# Privacy Policy of CopyTree COST Action CA21157

This Privacy Policy was last updated on 25/02/2023.

Dear,

Since your privacy is a right that we support ourselves, we have spared neither expense nor effort to provide transparency through Our privacy and cookie policies.

Out of respect for your Personal Data and based on the General Data Protection Regulation (GDPR), we strive to use all means that are available to and feasible for us to carefully process and secure the collected Personal Data of Yours.



# **Terminology**

We use the following terms which may be stated in both singular and plural form without losing their meaning. Some of the terms below are clearly defined by and derived from Article 4 of Regulation (EU) 2016/679, which will be abbreviated in this section as "GDPR - Article 4, (see <u>link</u>)".

For the purposes of this Privacy Policy these terms of which the initial letter is capitalized are:

"Account" refers to the personal account that was created by You or by Us to provide You with full or partial access to our Service.

"Client" refers to anyone or any legal entity enquiring Us for or having an agreement with Us by which We will deliver our products or services.

"Communication" refers to any kind of direct and indirect communication with Us, be it in a written or oral form and whether it is in person, by using the Service, (e-) mails, video or voice calls by using any form of communication technology or by contact on third-party and social media platforms that are used by the CopyTree.

"CopyTree" also referred to as "Project", "We", "Us", "Our" or "Ourselves" refers to

CopyTree is the COST Action with number CA21157 Represented by the Grant Holder The Institute of Experimental Botany of the Czech Academy of Sciences is our grant holder, Address: Rozvojová 263 - 165 02 Prague 6 – Lysolaje Czech Republic Reg. No.: 61389030 VAT number: CZ61389030 Phone: +420 225 106 455, +420 225 106 473 E-mail: ueb@ueb.cas.cz

**Controller** is defined in "GDPR - Article 4 (link)" as "the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the

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purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law."

**Cookies** a is a small text file that a website stores on your device such as a computer or mobile device when you visit the Service (<u>https://commission.europa.eu/cookies-policy\_en</u>). For more information about the cookies we use and your choices regarding cookies, please visit our <u>*Cookies Policy*</u>.

**Country** refers to: Czech Republic.

**Data Subject** is an identified or identifiable natural person and defined in "GDPR - Article 4 (<u>link</u>)" as "an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person". In this privacy policy "Data Subject" refers to "You", Client or employees.

Device means any device that can access the Service such as a computer, a cellphone or a digital tablet.

**Personal Data/ Your Information/ Personal Information** is defined in "GDPR - Article 4 (<u>link</u>)" as "any information relating to an identified or identifiable natural person ('Data Subject');

**Processing** or to **Process** is defined in "GDPR - Article 4 (<u>link</u>)" as "'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction."

**Processor** is "GDPR - Article 4 (<u>link</u>)" *as* "a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller."

Service refers to the Website or our services, offerings, memberships, job applications or jobs.

**Service Provider** is any third-party company that or individual employed or assigned by the CopyTree who has the task to facilitate and provide services related to the Service of the CopyTree and the way it is used.

**Third-party Social Media Service** refers to any social network/media website or any website which is used by the User to sign up or log in on our Service.

**Usage Data** refers to the data which is collected automatically by the use of the Service or the infrastructure of the Service. For example: IP address, the time You visit or spend on specific pages of Our Service and diagnostic data.

Website refers to CopyTree and accessible from <a href="https://www.copytree.eu/">https://www.copytree.eu/</a>

**You:** also referred to as "User" means any subject using or accessing the Service, whether the subject is as an individual, or acts on behalf of a company or a legal entity.

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# Legal Context

This Privacy Policy has been created with respect to:

- the <u>European Regulation (EU) 2016/679</u> (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 ( hereafter the "General Data Protection Regulation" or "GDPR").
- and the <u>Czech Act No. 110/2019 Coll.</u>, on Personal Data Processing, being the Czech GDPR implementation law, finally came into effect on 24th April 2019.

If some specific cases We may be subject to other laws and for these relevant cases We will refer to the applicable laws.

Please note that by using our Service You agree with the fact that We will Process Your Personal Data as described in this Privacy Policy.

