

# DATA PROTECTION

This Privacy Policy openly declares our commitment to comply, monitor and enforce compliance with the requirements of data protection standards – the GDPR – while developing values based on fair dealing, trust, transparency, openness, integrity and accountability.

We apply the following practices in relation to all products and services we offer.

## **Customer privacy will always come first.**

We recognize how important it is to you how your personal data and information is used and shared. We process personal data and information to the extent necessary in accordance with the principle of data minimization.

This document sets out basic information about the type of data, information, and personal data we handle and the security measures we take to keep it safe.

## **Basic information in relation to the processing of your personal data**

- a) We do not transfer your personal data to third parties. The transfer of personal data abroad is excluded
- b) We process your personal data independently; we do not use the services of another processor for processing
- c) We process all personal data in one location with a high degree of protection and security
- d) We do not process special categories of personal data in any case and do not carry out extensive regular and systematic monitoring

## **Processing of your personal data**

The information and personal data we process depends on the type of service you use. Below are the legal grounds for processing, a description of the processing activity, a basic description of data protection and your privacy and information about your rights.

## Lawful grounds for processing

The processing of your personal data is a necessary prerequisite for

- a) performance of the contract - identification of the recipient of the performance, agreement on the time/place/method of performance, information necessary for amending the content of the contract (Article 7(b) of the GDPR);
- b) the performance of our legal obligations as a Company - we are an accounting entity and a tax entity and for this reason we store orders/contracts/documents/invoices that may contain your personal data (Article 7(c) GDPR);
- c) the pursuit of our legitimate interests - in particular direct marketing, seeking to improve the services we provide and developing our business (Article 7(f) of the GDPR).

## Description of activities

As part of our business, we enter into purchase contracts, rental agreements, or contracts for additional services with you as a customer. In connection with the business cooperation (deliveries/orders/service, etc.), the following data of yours or of your representatives - contact persons - is processed:

- Name and surname;
- Address;
- Company ID, Company VAT ID;
- Telephone number;
- E-mail address;

You can also provide personal data before the conclusion of a specific contract in the so-called pre-contractual phase, when the offer is made and accepted. You can contact us by telephone, by using the contact form on our website [www.eststage.com](http://www.eststage.com) or by e-mail. The receipt and processing of this personal data is solely for the purpose of facilitating communication and the conclusion of a specific contract.

## Handling of personal data

Concluded contracts and related documentation containing your personal data are stored in our sales and accounting department. These documents are primarily used for accounting purposes and to comply with our tax obligations.

In addition, we use your personal data primarily for the proper and timely performance of concluded contracts (facilitating communication, prompt contact, invoicing, liability for damages, etc.) and also to meet our legitimate interests – to continue business cooperation or to improve the quality and level of existing services.

The list of all our customers forms a single database that contains only the contact details mentioned above. Access to these databases is restricted and secure.

We are also creating a separate debtor database, which may contain additional personal data related to, for example, legal enforcement.

We do not purchase any external databases and we do not transfer our business databases to third parties. The personal data processed is regularly updated.

### **Information for you**

You may be informed of the scope and purpose of the processing by a clause in the contract, in an e-mail message, verbally in a telephone communication or by reference to this document.

If you notify us of a change in the relevant personal data, the data in our database will be changed without delay and the replaced personal data deleted.

Personal data is stored for a period of

- a) Duration of the business cooperation or expiry of the limitation period (minimum 3 years)
- b) Fulfilling tax obligations – safekeeping of documents according to the VAT Act (10 years)
- c) Depends on your willingness to further cooperate and develop with us (direct marketing, etc.)

### **Protection and security**

Our intention is to protect your personal data and the data stored with us in accordance with best practices for information protection. We continually improve and adopt state-of-the-art technical, physical, and administrative safeguards to help protect your personal information, data and collected information from unauthorized misuse.

Our center is protected against unauthorized access. Continuous monitoring of physical access is provided by technical support staff who proactively deal with any unauthorized access. Access is therefore only possible after thorough authorization.

### **Cookies**

By using our website, you consent to our use of cookies. A separate panel informs you about the use of cookies when you visit the site.

So-called cookies are small text files that are sent to the user's browser when they visit a website. Cookies help us to record information about your visit to our website.

We use the type of cookies that expire when you end your browsing session and also the type of cookies that have a set expiry date.

Cookies allow us to distinguish users using arbitrarily assigned ID numbers to track the number of visitors to the site, to control the speed of their requests to the server, and to record information about the status of their visit, where they came to our site from, the status of their session, and when their visit ends. This data is for the purpose of operating and improving our services and is only shared with our analytics, advertising, and social media partners.

Most of the browsers you use to access our website could manage cookies. This option may be limited in mobile browsers. Please refer to your browser's help for details.