

Principles of Personal Data Processing

This document is a translation of the original Principles of Personal Data Processing and as such is not legally binding. Find the original in Czech language here:

Personal data administrator

The administrator of your personal data in the sense of the General Regulation on Personal Data Protection 2016/679 ("**GDPR**") is the company VSHosting s.r.o., IČ: 61505455, with its registered office at Sodomkova 1579/5, 102 00 Prague 15.

We process personal data mainly if

1. You are our clients,
2. You have subscribed to our newsletter,
3. You actively communicate with us,
4. You are interested in being part of our team,
5. You will visit our website.

Your rights

Under the conditions set out in the GDPR, you, as a data subject, have the following rights in connection with the processing of your personal data, which you can exercise at any time:

- **the right to access your personal data** according to Article 15 of the GDPR, if you want to know if we process your personal data, you have the right to obtain information about it and, if so, you also have the right to access your personal data;
- **the right to correct your personal data** pursuant to Article 16 of the GDPR, if you think that we are processing inaccurate or incomplete personal data about you, you have the right to request their correction and supplementation;
- **the right to delete your personal data** pursuant to Article 17 of the GDPR, if you request deletion, we will delete your personal data if (i) they are no longer needed for the purposes for which they were processed, (ii) the processing is illegal, (iii) you object to processing and there are no overriding legitimate reasons for further processing of your personal data, or (iv) the legal obligation to process has lapsed;
- **the right to restrict processing** pursuant to Article 18 of the GDPR, if you request a restriction on processing, we will make inaccessible, temporarily

remove or retain or perform other processing operations that will be necessary for the proper exercise of the applied right;

- **the right to data transfer** according to Article 20 of the GDPR, if you want us to transfer personal data that we process about you in electronic form on the basis of a contract or consent and that you have provided to us to a third party, you can exercise your right to data transfer, if the exercise of this right would adversely affect the rights and freedoms of others, we will not be able to comply with your request;
- **the right to object** to the processing under Article 21 of the GDPR, you can exercise against the processing of your personal data, which we process for the purpose of protecting our legitimate interests.

You also have the **right to withdraw your consent** to the processing of your personal data, if you have given us this consent.

You can exercise your rights electronically via e-mail marketing@vshosting.cz or in writing at Sodomkova 1579/5, 102 00 Prague 15. You can also use this contact information if you have any questions or comments about the processing of your personal data.

The protection of privacy and personal data is supervised by the Office for Personal Data Protection.

address: Pplk. Sochora 27 170 00 Prague 7

phone: 234 665 111

web: www.uoou.cz

1. Personal data of clients

What personal data we process

- a. name, surname,
- b. birthdate,
- c. employer's name,
- d. ID number, VAT number, bank account number,
- e. address,
- f. email address,
- g. telephone number,
- h. our mutual business communication,
- i. information and documents that you provide to us in the performance of the contract,
- j. your evaluation of our services,

k. photos from our events you attend.

When and for how long we process your personal data

- **We are fulfilling a contract or negotiating a contract.**

Purpose of processing: provision of services on the basis of a valid contract, preparation of the offer of services, fulfillment of legal obligations (especially in the sense of accounting and tax legislation).

Legal basis of processing: Article 6 (1). b) GDPR - processing is necessary for the performance of the contract or the implementation of measures taken before the conclusion of the contract and Article 6 (1).

Scope of personal data processed: a.– i.

Period of processing of your personal data: for the duration of the contractual relationship and for a period of 10 years from the termination of the contractual relationship.

- **We are fulfilling our legitimate interests.**

Purpose of processing: sending our business messages and newsletters, spreading awareness of our activities, keeping business records (CRM), improving the quality of our services, protection of our rights and legally protected interests.

Legal basis of processing: Article 6 (1). f) GDPR - processing is carried out on the basis of our legitimate interest and is only possible if your fundamental rights and freedoms do not take precedence over our legitimate interests.

Scope of personal data processed: a.– k.