#### Two Categories Of Personal Data According To GDPR

Since We strive for transparency and unambiguity through this privacy policy, You will find below a distinction of two categories of Personal Data based on GDPR (and as summarized in the following link to Europa.eu, see <u>link</u>), namely:

#### Category 1 - General Personal Data (hereafter referred to as GPD)

"GPD" refers to any Personal Data that does not fall under the below mentioned Special Category of Personal Data ("SC-PD") and it may be, but not limited to, the following Personal Data of Yours:

- Name
- E-mail
- Address
- CV
- Date or place of birth
- ID card/passport number
- income
- cultural profile
- Internet Protocol (IP) address (automatically collected)
- Data Usage (automatically collected)

#### Category 2 - Special Category of Personal Data (hereafter referred to as SC-PD)

As summarized in the following link to Europa.eu (*link*) and subdivided by Us in different types, the Special Category of Personal Data includes, but is not limited to, information such as:

Type 1 of Special Category of Personal Data (hereafter referred to as SC-PD-T1)

- racial or ethnic origin
- sexual orientation
- political opinions
- religious or philosophical beliefs
- trade-union membership

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#### Type 2 of Special Category of Personal Data (hereafter referred to as SC-PD-T2)

This type of Personal Data is related to Your identity identification and may require a Copy of it:

- Your signature
- Your personal picture
- Your ID-card or passport
- Your National identification number

#### Type 3 of Special Category of Personal Data (hereafter referred to as SC-PD-T3)

This type of Personal Data is related to Your health details such as genetic, biometric or health data.

#### Type 4 of Special Category of Personal Data (hereafter referred to as SC-PD-T4)

This type of Personal Data is related to Your criminal convictions and offences unless this is authorized by EU or national law.

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### **Cookies**

A Cookie is a small text file that a website stores on your device such as a computer or mobile device when you visit the site (<u>https://commission.europa.eu/cookies-policy\_en</u>).

Please read our Cookie Policy, by clicking on this <u>link</u>, in order to know which types of Cookies We or our partners use, their respective purpose and expiration time.

### The Legal Grounds and Purposes of Processing Your Personal Data

As summarized in the following link to Europa.eu (*link*), there are six legal grounds to process Personal Data that are listed in the GDPR and these are:

- 1. having the consent of the individual concerned to process his/her Personal Data
- 2. to fulfil a contractual obligation with the individual
- 3. to satisfy legal obligations
- 4. to protect the vital interests of the individual
- 5. to carry out the task in the interests of the public
- 6. to act in legitimate interests of the company

In the sections below You will find different purposes of Our data Processing and the legal grounds per respective purpose.

In addition, GDPR stipulates that We cannot keep Your Personal Data indefinitely. Consequently, We will generally apply this stipulation but for some of the purposes and cases of collecting Your Personal Data as mentioned below, You will find a mentioning of a specific retention time of Your Personal Data.

# **Our Sources of Collecting Your Personal Data**

The collection of Personal Data via the three sources below will be based on a clear purpose and on one of the legal grounds mentioned above.

#### Source 1: From You as a Data Subject

You may share Your Personal Data with Us, either "on Your own initiative" or "on Our request".

- On Your Own initiative, some examples:
  - You proceed to fill in the requested Personal Data via Our (contact/Sign up) form(s) on our Website in order to allow Us to contact You
  - After your signing up and login to the members area You may provide more Personal Data (e.g. Address, Date of Birth, etc.) and choose whether You want to share this Personal Data to the public (to other approved members of the Project) or keep it private.
  - You provide us with more Personal Data during the Communication in order to allow Us to properly perform our services.
- On Our request, an example:
  During any further Communication, agreement or relationship with You a need may arise to ask You more Personal Data in order to fulfil our legal or contractual obligations.

#### Source 2: From Third Parties

Third Parties are, but not limited to:

- the European Cooperation in Science and Technology (hereinafter, "COST") which will be responsible for the approval of Your application to become a COST member.
- the health insurance fund or the registers of Health or Social Security
- any document from the police, public body or court that has relied on our services in the past or may serve Our future services for and relationship with You
- any professional/scientific associations to which We belong

We only collect Your Personal Data from Third Parties in case:

- this would be relevant for Us to fulfill Our contractual obligations with You or
- to act in legitimate interests of the company/Project or
- to satisfy Our legal obligations or
- We are or obliged by the law to use this sources for collecting Your Personal Data and
- We are allowed by the law to use this sources for collecting Your Personal Data without Your explicit consent

#### Source 3: From Public Sources

Public sources are, but not limited to:

- the National Gazette or the registers of companies and VAT numbers and in case:
  - this would help Us to verify Your role or that of others in a specific company/organization and
  - this is relevant for Us to fulfill our contractual obligations with You or satisfy legal obligations

 news or press articles about You or Your personal or professional profile on public networks in case this will help Us in our assessment of Your application for Our jobs or membership.

