

PRIVACY POLICY

of **MONTO, s.r.o.**,

Company registration No. 251 85 799,

with registered office at Žerotínova 503/5, České Budějovice 4, 370 04 České Budějovice, registered in the Commercial Register maintained by the Regional Court in České Budějovice, Section C, Insert 8446 (hereinafter referred to as the "**Company**"), for the purpose of processing of personal data in connection with the provision of services through the SimpleGate internet portal located at internet address www.simplegate.eu

1. Introductory provisions

- 1.1. This Privacy Policy (hereinafter referred to as the "**Privacy Policy**") informs you how the Company collects, stores, processes and shares your personal information. This Privacy Policy applies to our data protection practices related to the services we provide you through the www.simplegate.eu website (hereinafter referred to as the "**Website**").
- 1.2. This Privacy Policy follows our General Terms and Conditions (hereinafter referred to as the "**Terms & Conditions**"). Terms not defined in this Policy shall have the meanings set out in the Terms & Conditions.
- 1.3. This Privacy Policy forms an integral part of our Terms & Conditions. The User is obliged to become familiarized with this Privacy Policy before registration. By registering, the User expresses his/her consent to the wording of this Privacy Policy. If the User does not agree with the wording of this Privacy Policy, he/she shall immediately inform the Company in writing.
- 1.4. The Company may alter or amend this Privacy Policy at any time. If the Company amends this Privacy Policy in a way that materially affects the way we process your personal data or limits your rights, we will send you a notice (for example, by email).
- 1.5. The processing of personal data is governed in particular by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (General Data Protection Regulation) (hereinafter referred to as "**GDPR**") and Act No 110/2019 Coll., on the processing of personal data, as amended (hereinafter referred to as "**PDPA**").
- 1.6. This Privacy Policy is effective as of the date of 1.10.2023 and is issued to comply with the Company's information obligations under Articles 13 and 14 of the GDPR.
- 1.7. The Company is the data controller in respect of all personal data collected from you in the course of our dealings with you. The data controller is the entity that determines the purposes and means of processing personal data. Any third parties who process your personal data in accordance with the Company's instructions are service providers to the Company and are "processors" of personal data.
- 1.8. The Company does not have a designated Data Protection Officer. The Company treats your personal data as confidential information and takes care to keep it secure.
- 1.9. The Company does not make decisions based on automated matching or profiling.
- 1.10. If you have any questions regarding this Privacy Policy, if you would like to learn more about the Company's data protection practices, if you would like to exercise your rights in connection to

the processing of your personal data, you may contact the Company at the following email address info@simplegate.eu

2. Data collected and stored by the Company

2.1. Personal data is any information allowing a direct or indirect identification of a natural person. The Company may collect and store the following information:

- (i) **Information you have provided.** The Company collects personal data directly from you and from any devices (including mobile devices) you use while using our services, when you provide the Company information in a web form, or when you otherwise communicate with the Company.
- (ii) **Transaction data.** When you pay the Fee on the Website, the Company collects information about the method of payment.
- (iii) **Record data.** When you use the Company's Website, the Company automatically records information from your device and your activity while using the Website (log data). Log data may include the Internet Protocol ("IP") address of the device, browser type, and information you search for on the Website.
- (iv) **Third Party Services.** In order to maintain and improve the accuracy of the information it stores about you and to optimize its Websites and services, the Company may collect your publicly available information from third-party service providers.
- (v) Some of your personal data (photograph, gender, first name, middle name, surname, date of birth, academic title before and after your name, residential address, nationality, email, telephone number, educational attainment, destination) is necessary for the conclusion of the Contract between you and the Company. The provision of all other personal data (e.g., maiden name, passport number, salary idea, industry) is voluntary but may be necessary, for example, to use the Website, Services or other Company services.

3. Cookie policy

3.1. The Company uses cookies on the Website to provide the Services and make content available to Website users. Cookies are text files containing small amounts of information that are downloaded to your device when you visit the Website. On each subsequent visit cookies are then sent back to the Website, which recognises them. Cookies perform a variety of tasks, such as enabling you to navigate between Websites efficiently, remembering your preferences and generally improving the user experience. They can also make sure that the ads you see on-line are better tailored to you and your interests.

3.2. We use the following cookies on the Website:

- (i) **Technical cookies**—These are mandatory and cannot be deactivated by the customer. These are anonymous cookies used for the proper functioning of the system, i.e. in particular:
 - user login,
 - to enable you to submit a request for Services to the Company,
 - choice of payment method.

