

Privacy Policy - Information on the processing of Personal Data

As part of communication with us, as well as in the case of using our services, your personal data is always processed. Due to the fact that we care about your privacy and we want you to feel safe when using our services, the company MS Pharm s.r.o., entered into the commercial register maintained by the Municipal Court in Prague, section C, file no. 248535, identification number: 04489918, having its registered seat at the following address: Olšanská 55/5, Žižkov, 130 00 Prague 3 (hereinafter referred to as “**the company MS Pharm**” or “**we**”), being the controller of your personal data, hereby informs you about the manner and scope of your personal data processing carried out by the company MS Pharm, including the scope of your rights related to the processing by the company MS Pharm. All the important information has been included herein.

What kind of data do we process?

According to the Regulation of the European Parliament and of the Council (UE) no. 2016/679 dated on 27th 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 (Common Regulation on the Personal Data Protection; hereinafter referred to as “Regulation”) as well as in compliance with the relevant national legislation on the protection of personal data, the company MS Pharm processes the personal data provided by you in relation to the use of its services (e.g. as a result of concluding an agreement on the provision of services or subscribing to commercial and marketing communications). The personal data include:

- name and surname
- identification data assigned by the state (identification number, tax identification number)
- e-mail address
- phone number
- offers, agreements
- invoice data - bank account details, identification number, tax identification number, bank name, payment data

For what purposes and on what legal grounds is the personal data processed?

The aforementioned personal data is processed for one of the following reasons:

- **personal data processing related to the conclusion of an agreement on the provision of services**
 - processing of personal data is necessary for the purpose of concluding an agreement, for the delivery of services including invoicing, making records on the service receivers and agreements as well as for the performance of our related statutory obligations (in particular accounting and tax obligations); with regard to the concluded agreements, the processing may be conducted also for the purpose of dealing with claims, motions

and complaints; personal data is also processed in order to protect legal interest - identifying, investigating and defending any legal claims;

- the legal reason for the processing of personal data for purposes stipulated hereinabove is the performance of the agreement according to the art. 6, section 1 point b) of the Regulation, performance of the controller's obligations according to the art. 6 section 1 point c) of the Regulation as well as the legitimate interest according to the art. 6 section 1 point f) of the Regulation;
 - in this context, personal data is processed in the scope of identification, contact and invoicing information, as well as the information concerning the provision of services and their history;
- **processing of personal data for sending newsletters (commercial information)**
 - in case you register your e-mail address in order to be provided with newsletters or you give your consent to be provided with newsletters in another manner, the company MS Pharm will be processing your e-mail address, on the basis of your consent with delivery of e-mails including offers and other commercial information by means of electronic measures pursuant to the act no. 480/2004 Sb., on certain Information Society Services;
 - the legal reason for the processing of personal data for the aforementioned purpose is our legitimate interest according to the art. 6 sect. 1 point f) of the Regulation;

The company MS Pharm does not conduct any processing of your personal data which would require your consent for processing of personal data.

What is the period of your personal data processing?

Your personal data is processed by the company MS Pharm for the period of performing the agreement, for the period necessary to ensure mutual rights and obligations under the agreement, as well as for the period in which the Issued tax documents are archived according to the § 35 no. 235/2004 Sb., on VAT, as amended (i.e. in case of the last one for the period of 10 years). Due to the need to document the legal reason for issuing tax documents, orders or agreements are also archived for a period of 10 years from the date of submitting the order by the customer. In other cases, personal data is processed for as long as it is necessary in terms of the purpose of the processing.

What are the sources for obtaining personal data?

The Company MS Pharm obtains your personal data directly from you or from websites, where the data has been disclosed by you. Therefore the company MS Pharm shall be regarded to have only personal data provided by you, both directly (e.g. in an agreement on the provision of services or during business meetings) and indirectly through your use of MS Pharm's services, or data that is freely available on the Internet on your website or on the LinkedIn social network.

Who may have an access to your personal data?

Apart from the company MS Pharm and some of its employees, your personal data may be processed also for the purpose of fulfilling the aforementioned purposes by the partners of MS Pharm. External partners, who may process your personal data as processors, are selected carefully by MS Pharm; MS Pharm shall disclose the personal data only to such partners, who provide sufficient guarantees to ensure appropriate technical and organizational measures, so that no incidental or illegal destruction, loss, amendment, unauthorized disclosure of provided, saved or otherwise processed personal data, nor any unauthorized access to such data may appear.

The following entities may have an access to your personal data:

- persons who provide MS Pharm with services and cloud-based solutions;
- competent public administrative bodies, if the company MS Pharm is obliged to provide the personal data to such bodies.

Your rights resulting from the personal data processing

In relation to your personal data processing, you shall have the below determined rights towards the company MS Pharm which shall be guaranteed by the company MS Pharm.

- **A right of access to personal data** (you are entitled to know what data about you is processed by us, for what purpose, for what period, where do we take your personal data from, who do we give your personal data to, who else can process your personal data (apart from the company MS Pharm) and what are your other rights related to the processing of your personal data. Even though all the information should be provided here, do not hesitate to contact the company MS Pharm and ask about any additional information should you have any doubts);
- **A right to data portability** (a right to obtain personal data in a structured, commonly used and machine readable format as well as a right to transfer such data to another controller; and a right to have personal data transferred directly by one controller to another controller, if technically feasible);
- **A right to rectification** (a right to request the company MS Pharm to rectify any inaccurate personal data without undue delay);
- **A right to restrict processing** (a right to request the company MS Pharm to restrict processing, among others in case the company MS Pharm verifies the data accurateness as the result of exercising the right to rectification; or in case MS Pharm processes the personal data illegally but you do not wish to have the data erased);
- **A right to erasure** (a right to request the company MS Pharm to erase your personal data without undue delay; among others in case the company MS Pharm does not need the data anymore for the purposes they have been collected; or in case the company MS Pharm processes the personal data illegally);
- **A right to raise objections** (a right to request the company MS Pharm to stop processing your personal data on the basis of legitimate interest).

Information about possibility to make complaints about the processing of personal data

You may always make a complaint about processing of your personal data with the supervisory authority, which is the Office for Personal Data Protection, address: Pplk. Sochora 27, 170 00 Prague 7.

Information on the exercise of rights related to the processing of personal data

You may exercise all your rights towards us via an e-mail sent to the following address info@mspharm.eu.

We will do our best to respond to your enquiry without undue delay, yet max. up to one month. In exceptional cases, particularly due to the complexity of your request, the company MS Pharm is entitled to extend this period by another period of two months. We will certainly inform you about the possible extension and its justification.