Period of processing of your personal data: for a maximum period of 3 years from the beginning of data processing, unless otherwise provided by special legal regulations (based on § 7 paragraph 3 of Act No. 480/2004 Coll., On certain information society services, we are entitled to process your e-mail address, if you provide it to us, for the purpose of disseminating commercial communications concerning your own services and products (e.g. in the form of a newsletter if you have not refused such a transmission), or if in justified cases there is no need to keep data for longer in connection with specific case.

- **We have your consent.**

Purpose of processing: providing references, advertising targeting and advanced marketing (e.g. sending business messages prepared directly for you based on the evaluation of your preferences).

Legal basis of processing: Article 6 (1). a) GDPR - you have given us consent to the processing of your personal data for one or more specific purposes.

Scope of personal data processed: a.– k.

Processing time of your personal data: for the duration of the consent to the processing of personal data, or until the withdrawal of the consent to the processing. You can revoke the consent at any time via a hyperlink located in each business message (opt-out) or via e-mail marketing@vshosting.cz.

2. Personal data of newsletter subscribers

Scope of personal data processed: e-mail address.

Purpose of processing: sending a newsletter.

Legal basis of processing: Article 6 (1). a) GDPR - you have given your consent / subscribed to the newsletter, Article 6 (1). f) GDPR - processing is carried out on the basis of our authorized interest in direct marketing.

Period of processing of your personal data: for the duration of your consent to processing (consent is granted for a period of three years), or until the consent is revoked, or in accordance with special legal regulations. You can revoke the consent at any time via a hypertext link (opt-out) located in the newsletter or via email marketing@vshosting.cz.

3. Personal data of persons who pass on a question or request to us

What personal data we process

- a. name, surname
- b. company name,
- l. email address,
- m. telephone number,
- n. our mutual communication.

When and for how long we process your personal data

Purpose of processing: answering your question, settling your request.

Legal basis of processing: Article 6 (1). b) GDPR - taking measures before concluding the contract at your request or Article 6 (1). settlement of your request or Article 6 (1). f)

GDPR - the processing is carried out on the basis of our legitimate interest in ensuring an answer to your question or in ensuring the settlement of your request.

Processing time of your personal data: for the time strictly necessary to answer your question or settle your request, for a maximum of three months from our last communication.

4. Personal data of job seekers

What personal data we process

- name, surname
- email address,
- telephone number,
- photos, if you voluntarily provide them to us,
- information on education and work experience,
- other information that you provide in your CV or that you voluntarily provide or make available to us.

When and for how long we process your personal data

Purpose of processing: inclusion in the tender for the announced position, inclusion among those interested in cooperation with the possibility of your future approach with the offer of another similar position, if you show interest in becoming part of our great team.

Legal basis of processing: Article 6 (1) b) GDPR - taking measures before concluding the contract at your request, Article 6 (1) a) GDPR - you have given us consent to the processing.

Processing time of your personal data: for the duration of the selection procedure and for a maximum of six months from the end of the selection procedure in case of unsuccessful candidates, or for the duration of the consent to inclusion in the jobseeker database, if you give us consent (the consent is given for the duration of 2 years) or until the withdrawal of consent. You can revoke your consent at any time via email marketing@vshosting.cz.

5. Personal data of third parties

Personal data of third parties, which means personal data of employees of our business partners and other natural persons involved in cooperation with us, or other data that we receive from a business partner in connection with the conclusion or performance of the

contract (e.g. data of our business partners' clients) will always be processed in accordance with the GDPR. We will use this personal data exclusively for the purpose of fulfilling contracts with business partners. The business partner hereby acknowledges that we will process personal data of third parties for the duration of the contractual relationship and further for the period specified by special legal regulations, if any. They will then be kept for a longer period if, in a justified case, the need arises to keep data in connection with a specific case. The business partner is obliged to properly inform such employees and other natural persons participating on the part of the business partner in cooperation with us or their clients about such processing of personal data, if we have access to client data within the scope of the contract.

