

# Privacy Policy

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The PROEBIZ s.r.o. company, with its registered office at Masarykovo náměstí 52/33, Moravská Ostrava, 702 00 Ostrava, ID number: 64616398, VAT number: CZ64616398, entered in the Commercial Register kept at the Regional Court in Ostrava under file no. C 9176, together with the subsidiary Sentinet s.r.o., with its registered office at Masarykovo náměstí 52/33, Moravská Ostrava, 702 00 Ostrava, ID number: 25904957 VAT number: CZ25904957, entered in the Commercial Register kept at the Regional Court in Ostrava under file no. C 25143 and organizational unit PROEBIZ s.r.o. organizational unit of the enterprise of a foreign person, with its registered office at Šulekova 2, 811 06 Bratislava, ID number: 36694207, VAT number: SK2022277576, entered in the Commercial Register of the District Court Bratislava I, Section Po, Insert No. 1687 / B (hereinafter also "**We**") as a personal data controller informs you as users of our website, customers, event participants, including lecturers, and others about the collection of personal data described below and our Privacy Policy.

If you have any questions, do not hesitate to contact us at the e-mail address [gdpr@proebiz.com](mailto:gdpr@proebiz.com), or call us at +420 724 240 177.

We will be happy to explain or specify anything to you.

We run several web applications and websites where personal data is processed. With this document we would like to acquaint you with the processing of personal data within individual services and websites.

Websites We operate: <https://proebiz.com>, <https://ebizforum.cz> and <https://procurement-board.com> and other websites where We are listed as the operators of the website (hereinafter also referred to as the "Websites").

We run the following software: PROEBIZ - TENDERBOX, JOSEPHINE, WORKFLOW, MARQUET, BASE, CONTRACTING PROFILES, or other software that we operate and in which we are listed as operators (hereinafter also referred to as "Software").

## 1. What personal data will we process?

As personal data controllers, we will process the following personal data:

### **In the contact forms on the Websites:**

- Your name, surname, title, e-mail address, subject of the message and the message text itself, which may contain personal data.

### **When registering for our events, or when registering or inquiring about individual Software in our offer:**

- When registering, we will use your name, surname, title, e-mail address, telephone number, IP address (when using the Software) and other information that you tell us about your company or that you leave in a note, including any other information provided in individual forms for a particular Software.

**If you are a person participating in the creation of video lectures or online lectures**, we will process your identification data and other data needed to pay the reward for your participation. Furthermore, your video recording and possible photos from the shooting and online lecture will be processed.

**Information about your activity on our Websites and when using the Software.** Note that by visiting our website your activity on our website is being monitored. We use cookie technology to analyse traffic on our website. Further information on the use of cookies is provided in Appendix A of this Policy.

## 2. How we use the information obtained and on what legal basis?

- **Data obtained from contact forms** is used to answer the question you sent and possibly establish further cooperation. If we subsequently decide on further cooperation on the basis of further communication, we will use the entered information precisely for the fulfilment of mutual contractual obligations and for the purposes of pre-contractual negotiations. The legal basis will result from the need to fulfil the contract to which you are a party under Article 6, Paragraph 1, letter a) and b) of GDPR. If a mutual contractual relationship does not subsequently arise, we will process your data only for the purposes of providing the answer to your question, based on our legitimate interest pursuant to Article 6, Paragraph 1, letter f) of GDPR.

**We may use your e-mail address or telephone number and other identification and address data for marketing purposes**, especially for sending business messages, newsletters, product and service offers. However, we will always do so only if you give us explicit [consent to the processing of personal data](#). You can also subscribe to newsletters on some of our Websites. By filling in the e-mail, you agree to the sending of business messages for a period of 5 years.

- **Data obtained from registration forms** is used in order to provide you with our products and fulfil other obligations arising from the mutual relationship and legal regulations that apply to us. The legal basis shall be the fulfilment of contractual obligations pursuant to Article 6, Paragraph 1, letter b) of GDPR and fulfilment of legal obligations according to Art. 6 c) Paragraph 1, letter c) of GDPR. As mentioned above, to the specified extent, the data may also be used for marketing purposes.
- **Your IP address** is used for the purpose of fulfilling the contractual relationship between you and us when you use certain Software. Some of our Software records the history of each action you perform while using it. In order to make these records, We process your IP address. The legal basis shall be the fulfilment of contractual obligations pursuant to Article 6, Paragraph 1, letter b) of GDPR.
- **If you are a person involved in the creation of video lectures or online lectures** we will process your personal data for the purposes of fulfilling contractual obligations pursuant to Article 6, Paragraph 1, letter b) of GDPR.