- (ii) **Analytical cookies**—Allow the storage of information related to the measurement of the performance of the Website (number and sources of visits, etc.) and advertising campaigns.
 - (iii) **Personalised cookies**—Used to store information related to personalisation, such as recommendations of relevant items, etc.
 - (iv) **Advertising cookies**—These cookies are used by the Company or its partners to display relevant content or ads on the Website as well as on third party websites.
- 3.3. Please note that third parties (most often the Company's contractors providing analytical and advertising services) may also use cookies placed on the Website and/or access data collected by cookies on the Website. The Company does not have access to read or write third party cookies that modify these cookies.
- 3.4. Third parties that place their cookies on the Website are:
- 3.4.1. Google Ireland Limited, with registered office at Gordon House, Barrow Street, Dublin 4, Ireland; its privacy policy is available here: <https://policies.google.com/technologies/ads>
- Further information about cookies and the current list of cookies can be found via the individual web browsers, most often under Developer Tools.
- 3.5. You can consent to the processing of all cookies (analytical, personalised, advertising) by clicking on the "I agree" button on the **cookie bar** that pops up at the bottom of the Website on your first visit or if you did not consent to the processing of cookies during your previous visit.
- 3.6. Clicking on the "I do not agree" button on the cookie bar, means that you refuse to give your consent with the processing of analytical, personalised and advertising cookies. We may process technical cookies without your consent. If you refuse to give your consent, we may ask you to give it again, which we will do as soon as the period of your (non)consent has expired.
- 3.7. You also have the option to specify your consent to the processing of cookies by clicking on the "Settings" button on the cookie bar; you can use the checkboxes to give your consent to processing of selected types of cookies (analytical, personalised, advertising). Click on "more" to learn more about the different types of cookies. Clicking on the "Cookie Policy" link in the text containing checkboxes, you display an excerpt of the Privacy Policy regarding the cookie policy. Confirm your choice by clicking on "I agree to the use of selected cookies." You can also give your consent to the processing of analytical, personalised and advertising cookies by clicking on the "I agree with the use of all cookies" button. Or by clicking on the "Refuse consent" button you can express your disagreement with the processing of these cookies.
- 3.8. You **can revoke** your consent to the processing of cookies in the cookie settings by clicking on the "Cookie settings" link in the footer of the Website or by **deleting cookies** in your browser.
- 3.9. For more information on managing cookies in individual browsers, please visit the following links:
- Internet Explorer—<https://support.microsoft.com/cs-cz/help/17442/windows-internet-explorer-delete-manage-cookies>
 - Google Chrome—<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=cs>

- Mozilla Firefox—<https://support.mozilla.org/cs/kb/povoleni-zakazani-cookies>
- Apple Safari—<https://support.apple.com/cs-cz/guide/safari/sfri11471/mac>
- Opera—<https://help.opera.com/cs/latest/security-and-privacy/>
- Microsoft Edge—<https://docs.microsoft.com/cs-cz/sccm/compliance/deploy-use/browser-profiles>

3.10. With the exception of technical cookies, cookies are processed on the basis of your consent pursuant to Article 6(1)(a) of the GDPR. You may withdraw this consent at any time as stated above. This does not affect the lawfulness of the use of cookies until the consent is withdrawn. You can also object to the use of cookies. You also have all the rights assigned to you under the Privacy Policy.

3.11. If you consent to the storage of analytical, personalised and/or advertising cookies, you give your consent for a period of **12 months**. If you refuse to consent to the processing of personal data via cookies, you will only be asked to give your consent again **6 months after the last time you viewed the cookie bar**. This period may be shorter if one or more of the circumstances of the processing have changed significantly or if the Company is unable to track previous consent/disagreement (e.g. the user has deleted cookies stored on his/her device).

4. How the Company uses personal data

4.1. Your personal data may be used for the following purposes:

To enable the Company to provide you the Service. The Company processes your personal data (destination, first name, surname, middle name, date of birth, photograph, academic title before and after the name, residential address, nationality, e-mail address, telephone number, educational attainment or maiden name, passport number, salary idea, field of study) in order to provide you with the requested Service. The Company shares this information with third parties (such as tax authorities) upon your request or with the Company's service providers or partners to the extent necessary to provide the Service. Without processing your personal data, the Company cannot provide you with the Service. In this case, the processing is necessary for the performance of the contract to which you are a party or for the purpose of taking steps at your request before entering into a contract with the Company. This processing is based on Article 6(1)(b) of the GDPR.

Improving the customer experience. The Company tracks data about your use of the Website (time spent registering, etc.) so that the Company can proactively assist you with the necessary steps to use the Company's Service. It is in the Company's interest to provide you with the best possible Service. If the Company becomes aware that you are having difficulty using the Website, the Company will use this information solely to assist you and to send you a communication by email or telephone. In these cases, the processing is necessary for the purposes of the Company's legitimate interests, specifically to maintain a good level of Service. The processing is necessary for the performance of the contract to which you are a party. This processing is based on Article 6(1)(b) of the GDPR and/or Article 6(1)(f) of the GDPR.

