

# PRIVACY POLICY OF MISS3



how we take care about your personal data



## WHO WE ARE?

We are CGI company with more than 18 years in the industry.

MISS3 s.r.o.

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## WHEN DO WE COLLECT INFORMATION?

If you will email or call us and/or enter business relationship with us.



## WHAT PERSONAL INFORMATION DO WE COLLECT FROM THE PEOPLE?

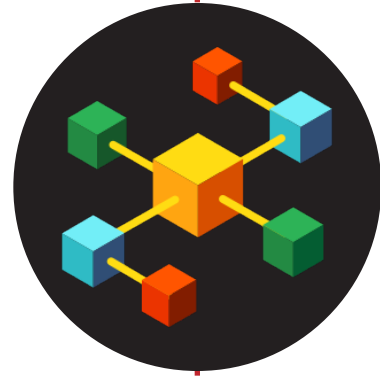
- Company name and address (for invoicing, website credits)
- Company email address (general communication channel)
- Contact person's details (name, e-mail address, telephone number)
- VAT number (invoicing)
- Account number (invoicing)



## HOW DO WE USE YOUR PERSONAL DATA/INFORMATIONS?

We collect your personal or non-personal data provided by email or phone communication only. The data is collected and processed for the following specific purposes:

- to enable us to offer our services
- to enable us to receive and respond to your requests
- to enable us to find out the history of communication
- to enable us to enter into and maintain a working relationship with you
- to enable us to send out invoices
- to enable us to inform you about new products related to your projects (with your permission)
- to enable us to put your credits (with your permission) at our website



## NON-PERSONAL DATA?

We collect and keep data connected with projects for production purposes. We collect CAD data, pictures, text files, sketches, email communication etc. We keep this non-personal data in save and encrypted place for our internal archives/data backups. All this data are considered as confidential and not provided/used for any personal or public purposes.



## WEBSITE?

We do not collect any personally identifiable information by default when you visit our website. We do not use cookies for tracking purposes.



## THIRD-PARTY LINKS?

Occasionally, at our discretion, we may include or offer third-party products or services on our website. These third-party sites have separate and independent privacy policies. These third-party sites have separate and independent privacy policies. We, therefore, have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.



## PROVISION OF DATA TO THIRD PARTIES?

Your data will not be sold/provided to third parties. Will be provided only if we are obliged to do so due to laws or regulations and/or as a result of a lawsuit.



## TRANSMISSION OF DATA TO COUNTRIES OUTSIDE THE EU AND/OR ONLINE SERVICES WE USE?

- We use online email client which is in GDPR compliance.
- We use the online invoicing client which is in GDPR compliance.
- We use online data backup storage which is in GDPR compliance.

Details all above will be provided to our clients only for security reasons ! All services are encrypted and password protected. All data transition use encryption. Only limited number of people has access to your personal data and are bound by a confidentiality agreement.



## HOW LONG DO WE STORE YOUR DATA?

We do not store personal data for any longer than is necessary for the purposes for which the data was collected, and we comply with all applicable laws and regulations in this regard.





## SECURITY?

- We do everything to safeguard your personal data and non-personal data if obtained.
- We have taken technical and organizational measures, to protect your personal data against unlawful collection/processing and/or loss.
- Firewall and encryption measures are used to prevent access to your data by unauthorized third parties. The data is stored at locations that are physically and technically secure. All online services we use are strong password protected. Only a limited group of people has access to the data, and the MISS3 s.r.o. sub-contractors among them are bound by a confidentiality agreement. We are backtesting our security.



## WHAT ARE YOUR RIGHTS?

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint about how we have handled your personal data, you can contact us to have the matter investigated: [office@miss3.cz](mailto:office@miss3.cz)

We will respond to your question, comment or complaint within 2 weeks of its receipt.



IN MISS3 WE TRUST



[www.miss3.cz](http://www.miss3.cz)

thank you, and enjoy our cooperation