### **Your Rights**

In case You want to exercise any of Your following rights, then contact Us by emailing to copytree21157@gmail.com

and by stating clearly the right you want to exercise and how You would like Us to communicate with You.

We will do our best to respond within 1 month. In case We need more time (up to 3 months from receiving Your request) we will inform You within 1 month about the additional time that We need in order process your request.

Please note that We always need a proof of Your identity in order to process Your request and that additional information may be required.

Please note, however, that We may need to retain some of Your Personal Data when we have a legal obligation or lawful basis to do so.

#### Right of getting information

You have the right to ask Us why we need Your Personal Data, with whom We share it, on what legal basis we process it and how long We keep it.

Please check "GDPR - Article 12 (*link*)" for more information about this right.

#### **Right of access**

You have the right to ask Us

- what Personal Data we hold about You and have a consult it
- a copy of Your Personal Data we hold about You to verify its correctness

Please check "GDPR - Article 15 (link)" for more information about this right.

#### **Right to rectification**

You have the right to correct or update Your Personal Data, in case they became irrelevant, or ask Us to do so. Please check "GDPR - Article 16 (link)" for more information about this right.

#### Right to transfer your data

You have the right to ask Us to transfer Your Personal Data from one organization to another. The first organization should have no objection to this.

Please check "GDPR - Article 20 (link)" for more information about this right.

#### Right to withdraw your consent

You have the right to withdraw your consent, by which you have allowed us to process your Personal Data, at any given time and without any motivation.

Please check "GDPR - Article 7 (link)" for more information about this right.

#### Right to be forgotten or removed

You have the right to ask Us to erasure Your Personal Data that We hold.

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Please check "GDPR - Article 17 (link)" for more information and the specific circumstances under which this right applies.

#### Right to object to the processing of your personal data and to automatic decisions

You have the right to ask Us to stop processing Your personal data and in some cases You can object to automatic decisions.

Please check "GDPR - Article 21 and Article 22 (link)" for more information about this right.

#### Right to restrict processing

You have the right to Us to restrict processing Your Personal Data. Please check "GDPR - Article 18 (link)" for more information about this right.

### Privacy Policy for You as a User or Member of Our Service

#### To Send You our Newsletter

If you subscribe to our newsletter in order to get informed about Our activities, services or other relevant general information which We consider useful, We may need to process, but not limited to, the following General Personal Data ("GPD"):

- Your e-mail address
- Your First and Last Name

Please note that You will be able to unsubscribe for our newsletter at any time in case You don't wish to receive Our newsletter anymore.

The applied Legal Ground in this case is based on your Consent.

You have the right to withdraw your consent, by which you have allowed us to process your Personal Data, at any given time and without any motivation.

Retention Time: 1 month after You unsubscribe from Our newsletter.

#### To have Contact with Us

If You want to contact Us by submitting our contact form or by any means as described above with the term "Communication", We may need to process, but not limited to, the following "GPD":

- Your e-mail address
- Your First and Last Name
- Your phone number
- The organization or company you work for or are affiliated to
- Your Country of residence
- The information You provide via Your Communication

We will contact You based on Your provided data, enquiry or specific consent in case You want to Us to send You optional information.

The applied Legal Ground in this case is based on your Consent.

You have the right to withdraw your consent, by which you have allowed us to process your Personal Data, at any given time and without any motivation.

Retention Time: 2 years after the last active contact.

We may occasionally apply longer retention times in order to comply with Our legal obligations.

#### To Join Us as a Member of CopyTree

If You want to join Us and become an approved member of CopyTree, the first step You will need to take is to apply via COST. More information about how to participate in an ongoing COST Action is outlined in this <u>link</u>.

During this application procedure the Privacy Policy of COST (link) will be applicable.

#### To Sign Up to our Website and Create a Personal Account

#### Step 1: Sign up

If You want to sign up on our Website and consequently become a site member to our Website, We will first verify with COST whether Your application to join Us has been approved.

Only in case COST approves Your membership application, We will assess the Sign up form that You have filled in on Our Website and by which We will ask You to provide, but not limited to, the following Personal Data:

- Your First and Last Name
- Your e-mail address
- University/Institution You are affiliated with
- A password that You will choose in order to login into Our Website once You are approved as a member of Our Website
- Full Address of the University/Institution You are affiliated with
- To which levels of Our Project You are approved by COST (Full Member of a specific Working Group, Working Group Leader, Member of the Chair or Core Group or Management Committee, etc.)
- Your Personal Picture in case You have a role as a Chair, Vice Chair or member of the Core Group of CopyTree. Please note that in this case Your personal picture will be visible for all visitors to Our Website in the relevant page of our Network or Leaders.

