

## PERSONAL DATA PROCESSING

I, the undersigned: .....

Date of birth: .....

Permanent address: .....

(hereinafter referred to as the “**Client**”)

**was informed of the processing of my personal data and unreservedly give my consent to the processing of my personal data as stated hereunder by the following company:**

**Vornica s.r.o.**, company ID: 24726494, registered office: Bítovská 1225/38, Michle, 140 00 Prague 4, Czech Republic, Fine Reference: C 169185 kept at the Municipal Court in Prague (hereinafter referred to as the “**Controller**” or the “**Company**”).

### DEFINITION OF TERMS:

#### ➤ **Personal Data**

Personal data are all data relating to your person. These include your name and surname, your email address, phone number or your user login details to use our electronic media.

#### ➤ **Market Research**

Thanks to market research we are able to obtain the empirical basis for decisions which concern our business model. At the same time, we are engaged in a specific scope of topics such as communication and management habits, needs in personal development or use of media. For this we record personal data which we anonymise beforehand, so the processed data cannot in any case be ascribed to you.

## PROCESSED PERSONAL DATA AND PURPOSES OF THEIR PROCESSING

- **Ordering services and products from the Company and concluding a service and product contract.** For the purpose of fulfilling the rights and obligations arising from the contract we process your personal data: name and surname/business name, date of birth/ID Number, TAX ID Number, address/registered office, job title, country of origin, email address, phone number.
- **Sending email (business) messages** containing information about news, current offers or special discounts for services and products of the Company, its representatives or selected affiliated organisations/business partners, recommended books and other useful advice in the area of communication and personal development from our experts. We shall also inform you by email and encourage you to take further steps in your developmental programme. We shall also send you personal access details to the portal [www.vornica.academy](http://www.vornica.academy) where, apart from other educational and inspirational materials, we also prepare videos with instructions for personal development.

For the purpose of sending business message we process your personal data as follows:

Email address .....

I CONSENT

I DO NOT CONSENT

- **Sending an SMS message with a reminder of the date of learning or personal consulting.**

For the purpose of sending business message we process your personal data as follows:

Phone number: .....

I CONSENT

I DO NOT CONSENT

- **Managing a client card** to personify the processes in your personal development and preparations for further recommendations, so that we achieve the best possible results in your

developmental programme. The **online community** service also serves your further development.

For the purpose of managing the client card/providing the online community service, we process your personal data: name, surname, date of birth, email address, phone number, business name, job title, country of origin, country of current resident, gender, nationality, language preference/language for communication, career goals, login name as part of the Skype platform, membership of common organisations, links to your profiles on social media (LinkedIn), any results of making videos or personality tests and its evaluation, recommended developmental process and its changes. Providing these data is voluntary and the customer gives his consent to the management of the client card and for entry in the online community.

To manage the client card and membership of the online community and processing of the stated data:

I CONSENT

I DO NOT CONSENT

I give consent to the making of visual and visual-audio recordings during the provision of visual and visual-audio recordings involving face-to-face learning or during active webinars, when the Company is entitled to use and publish these recordings on the websites, in business materials and as part of the authorship created by the supplier free of charge with respect to persons shown in the recordings.

I CONSENT

I DO NOT CONSENT

## INFORMATION ON PERSONAL DATA PROCESSING

### ➤ LEGAL BASIS FOR PERSONAL DATA PROCESSING

The legal basis for the processing of your personal data if ordering services and products and concluding the contract means fulfilment of the contract. The legal basis for the processing of your personal data in remaining cases (email (business) messages, SMS reminders, managing the client card, online

community) is your consent. Your personal data shall be processed on the basis of this consent which may simply be withdrawn at any time and without any reason by phone on +420 776 574 925, or by email sent to [cm@mediaed.cz](mailto:cm@mediaed.cz). However, the withdrawal of consent shall not prejudice the legality of the previous processing.

➤ **REPRESENTATIVE OF THE CONTROLLER FOR PERSONAL DATA PROCESSING**

The representative of the controller for personal data is Mgr. Cristina Muntean, tel. +420 776 574 925, email [cm@mediaed.cz](mailto:cm@mediaed.cz), whom you can contact at any time with any queries regarding your personal data.

➤ **RECIPIENTS OF PERSONAL DATA**

We shall not transfer nor otherwise disclose your personal data outside our company. Your personal data shall not be transferred to a third country or international organisation. We have technical and organisational and security measures to protect your personal data to the highest degree, particularly against unauthorised access. Your personal data are safely stored in a Cloud repository maintained by two professional providers, the business company Dropbox International Unlimited Company, based in One Park Place, 5<sup>th</sup> floor, Upper Hatch Street, Dublin 2, Ireland, and business company SENDINBLUE, based in 7 rue de Madrid, 75008 Paris, France, RCS of Paris: 498 019 298 (Legal Notice - Sendinblue). Dropbox Business is a certified company which enforces the data security standards ISO 27001/2, ISO27018/17 and SOC 2.

➤ **PERIOD OF STORAGE OF PERSONAL DATA**

We shall store your personal data in the event of the conclusion of the contract regarding the ordering of services and products for the duration of the contract and 3 years after its termination. If the processing of your personal data is based on your consent and if your consent is withdrawn, we shall store your personal data for the period when you shall visit and use the services of the Company and its representatives for the purpose of learning, consulting, coaching, mentoring or other types of consulting with our experts. We shall then keep the data for another 3 years in case that you return to us and we can follow up on the previous cooperation with you and prepare a custom service for you. Even in this period you are still entitled to withdraw your consent and ask for the deletion of your personal data.

➤ **REQUIREMENT FOR PERSONAL DATA PROCESSING**

The provision of personal data is a contractual requirement. You are not obliged to provide your personal data. But if you do not provide us with the above personal data, we shall not provide you with the services and products you order nor shall we be able in the remaining cases to provide you with really high quality learning, consulting and other services directly individualised to you.

➤ **RIGHTS OF THE CLIENT**

You have the right to request information from us about your personal data stored with us, about their origin, recipients and the purpose of personal data processing. You have the right to obtain confirmation from us as to whether your personal data are or are not processed and if they are you have the right to have access to them.

You also have the right:

1. To request a correction of inaccurate personal data and completion of incomplete personal data.
2. To request deletion of personal data if:
  - a. they are no longer needed for the above purposes;
  - b. you have withdrawn your consent to their processing;
  - c. the processing is carried out unlawfully.
3. To the restriction of the processing of personal data if:
  - a. you contest the accuracy of the personal data and we must verify their accuracy;
  - b. the processing is unlawful, but restriction is used instead of deletion;
  - c. we still need your data, but you request them for the establishment, exercise or defence of your legal claims.
4. To request the transmission of personal data to the subject assigned by you.
5. To object to the processing of personal data, particularly in case of direct marketing.
6. To lodge a complaint with the Office for Personal Data Protection ([www.uoou.cz](http://www.uoou.cz)), if you were to get the impression that the provisions of legal regulations for the protection of your personal data are being breached.

In..... on.....

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Signature of the Client