6. To whom we may make your personal data available

Your personal data is made available only to authorized employees and cooperating persons or individual processors of personal data contracted by us, or other administrators. These are, for example, processors or administrators involved in the implementation of services, payments, or providing us with transportation, communication, software or marketing products and services. However, your personal data may always be disclosed to these entities only to the extent necessary for the fulfillment of the individual purposes of processing, and on the basis of the appropriate legal title for the transfer and processing of personal data. Your personal data is processed only in the EU / EEA. The current list of recipients of personal data is available on request via email marketing@vshosting.cz.

In cases stipulated by law, we are entitled, or, in some cases, obliged to transfer some of your personal data on the basis of valid legal regulations, for example to bodies active in criminal proceedings or other public authorities.

7. Personal data of visitors to our website (cookie policy)

When you visit and use the website <https://vshosting.cz/> ("**our website**"), cookies or other technologies are activated on your device, which are used to store and receive identifiers and other information about the devices from which you access our website, and thus help us to provide, protect and improve the services we offer. The use of cookies will allow us to offer you such content and services that best suit your needs and interests. Cookies allow you to record information about your visit to our website and thanks to their use, your next visit will be easier and faster. You can find more information about what cookies are, for example, [here](#).

What cookies we use on our website

Functional cookies - when visiting and using our website for information purposes only, i.e. if you do not fill out the contact form or give us consent, we only collect personal data that your browser passes to our server, which is necessary for us to display our website and guarantee you get the stability and security of its use.

Basic analytical and statistical cookies - these cookies serve to improve the functioning of our website. They allow us to recognize and track visitors and track how visitors use our site. They help us improve the way our site works, for example, by allowing users to easily find what they're looking for. These cookies do not collect information that could identify you. Using these tools, we analyze and regularly improve the functionality of our website.

Marketing cookies - are used to monitor the preferences of the website user in order to target advertising, i.e. display marketing and advertising messages (even on third-party sites) in accordance with these preferences. Marketing cookies use the tools of external companies. These marketing cookies may only be used with your consent. We use the following marketing tools on our website:

- **Google Analytics** advertising functions operated by Google Inc., located at 1600 Amphitheater Parkway, Mountain View, CA 94043, USA, beyond the basic analytical functions (more information [HERE](#) and [HERE](#));
- **Google Ads** (Adwords) advertising service operated by Google Inc., headquartered at 1600 Amphitheater Parkway, Mountain View, CA 94043, USA, which allows us to reach you with ads on the Google Network (more information [HERE](#));
- **Facebook marketing services** that allow advertisements to be displayed to users of our website when visiting the Facebook social network or other websites that also use these tools (more information [HERE](#));
- **Marketing tools Sklik** of the company Seznam.cz, a.s. (IČ: 26168685, with its registered office in Prague 5 - Smíchov, Radlická 3294/10, postal code 150 00), which enable the implementation of advertising displayed in search engines and in the content and partner network Seznam.cz. (more information [HERE](#)).

How long we process the data

Functional and basic analytical cookies are kept only for the time necessary for the functioning of our website and the creation of aggregated statistical data. Marketing cookies will be processed for the period of your consent. You can withdraw your consent

to the use of marketing cookies at any time, all you have to do is change the settings of your web browser or contact us by e-mail marketing@vshosting.cz.

How you can influence our use of cookies

You can object to the use of cookies on the basis of our legitimate interest via the e-mail marketing@vshosting.cz. We will process your objection within the statutory period of one month from its delivery. If you object to the processing of functional cookies necessary for the operation of our website, we cannot guarantee the full functionality and compatibility of our website.

You can reject cookies in the settings of your internet browser or set the use of only some of them (depending on the type of browser). You can find cookie settings in the most frequently used browsers at the following links:

- [Chrome](#)
- [Firefox](#)
- [Opera](#)
- [Microsoft Edge](#)

Connections to social networks

Social network buttons are located on our website, especially for the possibility of interacting with social networks to make our website more interesting for you. The connection to the relevant social network will only take place if you actively click on the relevant button. In this case, your web browser will start connecting to the servers of the relevant social network. Before using these tools, we recommend that you familiarize yourself with the information on the processing of your personal data by the relevant social network.

This Privacy Policy is effective as of May 25, 2018 and is regularly updated. Date of last update 01/01/2021.