The applied Legal Ground in this case is based on Your Consent.

Retention Time: up to 2 years after the end of Our 4-years-Project which started on 27/05/2022.

#### Step 2: If We approve You as a site member

Once We receive Your sign up form We will verify whether You were approved by COST. In case You were approved by COST We will approve Your membership to Our Website and You will get notified by Email after which You can login in to Our Website with the same Email and Password that You have chosen during filling in the Sign up form.

You will always have the possibility afterwards to change Your login password.

The applied Legal Ground in this case is based on Your Consent.

You have the right to withdraw your consent, by which you have allowed us to process your Personal Data, at any given time and without any motivation.

Retention Time: up to 2 years after the end of Our 4-years-Project which started on 27/05/2022.

#### To log in to the Community Area of Our Website

Once We approve to give You access to login on Our Service as a site member, You may be required to fill in, but not limited to, the following "GPD":

- Your e-mail address and/or username
- The password for that username

The applied Legal Ground in this case is based on acting in legitimate interests of the CopyTree.

Retention Time: up to 2 years after the end of Our 4-years-Project which started on 27/05/2022.

#### To set up Your profile, account settings, notifications and privacy settings

Once You are logged in You will be able to set up Your profile, account settings, notifications and privacy settings.

Please note that for any of Your Personal Data, that You provide on Your personal account, You will be able to choose whether to make it public\* or private.

\*public in this case means visible to other approved site members only and not to the visitors to Our Website.

The applied Legal Ground in this case is based on Your Consent.

Retention Time: up to 2 years after the end of Our 4-years-Project which started on 27/05/2022.

#### To Chat with other site members and to participate in the Discussion Groups on Our Website

Once You become a site member You will be able to chat with and receive chats from other approved site members.

In case You want to share or post anything in a Discussion Group or a File Share page on Our Website, please note that this post or shared file will be visible to and shareable by the other approved site members.

The applied Legal Ground in this case is based on Your Consent.

Retention Time: up to 2 years after the end of Our 4-years-Project which started on 27/05/2022.

# Privacy Policy for Our (potential) Clients and Business Partners

In case You, as a User of our Service, also become a (potential) client or Business Partner, We may also need to Process more Personal Data from You. In this case We will inform You what legal grounds of GDPR, per purpose mentioned below, are applicable and what category of Personal Data We may process.

#### To Offer, Provide And Execute Our Services, Products or Agreement

In the phase prior to an agreement with You, We will maintain both inbound and outbound information flows activities with You. This will mainly depend on Your request, needs or the drawing up or conclusion of a possible agreement with You.

#### Requirement of General Personal Data ("GPT")

In order to provide You with Our services or products or to execute Our agreement with You, We will need to Process, but not limited to, the following "GPT" of You as a Client:

- Your e-mail address
- Your address of residence
- Your first and last name
- Your ID card/passport number
- The information You provide via Your Communication
- Your place and date of birth
- Your phone number
- The name of the organization or company You work or act for (if applicable)
- Your job position
- Your VAT or company number

#### Requirement of Special Category of Personal Data (hereafter referred to as "SC-PD")

In some specific cases or exceptions We may need and be legally allowed to Process the "SC-PD" of Yours as described above (see "<u>Special Categories of Data</u>") and more specifically the following types:

- "SC-PD-T1"
- "SC-PD-T2"
- "SC-PD-T3"

The applied Legal Ground in this case is based on fulfilling Our contractual obligation with You.

#### Retention Time:

- In General: 5 years after the end date of Our agreement/business relationship.
- For accounting documents: 7 years from the first day of the year following the closing of the financial year (Royal Decree of 21 October 2018, see <u>link</u>).
- We may occasionally apply longer retention times in order to comply with Our legal obligations.

In some specific cases or exceptions We may need and be legally allowed to Process the "SC-PD" of Yours as described and abbreviated above (see "Special Categories of Data") such as:

- "SC-PD-T1"
- "SC-PD-T2"
- "SC-PD-T3"

The applied Legal Ground in this case is to satisfy with Our legal obligations.

Retention Time:

- In General: 5 years after the end date of Our agreement/business relationship.
- For accounting documents: 7 years from the first day of the year following the closing of the financial year
- We may occasionally apply longer retention times in order to comply with Our legal obligations.

