individuals younger than 18.

### Extent of Processing Personal Data

If You contact us through the website, You could be requested to fill out certain information about yourself. These could specifically be:

- Your identification information (name and last name)
- Your contact information (address, e-mail, telephone)

We do not monitor You on our website, therefore We only receive the data that You actually provide.

## 2. PURPOSE OF PROCESSING

The data You provide us with is used for the purpose of contacting You back and providing You with the information You requested or for fulfilling our obligations to You.

All of the personal data is processed in a legal and transparent manner and We only request adequate, relevant and necessary data in relation to the purpose of processing.

**We can also use your name, last name and e-mail address to send You business messages**, i.e. so that We could inform You about the events, publications or services that We provide and that, in our opinion, may be of interest to You. Providing personal data for the purpose of fulfilling the contract and providing personal data for the purpose of answering questions or information requested by You is our contractual requirement, failure to provide such could result in not entering into a contract or not being able to provide a response to your questions and inquiries.

**In addition to this, processing your personal data for the purpose of sending You business messages can be rejected at any time and will not have any effect on our mutual relationship. To do so, simply send an e-mail with the appropriate request to [info@basisprague.cz](mailto:info@basisprague.cz) or any other address from which You receive our business message from.**

### 3. WHO HAS ACCESS TO YOUR PERSONAL DATA

We will process your personal data as the Administrator. We may forward your personal data for the above mentioned purposes to our subcontractors for its processing. Personal data may be accessible to processors and recipients that provide server, web, cloud or ID services for us.

### 4. THE DURATION TIME OF PROCESSING PERSONAL DATA

We will process your personal data for as long as We provide our services to You or perform a mutual contract or for the time necessary to fulfill the archiving obligations under the applicable laws.

### 5. YOUR RIGHTS RESULTING IN THE PROCESSING OF PERSONAL DATA

In regard to our process of your personal data, You have the following rights:

- right to access your personal data;
- right for a correction;
- right for a deletion („right to be forgotten“);
- right for limitation of processing data;
- right to object against the processing;
- right to submit a complaint for processing personal data.

Your rights are explained below to help You get a cleared idea regarding their content.

**All of your rights can be claimed by contacting us by e-mail:**

[info@basisprague.cz](mailto:info@basisprague.cz)

**Complaints can be submitted to the supervisory authority, which is the Office for Personal Data Protection:**

[www.uoou.cz](http://www.uoou.cz)

**Right to access** means that at any time you can request a confirmation whether your personal data that regards You, is still being processed, if it is, then for what purpose, in what extent, who has access to it, how long We will process it, whether You have the right for a correction, deletion, limitation of processing or for submitting a complaint, where We received the personal data and whether the processing of your personal data leads to automatic decision making, including profiling. You also have the right to obtain a copy of your personal information, with the first provision being free of charge, and for the following provisions, the Provider may request a reasonable reimbursement of administrative costs.

**Right to correction** means that You can at any time request a correction or addition of your personal data if it was inaccurate or incomplete.

**Right for deletion** means We have to delete your personal data if (i) it's no longer necessary for the purpose for which it was provided or if it's being processed in a different way, (ii) the processing is illegal, (iii) You object to the processing and there are no overriding legitimate reasons for processing or (iv) the law requires it.

**Right for limitation of processing** means that until We resolve any disputed questions regarding the processing of your personal data, We have to limit the processing of your personal data in such a way that We can only store such data and possibly use it for the purpose of determining, enforcing or defending legal claims.

**Right to submit a complaint** means that You can submit a complaint against the processing of your personal data that is being processed for marketing purposes or because of legitimate interest. If you oppose the processing for direct marketing purposes, your personal data will no longer be processed for this purpose.

*This Protection of Personal Data Policy is effective from November 1, 2020.*