

## Declaration on Personal Data Protection and Cookie Files

### 1. Declaration on personal data protection and cookie files

The company of Broker Consulting, a.s., ID-No.: 25221736, having its registered office at Jiráskovo náměstí 2684/2, Východní Předměstí, 326 00 Plzeň (Pilsen), entered in the Commercial Register administered by the Regional Court in Plzeň, Section B, File 1121 (hereinafter referred to only as „BC“ or „we“) is the operator of www.bcas.cz sites (hereinafter referred to as the „sites“). BC is the administrator of personal data and therefore the company respects the right to privacy and personal data protection of all the persons who have visited our sites, as well as the social network profiles or if we were contacted through these kind of profiles, e.g. by phone or e-mail (hereinafter also referred to as the „visitor“, „user“ or „you“).

The processing of your personal data is done in compliance with generally binding legal regulations, especially with the Regulation No. 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.

The present Declaration on personal data protection and cookie files (hereinafter referred to as the „**Declaration**“) is aimed to inform you how we will process your personal data, especially what are their processing categories, scope and purpose, as well as about the persons to whom you can forward your personal data. Here you can find also the information about your rights associated with personal data processing.

Providing us with your personal data you accept the present Declaration and acknowledge we are allowed to process your personal data by the below-stated manner for the below-stated purposes. If you do not agree with the Declaration, you are advised not to provide us with your personal data.

### 2. What is personal data

Personal data is all the information on identified or identifiable natural person, e.g. name, home address, e-mail address, telephone number or IP address.

### 3. Which personal data referring to your person are gathered by us and how we use them?

BC is gathering only such personal data with which we were provided by you voluntarily, or which were obtained by us via our web sites or social networks, or within our communication with you.

Personal data collected by us and referring to your person may include:

- a) Your identification and address data (e.g.: academic title, name, surname, home address);
- b) Your contact data (e.g.: contact address, e-mail and telephone number);
- c) Electronic data (e.g.: IP address, cookie files, web browser type);
- d) Other data submitted by you or collected by us within the provision of agreed services and products.

We can use your personal data for the following purposes, i.e. under the below-stated legal grounds:

Purpose of the processing	Legal grounds of the processing
Provision of the services or products which were required by you.	Performance of the contract, provision of the required services or products.
Response to your questions or processing of your application.	Performance of the contract and our legitimate interest in properly provided services or products and the assurance of satisfaction of the visitors.

Information on our offers, news, events (e.g. newsletter or other marketing communications sending).	Your prior consent or our legitimate interest for direct marketing purposes.
Visitor care, assurance of your needs and subsequent improvement of our services and products.	Legitimate interest related to proper provision of our services and products, as well as the assurance of visitors satisfaction.
Assessment of your job application via our section titled „Career“ published on our sites, the communication with a job-seeker.	Performance of the contract, negotiations on (employment) contract conclusion conducted upon your proposal.
To assess the use of our sites and to improve their content, targeted advertising.	Legitimate interest aimed to improve the provision of our services and products.

If you are not obliged, under the law, to provide us with your personal data, then the provision of your personal data is entirely voluntary.

However, if you do not provide with these data, we cannot provide you with required services or response your applications (at all or with the required quality).

#### 4. Cookie files and principles of their use

In order to improve our services, our websites use cookies. Cookies are small files stored to your browser or to the hard disk of your computer. Cookie files support your computer to remember websites which you have visited, as well your preferences of visited websites (e.g. preferred language). Thus they enhance the user-friendliness of the website which is visited repeatedly. Data collected through the cookies are used by us e.g. for the provision of services, ads customizing, and when we analyse our websites traffic.

If you do not agree with the use of cookies on our sites, then block the cookies in your browser setting. Detailed information on cookies setting in your browser can be found on the website of specific browser provider or in the browser help (e.g. the most popular browsers' help-related reference for Chrome, Firefox, Internet Explorer, Microsoft Edge, Opera). However, if you restrict cookies storing, most probably you will not be allowed to use all the functions of our websites.

#### 5. Google Analytics, Google Adwords and Sklik

The Google Analytics tool by Google is used by BC to collect statistic data referring to website users (e.g. website traffic measurement, users' behaviour, etc.). More information on this kind of tool and about the fact how your personal data are processed by this tool is available at: [support.google.com/analytics](https://support.google.com/analytics). In the event you are not willing to provide Google Analytics with the information about your activity on the website, then you can opt out of this service. You are advised just to install the browser extension to opt out of Google Analytics. This extension (the plug-in) protects you against Google Analytics JavaScript (ga.js, analytics.js and dc.js), which is run on the website, to share your website traffic with Google Analytics.

Next, BC uses external advertisement systems, specifically the „Sklik“ service by Seznam.cz, a.s. and Google Adwords by Google, which is aimed to apply targeted customized ad. These systems enable us to display to our website visitors who have shown an interest in our services, our ads in the advertising network run by the companies Seznam.cz, a.s. and Google, i.e. published on other websites. These advertising systems use cookies to display ads on other websites. If you wish neither Seznam.cz, a.s. nor/or Google to use cookies for these purposes, then you can opt out of targeted advertisement at the following links: [Seznam Sklik Opt Out](#) and [Google Opt Out](#).

