

Privacy Notice of Lovitt s.r.o. operating under brand name Zenwork

In case you are considering providing your personal data to our companies through the website at www.zenwork.cz or through Zenwork members portal or otherwise (hereinafter referred to as the "Website"):

Lovitt s.r.o., registered office: Karlovarská 1698/1, Řepy, 163 00 Praha 6, Czech Republic ID No: 26706288, registered with the Commercial Register of the Municipal Court in Prague, Section: C, Insert No.:88630

(hereinafter together referred to as the „Zenwork“ or “we”),

we, as **data controller**, would like to inform you about **how we are processing your personal data** in connection with offering, providing and maintaining our services.

In this Privacy notice you can find information about the purpose and legal basis of personal data processing, to whom we may provide your personal data, where you can obtain information about your personal data that we process, or about your individual rights concerning the protection of personal data.

Due to the above-mentioned facts, please read the contents of this Privacy Notice.

What personal data do we collect about you?

We process the following personal data:

- Name
- Surname
- E-mail address
- Telephone number
- Working position
- Name of employer
- Personal data stated in your CV
- Your picture
- Audio-visual representation of yourself

Why is Zenwork processing your personal data and what is the purpose and legal basis of such processing?

We process your personal data on the following legal bases:

- 1) Performance of the contract and execution of pre-contractual measures in accordance with Data Processing Act introduced as Act. No. 110/2019 Coll.

1. a) Your personal data are used for the purpose of providing the Services as it is stated in General Terms and membership Agreement or other contract including pre-contractual relationships and the protection and enforcement of Zenwork rights and interests stemming from our relationship. This purpose includes mainly the following processing activities:

- efficient communication relating to the provision of Services,
- ensuring examination of a complaint or claim made by you,
- ensuring proper performance of Services,
- carrying out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection,
- providing you with notices about your account/subscription, including expiration, and renewal notices,
- notifying you about changes,
- simplifying the creation of business connections within the Zenwork community and for the purposes of creation of your account in the Platform. Your account is created by default,
- Zenwork in the hidden regime with the minimum range of your personal data.
- your e-mail address or phone number can be used by Zenwork to communicate with you for verification purposes as well as for other matters related to the Service.

The conclusion and the fulfilment of the contract are possible only if we can process your personal data. In case that the personal data are not provided, our company will not be able to enter into the contract with you and so to provide you the Services in accordance with the General Terms.

1. b) If you choose to submit an employment application online, the personal data that you provide to our company will be used for the purposes of performing the employer's obligations related to the employment, including pre-contractual relationship.

These purposes include in the pre-contractual phase mainly the following processing activities:

- assessing employment application,
- executing personal interviews,
- sending personal information to the applicants,
- management of recruitment process.

2) Your personal data are processed also during the complaint proceedings in accordance with EU GDPR Directive 2016/679 and Data Processing Act introduced as Act. No. 110/2019 Coll., i.e. **the processing is necessary for compliance with a legal obligation** to which our company is subject. Personal data that you provide to our company will be used mainly in the following processing activities:

- recording of the complaint,
- examination of the complaint,
- to verify whether a person submitting the complaint is entitled to do so,
- to provide a notification about the result of the complaint.

3) In some circumstances your personal data can be processed for legitimate interest of Zenwork in accordance with EU GDPR Directive 2016/679 and Data Processing Act introduced as Act. No. 110/2019 Coll., i.e. for the protection of our rights and interests and for ensuring security in our premises. For this purpose, your personal data can be processed in the following contexts:

- identification and registration of your presence in our premises,
- operation of video surveillance system for the purposes of monitoring and recording our premises accessible to the public (hereinafter “**CCTV**”).

4) We may process your personal data for the purpose of creation of database of persons or entities for the purpose of contacting them for future business connections, leasing office in the future and for the purpose of ensuring the mutual communication when you contact us via email or online form. In this case, our legitimate interests are to ensure the effective, flawless and clear mutual communication.

5) Furthermore, we may process your personal data by taking the photographs and audio-video recordings and publishing the photographs (where you can appear) and recordings in our social media profiles, our corporate website and our conference website to use them in our presentation for the purpose and legitimate interests of promotion of our events and services and to help us improve our brand and goodwill.

6) We obtain **your consent in accordance with EU GDPR Directive 2016/679 and Data Processing Act** introduced as Act. No. 110/2019 Coll. provided that none of the legal basis described in 2.1 to 2.2 above exists.

Zenwork requires your voluntary and always revocable consent for the following purposes:

- Keep your curriculum vitae in our database,
- marketing communication, in particular to actively inform you (through e-mail, SMS, by phone, web service, social media and other communication channels) about activities and services of Zenwork and other persons.

To whom your personal data can be passed on?

External service providers: To comply with legal and contractual obligations, we cooperate with external service providers (processors) and transfer your personal data to them to the extent necessary for the performance of the Service. In particular, our service providers include IT service providers.

Internal service providers: To comply with legal and contractual obligations arising from the Agreement, we cooperate with other entities within Zenwork ownership structure for the performance of the Migration Services to our clients.

Before any disclosure of your personal data to the processors, we always enter into a written agreement with processors to stipulate the processing of personal data in compliance with principles and obligation stemmed from GDPR.

Courts and Authorities: There are also legal obligations that Zenwork can only meet if we provide your personal data in required extent to the relevant state authorities (tax authorities, auditors), courts or law enforcement authorities.

Other recipients – based on the consent.

May your personal data be disclosed to other country?

Your personal data are processed within the territory of the Czech Republic and states of the European Union.

Your personal data can be processed by a country outside of Czech Republic and/or European Union if this third country has been confirmed by the Secretary of State and/or the European Commission as a country with adequate level of data protection or if other appropriate data protection safeguards exist (for example, binding corporate privacy rules or EU standard data protection clauses).

How long will your personal data be stored?

1. In case that processing is necessary for compliance with a legal obligation, your personal data will be processed during the period set by the applicable legal obligation or line with it.
2. In case that processing is necessary for performance of the contract, your personal data will be processed until the end of the contract.
3. In case that personal data are processed for CCTV purposes, your personal data will be processed for 15 days.
4. If you provide us with your personal data for leasing offices, we store the personal data for 3 years.
5. As soon as Zenwork no longer needs your personal data for the processing purposes for which the personal data were collected, it will delete them unless the statute-barred period applies.
6. Certain transaction details and correspondence may be retained until the time limit for claims, in respect of the transaction, has expired or in order to comply with regulatory requirements regarding the retention of such data.

What right do you have as a data subject?

Your rights as a data subject are stated below. Please note that in a particular circumstance not all rights may be exercised. You have following rights:

- Access to personal data we process about you
- Rectification of incorrect or inaccurate personal data and add incomplete personal data
- Restriction, i.e. blocking of processing of your personal data

- The deletion of personal data in case the purpose absence or unauthorized data processing
- Submission of an objection to the processing of personal data if you believe that our data processing is not justified
- Be excluded from automated decision making
- Listing of personal data in a structured and machine-readable format or for another controller
- Revocation of consent to the processing of personal data
- To lodge a complaint with the supervisory authority

How can you exercise your rights?

electronically: privacypolicy@zenwork.cz

In writing to the address: Perlová 371/5, Praha 1, 110 00

We strive to protect your privacy as much as possible and therefore we process your personal data in compliance with EU GDPR Directive, Data Processing Act and all other relevant laws. However, if you disagree with the way we handle your personal information, you can exercise your right on above mentioned contacts or you can file a complaint in supervising authority regarding the processing of your personal data. Contact details of supervisory authority may be found at: <https://www.uoou.cz/>