

PRIVACY POLICY STATEMENT

Date: 12 April 2021

Version: 01

Sportbalance s.r.o.

ID: 03960293

VAT No. CZ03960293

Address: Bulharská 1173/37, 612 00 Brno, Czech Republic

Contact

www.drillbone.cz

info@drillbone.cz

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1 Introduction

Sportbalance s r.o., Company ID: 03960293, with its registered office at Bulharská 1173/37, Brno - Královo pole 612 00, Czech Republic, entered in the Commercial Register kept at the Regional Court in Brno, Section C, File No 87563/KSBR, (hereinafter as "We") as the processor of personal data of you as:

- applicant for a position in our company
- our business partners
- participants of events organised by us

informs you above the below specified collecting and other processing of personal data and principles of privacy policy.

In this Privacy Policy Statement we explain:

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- which of your personal information we collect and why,
- how do we use this data,
- to whom and in such situation this data may be disclosed,
- how long we process this data,
- what are the options, including obtaining access to the data and their updating, and which other rights you have.

If there is anything you don't understand or if you need further information about the processing of personal data, do not hesitate to contact us anytime on the email address valenta@drillbone.cz

2 Why do we process your personal data

We collect and process the data in order to:

- organise and conduct competitions based on our legitimate interest in the proper selection of employees for our company,
- maintain a list of job applicants if you have provided your consent to do so,
- identify visitors based on our legitimate interest in protecting our property, control access to our facilities, ensure security and protection of health at work, and protect our know-how,
- organise events based on our legitimate interest in documenting the events held by us and using photographs as well as video and sound recordings for our promotion and company culture development,
- communicate, negotiate, and deliver relevant contracts and related commercial communication based on our legitimate interest in keeping lists of our commercial partners,
- protect our legal interests, or to

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- fulfil our legal obligations.

Provision of personal data for the purposes of organising and conducting competitions and job tenders is voluntary but it is a prerequisite of your participation in the tender; without providing your personal data you cannot be included in the tender.

If you expressed interest in being entered on the list of job applicants, you have provided your consent with our processing of your personal data. We use your personal data to contact you if there is a suitable job opportunity in the future, for the period of one year, beginning with the following year in which you have provided your consent. You can withdraw your consent with being listed as a potential job applicant at any time by sending an e-mail to valenta@drillbone.cz; after your withdrawal we shall no longer list you among job applicants.

Provision of personal data upon the entry to our facilities is our requirement needed for granting access to you. Failure to provide personal data may result in rejection of your entry.

To promote our company and to develop company culture we organise events for our employees and for the public and customer support workshops which we usually document by taking photographs or making video or audio recordings (hereinafter as “photographs and recordings”) in which the participants are captured. These photographs and recordings are used in our promotional materials and we publish them on our website www.drillbone.cz as well as on our user accounts and accounts established for the given event on social media such as Facebook or Instagram. These photographs and recordings document the relevant event and we have absolutely no interest in processing sensitive personal data (special categories of personal data) that may be also captured on such photographs and recordings. In the said materials or on our websites we will not tag you as individual participants of the relevant events. In social media such tagging of you might be possible depending on your privacy settings as a user of such social media.

If you need more information, contact the organiser on the site, we will be glad to provide any additional information and explanations you might request.

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If you still do not wish us to publish specific photographs or recordings capturing you as a participant of an event, let us know on our email valenta@drillbone.cz and we will take the necessary measures.

Commercial partners are our suppliers and customers as well as potential suppliers and customers in fields related to our business. Personal data of our commercial partners (if they are natural persons) and personal data of their employees and collaborators are processed for the purpose of delivering the contract and also for the purpose of meeting the legal requirements relating to accounting and taxes. We also maintain a database of our commercial partners in which we process this personal data in the necessary scope based on our legitimate interest in maintaining such records for our operational purposes and development of our business.

3 Scope of personal data processing

We process mainly, including, but not limited to, the following:

data of job applicants who contact us in any way, including their personal visit to our company,

- a) email or postal contact:
- b) name and surname
- c) title
- d) date of birth
- e) citizenship
- f) address
- g) contact telephone

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- h) email address
- i) information about achieved grade of education
- j) information about professional experience
- k) information about certificates and diplomas

- l) information about language skills
- m) other information that you provide (e.g. in your curriculum vitae)
- n) in case of a position suitable or established for a person with a disability the information pertaining to this disability;

data of our commercial partners:

- o) name, surname, company name
- p) company ID
- q) personal data of employees and collaborating persons limited to name, surname, title, position, contact telephone, contact e-mail
- r) contact e-mail
- s) contact telephone
- t) email address
- u) payment and delivery information;

data of our visitors:

- v) name and surname
- w) company name

data of visitors to events organised by us:

- x) representation of the physical form and expressions of personal nature
- y) other information you disclose to us.