More information on these advertising systems is available at: [Seznam Sklik](#) and [Google Adwords](#).

## **6. Social networks' and other applications' widgets**

On our websites we can use social networks' widgets (e.g. Facebook, Twitter, Google+), RSS services, Google Maps, and other apps. These apps can collect and use the information about your use of our website. Any personal data you have provided via these apps may be used by these services provider. These data processing is governed by the terms of these apps (see the links above). BC neither controls, nor is liable for the scope, manner and purpose of data processing by the providers of these apps.

## **7. Transfer of personal data. Who are the recipients of your personal data?**

If the services or products you have requests are provided by other person than BC, then we may transfer your personal data to such service or product provider. Such transfer of your personal data is aimed to provide you with requested service or product. A service or product provider shall process your personal data independently from BC, as the stand-alone administrator.

To the extent necessary, your personal data may be transferred to a processor, with whom BC have concluded the contract for the processing of personal data. Based on the legitimate interest of BC, your personal data may be shared within the BC group for internal administrative purposes. Upon your request we will beg lad to provide you with a list of our group members, with whom we share your personal data.

Your personal data may be forwarded by BC to the requesting public authority (e.g. the Court or the Police of the Czech Republic), specifically to the extent and under the conditions established by generally binding legal regulations. These recipients shall process your personal data independently from BC company, as the stand-alone administrators.

## **8. Are your personal data transferred beyond the EU or the EEA?**

In general, we do not transfer your personal data which were collected through our website beyond the territory of the European Economic Area (the EEA).

However, if any of the recipient of your personal data processes personal data in any country beyond the EEA, then we may transfer your personal data also to such third country. In this event, we will ensure that your personal data are transferred in compliance with relevant guarantees (e.g. by concluding standard contractual clauses with the recipient of respective personal data).

## **9. Collection and processing children's personal data**

If you are under the age of 16 and want to provide us – via our website - with your consent to the processing of your personal data (e.g. by subscribing to our newsletter), then ask, please, your parents, guardians or other lawful representatives to approve such a step prior before the provision of your personal data. Without such approval you are not allowed to provide us with your personal data.

## **10. Collected data security and the period of their storage**

We use strict physical, electronic and administrative security measures to protect your personal data against unauthorised access, unlawful processing, accidental loss, destruction or corruption.

Your personal data will be retained only for the period necessary for the purpose of their processing, and thereafter for the period required by law. Personal data processed in compliance with your consent shall be processed by us only to such date when you withdraw your consent.

## **11. Other websites**

The present declaration is not applicable to other websites, business partners or any other third party, even if their website is linked to our website. We do not assume any liability or guarantee for their principles or your personal

data processing procedures. You are advised, prior to the provision of your personal data to any linked or referred-to websites, to review privacy policy and cookies principles of such websites.

## 12. What are your rights in the field of personal data protection?

With regard to the processing of your personal data you have a series of rights. However, certain exemptions apply to the exercise of these rights, and therefore these may not be applicable in all situations. In the event. You exercise your rights and your request is found to be justified, we adopt the measures without undue delay, at the latest within one month from the date on which your request was received by us (this period may be extended by up to another two months in reasonable cases).

### Overview of visitors' rights:

The right of access	You are entitled to the access to personal data which are processed by us and which refer to your person.
The right of correction	You may ask us to correct inaccurate personal data.
The right of erasure	You may ask us to erase your personal data which are being processed, following the conditions stated in Article 17 of the GDPR.
The right of consent withdrawal	If the processing of personal data is based on the consent granted by you, then you can withdraw such consent at any time to prevent further processing for the purposes stated in the consent granted. However, the withdrawal of consent shall not affect the lawfulness of processing within the period before the withdrawal.
The right to object	If we process your personal data under our legitimate interests, you are entitled to raise an objection to such processing.
The right to limit the processing	In certain cases you may require us to restrict the processing which is carried out (e.g. up to the resolution of the objections raised).
The right to data portability	You may ask us to provide you or a third party with personal data processed by us and referring to your person – in electronic form under the contract or the consent granted.
The right to address a complaint	If you believe your personal data are processed contrary to legal regulations, please, contact us and we will promptly remedy the situation. However, you can also address a complaint directly to the Office for Personal Data Protection ( <a href="http://www.uoou.cz">www.uoou.cz</a> ).

## 13. Your contact for any questions, DPO

If you have any questions regarding the processing and protection of your personal data, then you can contact us at: [dpo@bcas.cz](mailto:dpo@bcas.cz) or write a letter to the following address: Plzeň, Jiráskovo nám. 2, postal code 326 00. To strengthen your rights and guarantees within the personal data processing we have appointed Personal Data Protection Officer who is available also at the following e-mail address: [dpo@bcas.cz](mailto:dpo@bcas.cz).

## 14. Amendments to the present declaration

BC reserves the right to amend or supplement the present declaration if necessary (in particular to meet the compliance with generally binding legal regulations in the field of personal data protection). You are hereby advised to check this declaration regularly so as to be informed on eventual amendments. Updated versions of the present declaration shall be always available on our website.