# Privacy Policy for Job/Internship Applicants

If You want to apply for Our jobs and/or internship vacancies, in case of any, We will need to be able to perform a suitable selection procedure. Therefor We may need to process Your Personal Data and ask You for the following:

- Your e-mail address
- Your address of residence
- Your first and last name
- Your ID card/passport number
- The information You provide via Your Communication
- Your place and date of birth
- Your phone number
- The name of the organization or company You work or act for (if applicable)
- Your (desired) job position or salary
- Your bank account details
- Relevant data regarding the social and fiscal legislation (family composition)
- Your career, educational or training trajectory and planning
- Your CV
- Your motivation letter
- Your references
- Your acquired information during Your application process with Us
- Your VAT number (if applicable)

The applied Legal Ground in this case is based Our contractual obligation with You in case You are accepted for the applied job.

#### Screening

During Your application process We may collect some of Your Personal Data from Public Sources (see section above: <u>link</u>) and communicated with You. You have the right to object this kind of screening by informing Us before or during the application procedure.

The applied Legal Ground in this case is based on acting in legitimate interests of the CopyTree.

Retention Time:

- In case Your application has been rejected We will store Your acquired Personal Data for 6 months starting from the date of communicating the rejection to You. As Your Personal Data, such as Your CV, must be up to date, We may ask You for an updated CV or other relevant Personal Data.
- In case Your application has been approved, Your collected Personal Data, the purposes and legal grounds will be processed with respect to the applicable law(s) and communicated to You at the latest when concluding with You any employment or internship agreement.

### **Retention of Your Personal Data**

Since GDPR stipulates that We cannot keep Your Personal Data indefinitely, We will apply this stipulation. For some of the purposes and cases of collecting Your Personal Data as mentioned above, You will find a mentioning of a specific retention time of Your Personal Data. In addition, We may occasionally apply longer retention times in order to comply with Our legal obligations.

Unless defined otherwise and justified by a legal ground, as described under the section <u>"Legal Grounds</u>", We will not retain Your Personal Data longer than necessary for the purposes mentioned above.

### Transfer of Your Personal Data

We do not transfer Your Personal Data to outside the European Economic Area (hereafter as the EEA) where the data protection laws may differ from those from the jurisdictions of the Data Subject.

Only in case one of Our Data Processors is based or has servers outside the EEA, then Your Personal Data will be processed by the respective Data Processor.

In any case, We will be vigilant in selecting the right data Processor that has taken sufficient measures to process Your Personal Data in a safe and virtuous manner. Please check the section "*Processing and Security of Your Personal Data:* <u>Who and How?</u>" below.

Please note that once You provide Us Your consent to this Privacy Policy and submit Your Personal Data, this will represent Your agreement to the transfer of Your Personal Data as mentioned above.

# **Disclosure of Your Personal Data**

We do not sell or trade Your Personal Data to any third party.

Only for the following purposes We may disclose Your Personal Data:

To comply with Our legal and regulatory obligations.
 Example: We may be required by law to disclose Your Personal Data with a public authority or body which provides a valid request.

Some examples, but not limited to, are:

- Requests of Courts, tribunals
- Requests of Government and law enforcement agencies
- Anti-Money Laundering checks

In this case We will inform You about above requests unless, unless this is not permitted by law.

- To fulfill Our contractual agreement with You or to handle Your requests.
- For Our operational, functional and technical needs in terms of executing and maintaining Our business, Our Service and Our professional servicing.

Example: We may disclose Your Personal Data to, but not limited to, the following third parties:

- Relevant Professional/Scientific Associations to which We belong
- Our Service Providers (see "Note 1") on which We rely to perform our services properly or our Consultants or platforms for IT and CRM services and other professional advisory/services (e.g. Our Lawyer, website builder, hosts of Our databases, a platform to offer and operate Our services or to send Our newsletters)
- Cookie providers (check our Cookie Policy)
- Our financial or payment services providers (e.g. Our accountant or bank)
- To protect and defend Our legal liability and/or Our or other members' Security, rights and assets and to prevent or investigate possible misuse of Our Service.

Please note that once You provide Us Your consent to this Privacy Policy and submit Your Personal Data, this will represent Your agreement to the disclosure of Your Personal Data as mentioned above.

# Processing and Security of Your Personal Data: Who and How?

We, as the Data Controller, always strive to use the most acceptable means to Process and secure Your Personal Data. Besides Our Local Drives and Devices We count on other service providers for web development, hosting services and cloud-based Processing or transmission of Your Personal Data. We will make every effort to choose the right Service Providers and Processors in terms of respecting Your Personal Data, however We cannot guarantee their absolute security or be held responsible for any consequence or damage as a result of any misconduct, abuse, misuse, loss or publication of Your Personal Data.