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4 Who can access your personal data

Your personal data will be processed by us as the administrator. To process for the above stated purposes, we can transfer your personal data to our collaborators who are involved in our services, as well as to our subcontractors who deliver services on our behalf. We take care in making sure these entities have a confidentiality obligation. These entities are, for instance, the providers of our webhosting services, security services, etc. Other entities may access your data upon delivering statutory obligations only.

As per personal data captured on photographs and recordings from events organised by us, these are accessible to the addressees of our promotional materials and users of our website www.drillbone.cz and websites pertaining to the organised events as well as social media such as Facebook and Instagram.

5 Period of personal data processing

We will process your personal data:

- in case of job applicants, for the duration of the tender,
- in case of rejection of a job applicant, for the time necessary to protect our statutory interests, i.e. for the period of 4 years, beginning with the year following the rejection of the applicant,
- in case of processing based on your consent to keep records of job applicants, for the maximum of 1 year, beginning with the year following the year in which you provided your consent, or until your withdrawal of the consent provided,
- in case of identification of visitors upon entry, for the period of 1 year, beginning with the following year,

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- in case of photographs and recording, throughout the existence of our company or for the period when we organise similar events,
- throughout the duration of a contractual relationship,
- in case of records in the database of our commercial partners, throughout the duration of our collaboration, and throughout the duration of the legitimate interest,
- in case of ongoing administrative, judicial, or other proceedings, throughout the entire duration of such proceedings, which shall apply unless a longer period is required by legal regulations (e.g. in the case of meeting the duty of archiving pursuant to valid laws, such as e.g. the Accountancy Act, Archiving and Record-keeping Act, or Value Added Tax Act).

6 Security of your personal data

We treat your personal data responsibly and in compliance with Czech and European laws. We process your personal data using automated as well as manual means.

We have adopted technical and organisational measures that prevent abuse, damage, or destruction of personal data. At the same time, transmission of personal data by means of internet is not inherently secure and therefore we cannot guarantee the security of data transmitted in this way.

7 Your rights

In relation to our processing of your personal data you may exercise:

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- a) your right of access to your personal data, which means that you can request, at any time, our confirmation whether data pertaining to you is or is not processed, and if it is, for which purposes, in what extent, to whom it is disclosed, how long we will process it, whether you have the right to correction, erasure, limitation of processing, or objection, where we obtained your data from, and whether any automatic decision-making, including potential profiling, is taking place based on the processing of your data;
- b) your right to correction, which means that you can request, at any time, to have your personal data corrected or amended if it had been incorrect or incomplete;
- c) your right to erasure (the “right to be forgotten”), which means that we must erase your personal data if (i) it is no longer needed for the purposes for which it had been collected or otherwise processed, (ii) processing is illegal, (iii) you object against the processing and there are no prevailing legitimate reasons for the processing, or (iv) if it is imposed by a legal obligation;
- d) your right to limiting the processing of your personal data, which means that before we resolve any disputable issues regarding the processing of your personal data we must limit the processing of your personal data;
- e) the right to objection against processing if you object against processing for the purposes of direct marketing, we shall no longer process your personal data for these purposes; if you object against processing in other cases of processing based on legitimate interest, we shall no longer process your personal data unless we prove a valid legitimate reason for the processing that outweighs the interests or laws and freedoms of you as the subject of the data, or for the determination, exercise, or defence of legal claims;
- f) the right to transferability, which means that you can request, at any time, to receive your personal data in a structured, commonly used and machine-readable format if we process it based on your consent or agreement by automated means; if it is technically feasible we shall transfer your personal data directly to other administrator of your choice.

You may exercise all your rights by contacting us on any of the above stated address or the e-mail address valenta@drillbone.cz.

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If you feel we are not treating your personal data correctly you may file a complaint to the supervisory authority, the Office for Personal Data Protection (www.uoou.cz).

8 Processing of children's personal data

Our website www.drillbone.cz is not intended for children under 15 years of age. We employ only persons aged 15 years or older who have reached the end of compulsory elementary schooling. Personal data of children under 15 years and before the end of compulsory elementary schooling is not processed in this context. If you think that a child had provided his/her personal data to us please contact us on our e-mail address valenta@drillbone.cz and we shall take the necessary measures.

Brno, on 12 April 2021

MUDr. Filip Hudeček – Company Executive

END OF DOCUMENT

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