We process your personal data in accordance with this Privacy Policy based on the legal bases listed above. We may also use all of your personal information to protect our own legal claims in the event

of a dispute between you and us. The legal bases shall be our legitimate interest under Article 6, Paragraph 1, letter f) of GDPR.

You are entitled to refuse the processing of your personal data for the purpose of sending business communication at any time and it will not affect any of our mutual relations. If you are unsure whether consent to receive such communication has been given or you wish to revoke it, simply send us an email with the appropriate request to [gdpr@proebiz.com](mailto:gdpr@proebiz.com), or to another address from which you received a business message from us. Withdrawal of consent does not affect the lawfulness of processing based on the consent that was given before its withdrawal.

### 3. Who has access to your personal data?

Our company cares about protecting your personal data, therefore we only pass on your personal data to third parties for the above-mentioned purposes, and to the necessary scope. If we pass on your personal data to third parties we always do so on the basis of an adequate contract with these parties or on the basis of general conditions, so that we are able to control how third parties handle your personal data. Due to the Software and other services being offered in different countries, the range of recipients may vary.

However, the following recipients generally have access to your personal data: server providers, web providers, cloud providers or IT services providers;

- external collaborators and consultants assisting with software development and website management;
- State Administration Bodies in accordance with our legal obligations, in particular the Financial Administration of the Czech Republic and the Czech Social Security Administration;
- accounting service providers and tax advisors;
- marketing consultants;
- our subsidiaries and organizational units involved in Software development and Website management.

Due to the changing providers of some services it is not possible to name all these recipients of personal data by name. However, we will be happy to provide you with a current list of specific recipients of your personal data upon your request if you contact us at the e-mail address [gdpr@proebiz.com](mailto:gdpr@proebiz.com), or call us on +420 724 240 177.

However, we would like to assure you that we process your personal data only in the territory of the European Union and never transfer them outside this territory.

### 4. How long will we process your personal data?

We will only process your personal data for the time strictly necessary to fulfil the above-mentioned purposes for which they were collected. All personal data will be stored for the duration of the contractual relationship and subsequently for a period of 5 years, or for the period specified by

explicit legal regulations (in cases where the processing is based on the legal basis for the execution of legal obligations). If you grant us your consent, we will process your personal data for the duration of the consent, or until its revocation.

## 5. What are your rights related to protecting your personal data?

You have the following rights in relation to the processing of your personal data:

- right to **access** your personal data;
- right to **correct** your personal data;
- right to **delete** your personal data ("Right to be forgotten");
- right to **limit** your data processing;
- right to raise an **objection** to data processing;
- right to **transfer** your personal data;
- right to file an **objection** to the processing of your personal data.

Your rights are explained below to give you a clearer idea of their content.

**Right to access** your personal data means that you can request our confirmation at any time whether or not your personal data are processed, and if they are, then for what purposes, to what extent, to whom they are made available, how long we will process them, whether you have the right to correction, deletion, limitations of their processing or the right to raise an objection from where we obtained personal data and whether there is an automated decision-making process based on the processing of your personal data, including possible profiling. You also have the right to obtain a copy of your personal data, where the first provision is free of charge, for the next provision we may require a reasonable payment of administrative costs, namely in the amount of CZK 100.

**Right to correct your personal data** means that you can ask us at any time to correct or supplement your personal data if it is inaccurate or incomplete.

**Right to delete your personal data** means that we must delete your personal data if (i) they are no longer needed for the purposes for which they were collected or otherwise processed, (ii) the processing is illegal, (iii) you object to the processing and there are no overriding legitimate reasons for processing, (iv) We are subject to a legal obligation or (v) in relation to personal data that you have consented to the processing of, but you have revoked that consent.

**Right to limit your data processing** means that until we resolve any disputes regarding the processing of your personal data, we may not process your personal data other than by storing them and, where appropriate, using them only with your consent or for the purpose of determining, enforcing or defending legal claims.

**The right to raise an objection to data processing** means that you may object to the processing of your personal data that we process for direct marketing purposes or for reasons of legitimate interest, including profiling based on our legitimate interest. If you object to the processing of your data for direct marketing purposes, your personal data will no longer be processed for these purposes. In the event of an objection to processing based on other reasons, this objection will be evaluated and we will then inform you whether we have complied with it and will no longer process

your data, or that the objection was not justified and the processing will continue. In both cases the processing will be limited until the objection is resolved.