Example:

- We use wix.com (hereafter WIX and accessible via <u>https://www.wix.com/</u>) for hosting our Service and other CRM services. WIX will also act as the data Processor of only Your Personal Data which is stored or has been transmitted by You or Us through Our Service.
  - WIX has certified their compliance with the EU-US Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework (see "Note 2" and <u>link</u>).

In addition WIX has incorporated in its privacy policy (Accessible from this <u>link</u>), terms of use (Accessible via this <u>link</u>) and agreements a Data Processing Addendum (hereafter as "DPA" and accessible from this <u>link</u>) with respect to GDPR.

We may Microsoft, Google and Dropbox for storage and transmission of Your Personal Data. These Service Providers have certified their compliance with the EU-US Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework and all have their respective DPA which is accessible from the following links:

For Microsoft, check this link.

For Google, check this <u>link</u>.

For Dropbox, check this <u>link</u>.

In addition, We may use Zoom, WhatsApp, Microsoft and Google to handle our Communications with You. These Service Providers have certified their compliance with the EU-US Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework and all have their respective DPA which is accessible from the following links:

For Microsoft, check this <u>link</u>. For Google, check this <u>link</u>. For Zoom, check this <u>link</u>. For WhatsApp, check this <u>link</u>.

<u>"Note 2":</u> "The EU-U.S. and Swiss-U.S. Privacy Shield Frameworks were designed by the U.S. Department of Commerce and the European Commission and Swiss Administration to provide companies on both sides of the Atlantic with a mechanism to comply with data protection requirements when transferring Personal Data from the European Union and Switzerland to the United States in support of transatlantic commerce." (source: Privacy Shield Framework, <u>link</u>).

Please note that once You provide Us Your consent to this Privacy Policy and submit Your Personal Data, this will represent Your agreement to the Processing and security of Your Personal Data as mentioned above.

# Links or Buttons to Other Websites or Social Media

In case We provide on Our Service links or buttons to websites of third parties and if You click on any of them, then please note that:

- You will be directed to the website of the respective third party
- and We cannot be held liable for any updated redirections, content, practices, cookie or privacy policy of the website or services offered by this third party

Some of the these links or buttons may direct You to (Our) social media accounts and consequently We advise you to read the privacy policy of those social media networks and any site You visit.

Please find below the links to the privacy policies of the following third parties:

- <u>Microsoft</u>
- <u>Zoom</u>
- <u>Twitter</u>
- <u>LinkedIn</u>

- Google
- <u>Wix</u>
- Facebook
- Instagram

### **Children's Privacy**

For Your information, please find the legal basis of the paragraphs below via the following link <u>Regulation</u> (EU) 2016/679 and more specifically under *Article 8*.

We do not have any intention to address any individual under the age of 16 (hereafter the "Child") or collect his or her Personal Data. In case the "Child" wants Us to Process his/her Personal Data for a justifiable reason, then We will need to have the consent of the holders of parental responsibility over the "Child".

In case any holder of parental responsibility over a "Child" discovers that his/her "Child" has provided Us his/her Personal Data, then We request him/her to inform Us urgently.

In case We discover that We have collected Personal Data of a "Child" without the consent of a holder of parental responsibility over the "Child", then We use all possible means to remove that Personal Data from Our storage.

You have the right to withdraw your consent, by which you have allowed us to process your Personal Data, at any given time and without any motivation.

### **Complaints**

If you have a complaint about the way We process Your Personal Data, please contact Us first so We can help You in the best possible way.

You can also submit Your complaint to the following link of the data protection authority: <a href="http://www.uoou.cz/">http://www.uoou.cz/</a>

or by (e-)mailing a letter to:

The Office for Personal Data Protection Pplk. Sochora 27 170 00 Praha 7 Czech Republic Email: posta@uoou.cz Phone information: +420 234 665 800 Phone switchboard: +420 234 665 111

# Modifications to this Privacy Policy

We reserve the right to unilaterally modify or edit our Privacy Policy at any given time. Any new or modified version will be published on Our Website and consequently be applicable from the date of its publication. In this case You will find the new date mentioned above (see *"Last updated on"*).

You are advised to review this Privacy Policy periodically for any changes.

# Contact Us

If you have any questions about this Privacy Policy, You can contact us by emailing to <u>copytree21157@gmail.com</u>.