To answer your questions and provide customer service. Your personal data (first name, last name, academic title before and after your name, email address, telephone number) is processed by the Company when you contact it, for example with questions, concerns, feedback,

disputes or problems. Without your personal information, the Company is unable to respond to you or ensure your continued use and enjoyment of the Service. In this case, the processing is necessary for the performance of the contract to which you are a party or for the purpose of taking steps at your request before entering into a contract with the Company. This processing is based on Article 6(1)(b) of the GDPR.

To enforce the Terms & Conditions, Agreements or Company Policies. The Company processes your personal data (name, surname, date of birth, residential address, nationality, bank account number) for the purpose of investigating, preventing or mitigating breaches of the Terms & Conditions, Contracts or Privacy Policy; enforcing the Company's contracts with third parties and partners; and, where applicable, collecting fees based on your use of the Company's Service. Without processing your personal data for these purposes, the Company cannot provide the Service in accordance with the Terms & Conditions and the Privacy Policy. In this case, the processing is necessary for the performance of the contract to which you are a party or for the purposes of the legitimate interests pursued by the Company. This is processing based on Article 6(1)(b) of the GDPR or Article 6(1)(f) of the GDPR.

To ensure that the Service is safe. The Company is committed to ensuring your security and continued use of the Company's Service. For this purpose, the Company processes your personal data (e.g. your activity on the Website) to: combat spam, malware, malicious activity or security risks; improve and enforce the Company's security measures; monitor and verify your identity to prevent unauthorized users from accessing your account with the Company. If the Company does not process your personal data for security purposes, the Company cannot ensure that the Services are safe. In this case, the processing is necessary for the performance of the contract to which you are a party. This processing is based on Article 6(1)(b) of the GDPR.

To maintain compliance with laws and regulations. The Company's Services are subject to laws and regulations that may require the Company to process your personal data. Your personal data (e.g. name, surname, date of birth, residential address, nationality, passport number) is processed by the Company for purposes such as paying taxes, fulfilling the Company's business obligations, ensuring compliance with legal requirements or as necessary for risk management as required by applicable law. Without processing your personal data for these purposes, the Company cannot provide the Service in accordance with the requirements of the law. In these cases, the processing is necessary for the purposes of the legitimate interests pursued by the Company, except where those interests are overridden by the interests or fundamental rights and freedoms. This processing is based on Article 6(1)(f) of the GDPR.

To personalize your experience with the Service. The Company provides you with third-party services, plug-ins, and many other options to customize your experience with the Services. In addition, the Company also uses cookies and similar tracking technologies for these purposes. Without the processing of your personal data for these purposes, you may not be able to access the Service either partly or in full, or you may not be able to customize the Service. In this case, the processing is necessary for the performance of the contract to which you are a party or for the purpose of carrying out steps at your request before entering into a contract with the Company or on the basis of your prior consent. This is processing based on Article 6(1)(b) of the GDPR or Article 6(1)(a) of the GDPR.

To engage in marketing activities. The Company may send you marketing or informational communications (commercial communications). Individuals located in EU countries will only be contacted by the Company by electronic means (including email or SMS) based on legitimate interests of the Company as permitted by applicable law or with the consent of the individual. If the Company relies on legitimate interest, it will only send you information about Services that are similar to those that have been the subject of a previous sale or sale negotiations with the Client. You can object to direct marketing at any time and free of charge. In this case, the processing is based on legitimate interest of the Company or on your prior consent. Processing based on your consent is based on Section 7(2) of Act No. 480/2004 Coll., on certain information society services, as amended, in conjunction with Article 6(1)(a) of the GDPR. If the Company relies on legitimate interest, then the processing is based on Article 6(1)(f) GDPR.

If you choose to limit the ways in which the Company can use your personal information, it may happen that only some of the Services will be available to you or none at all.

5. **Sharing and publishing information**

The Company uses certain trusted companies and third parties to help the Company provide, analyse and improve the Services (including, but not limited to, data storage, maintenance services, database management, web analytics, security, payment processing, and improving the features of the Service). For example, the Company uses the Microsoft Azure storage service to store some of your data and we use the services of **please fill in** to issue you invoices. Google Analytics collects first party cookies, device/browser related data, IP address and Website activity for the Company to measure and report statistics about your interactions on the Website. For information on how you can refuse Google Analytics' access to your activity on the Website, please visit: <https://support.google.com/analytics/answer/181881>.

These third parties may only have access to your personal information for the purpose of performing these tasks on behalf of the Company and under obligations similar to those set out in this Privacy Policy, the Terms & Conditions, or our agreements with you.