**Right to transfer your personal data** means that you have the right to obtain your personal data and data you have provided to us on the basis of consent or a contract, and which are also processed automatically, in a structured, commonly used and machine-readable format, and the right to transfer such personal data directly to another data controller.

If you have any comments or complaints regarding the protection of your personal data or a question about the person responsible for your data protection in our company or you would like to exercise any of your rights, please contact our person responsible at the e-mail address [gdpr@proebiz.com](mailto:gdpr@proebiz.com) or call us on +420 724 240 177. We are obliged to answer your questions or comments within one month.

Our activities are also supervised by the Office for Personal Data Protection, where you can file a complaint in the case of your dissatisfaction. Find out more on the Office's website ([www.uoou.cz](http://www.uoou.cz)).

## Policy Changes

Our Policy may change from time to time. Please review this Policy regularly. If there are significant changes, we will inform you in more detail (in the case of some services, We may notify changes to the Policy by e-mail). We archive previous versions of this Policy for you to access them in the future. To be able to access them, you need to send us a request to the email address above.

**This Policy is effective from 1 December 2020.**

## ANNEX A

### Use of cookies on our Websites and in the Software

#### 1. What are cookies

Cookies are small text files that the Websites store on your computer or mobile device when you start using them. This way, the Website remembers your preferences and the actions you take while visiting them for a period of time (such as login information, language, font size, and other display preferences), so you don't have to re-enter the information and jump from one page to another. Also, some cookies may also be used for analytical purposes in order to determine the traffic on the Websites.

#### 2. Why do we use cookies?

Our Websites and Software, like almost all other websites, use cookies in order to provide you with the best possible user experience. Specifically, our cookies help us:

- make the Websites and Software work as you would expect them to work;
- constantly improve our Websites and Software.

**We do not use** cookies to:

- collect any sensitive data;
- transfer personal data to third parties;
- get a commission from the sale of data.

Find below all the cookies we use.

#### 3. More information about cookies

##### 3.1. Cookies used for the proper functioning of Websites and Software

We use certain cookies to make Websites and Software function properly. These cookies are called technical (necessary). This concerns the following types of cookies:

- **SESSIONID (during the session)** - Cookies that remember your login so that you do not have to log in to the Software or the Website each time the site is refreshed;
- **default\_language** - used to set the language in which the environment will be displayed;
- **cookieNotification** - used to display pop-up windows;
- **pkiservicecookie** - serves for the needs of the supplement for electronic signatures;
- **b24\_sittebutton\_hello** - software that uses a live chat communicator and is used to connect to support.

Unfortunately, there is no way to prevent the use of these cookies other than to stop using our Websites and Software.

### **3.2. Google Analytics**

Our Websites, like most other websites, include functionality provided by third parties.

All data is collected through our Websites using external tools, such as Google Analytics provided by Google. This tool is used exclusively to improve existing services and evaluate the use of the Websites, but do not allow the identification of a specific user, or collection of their personal data.

Specifically, we use the following cookies:

- `_ga` (2 years) - used to distinguish visitors;
- `_gid` (24 hours) - used to distinguish visitors;
- `_dc_gtm_<property-id>` (1 minute) - used to limit the speed of sent requests;
- `AMP_TOKEN` (30 seconds to 1 year).

However, in no case do we sell, exchange or rent such information. For more information, visit the service provider's website, especially at <https://www.google.com/analytics/> or the Wikipedia online encyclopaedia at [https://en.wikipedia.org/wiki/Google\\_Analytics](https://en.wikipedia.org/wiki/Google_Analytics).

We will use the information obtained from this tool for the purpose of statistical evaluation of the use of the Websites, based on our legitimate interest. We will require your active consent to save it.

### **3.3. How to reject the use of cookies**

We will store all cookies (except necessary ones) based on your active consent. Without providing this consent, these cookies will not be stored.

If you have a browser set to store cookies, technical cookies may be stored automatically. If you choose to block cookies you may not be able to log in or use these features, and your cookie-based preferences may be lost. The use of cookies can be set using your Internet browser. Most browsers automatically accept cookies by default. You can use your web browser to reject cookies or set it to only use certain cookies.

You can find information about browsers and how to set preferences for cookies on the following websites:

- Chrome
- Firefox
- Internet Explorer
- Safari
- Android

An effective tool for managing cookies is also available on the website <http://www.youronlinechoices.com/cz/>