The Company's website also allows optional integration of other third party services with your account. The Company is not responsible for what these third parties and their services do with your personal information, and your use of these services is governed by their respective terms of service and privacy policies (e.g. Amazon). Before sharing personal data with third parties, always check the relevant privacy policy.

Compliance with laws and law enforcement requirements; protection of user rights. The Company may disclose files stored in your User Account and other information about you (in particular your personal data) to third parties (usually authorities or courts) if it believes in good faith that such disclosure is reasonably necessary to comply with legal obligations, laws, or other legal requirements.

Business transactions. If the Company is involved in a merger, acquisition or sale of all or part of its assets, your information may be transferred as part of that transaction.

Non-private or non-personal information. The Company may disclose your non-private, aggregate, or otherwise non-personal information, such as statistics about your use of the Company Services, and use such information for both commercial and non-commercial purposes.

6. Opt-out of commercial communications

If you sign up for marketing or informational communications from the Company, these emails will include an option to unsubscribe from receiving these emails in the future. Marketing and information communications include any communications sent to you that are based solely on advertising or promotion of the Services.

Transactional communications regarding your User Account or the Services are not considered marketing or informational communications. The Company will contact you by electronic means (including e-mail) only on the basis of the Company's legitimate interests as permitted by applicable law (in particular Article 6(1)(f) of the GDPR and Section 7(2) of Act No. 480/2004 Coll., on certain information society services) or on the basis of your consent. If the Company relies on legitimate interest (Article 6(1)(f) of the GDPR), it will only send you information about the Company's Services that is similar to those that have been the subject of a previous sale or sale negotiations.

You can object to direct marketing at any time and free of charge.

7. Retention period

The Company does not retain your personal data for any longer than it is permitted by law and necessary for the related processing purposes. The storage period depends on the type of personal data, the purpose and the applicable law and therefore varies according to the use.

If you register a User Account with the Company or communicate with the Company through any available communication channel without later purchasing a Company Service, the Company will delete your personal data, unless you instruct the Company not to do so, after one year from your registration or your last communication with the Company.

8. Security

The security of your personal data is important to the Company. However, no method of electronic transmission or storage is 100% secure. Therefore, the Company cannot guarantee their absolute safety. In accordance with Article 32 of the GDPR, the Company has put in place appropriate technical and organisational measures to ensure such level of security to safeguard against risks (of various likeness and seriousness) to the rights and freedoms of natural persons.

If you have any questions regarding the security of the Website or the Company's technical and organizational measures, you may contact the Company at info@simplegate.eu

9. Individual rights under the GDPR

Right of access under Article 15 of the GDPR. As a data subject, you have the right to obtain confirmation from the Company as to whether or not personal data relating to you is being processed and, if so, to obtain access to your personal data.

Right to rectification under Article 16 of the GDPR. You have the right to request that the Company corrects inaccurate personal data about you without undue delay.

Right to erasure ("right to be forgotten") under Article 17 of the GDPR. You have the right to have the Company delete your personal data without undue delay and the Company has a corresponding obligation to delete the personal data without undue delay if there are certain grounds for doing so.

Right to restriction of processing under Article 18 of the GDPR. You have the right to have the Company restrict the processing of your personal data where certain grounds apply.

The right to data portability under Article 20 of the GDPR. You have the right to obtain your personal data that you have provided to the Company in a structured, commonly used and machine-readable format.

Filing a complaint under Article 77 of the GDPR. Without prejudice to any other administrative or judicial remedies, you as a data subject have the right to file a complaint with a supervisory authority, in particular in the EU Member State where you are a habitual resident, have a place of work or a place of alleged infringement, if you consider that the processing of your personal data violates the data protection rules (GDPR).

Right to object under Article 21 of the GDPR. For reasons relating to your particular situation, you have the right to object at any time to the processing of your personal data based on legitimate interest. The Company will no longer process your personal data unless it demonstrates compelling legitimate grounds for processing. If your personal data is processed for direct marketing purposes, you have the right to object to the processing of your personal data for this marketing at any time.

The **right to withdraw consent to the processing of personal data at any time** if you have provided it to the Company. Withdrawal of consent does not affect the lawfulness of the processing of personal data on the basis of consent before its withdrawal.

Exercising the right to erasure, restriction of processing, portability of personal data and to object to their processing may not always be granted by the operator because the legal conditions for the exercise of your right are not met (see in particular No. 17, 18, 20 and 21 of the GDPR).

To exercise your rights under applicable law, you should contact the Company at info@simplegate.eu. If the Company receives a request from you to exercise individual rights under Article 9 of the GDPR, the Company may attempt to verify your identity to ensure the security of your personal data.

Individual rights under the GDPR do not apply to natural persons who are not citizens of the European Union.

MONTO, s.r.o.