

Personal data protection policy

We are the company **NAMEDICINU s.r.o.** (Identification number: 107 62 744) with seat at Bělehradská 858/23, Vinohrady, 120 00 Prague 2, registered under file number C 347996, kept at the Municipal Court in Prague, represented by Mgr. Jakub Čopák, as an executive director. We provide premedical preparatory courses for entrance exams to medical schools.

We thank you for your trust in our company; still we require some of your personal data for providing you with premedical preparatory courses and for visiting our website. That is why we have prepared the personal data protection policy for you.

In this personal data protection policy, we would like to introduce you to all information regarding the processing of your personal data.

Basic concepts and explanations

We will try to explain the basic terms associated with your personal data. On 25th May 2018, the new Regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 on the protection of physical entities regarding the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC came into force. We know this long name under the abbreviation “**GDPR**”. The GDPR regulates various obligations for personal data controllers and rights for data subjects. Written by humans, we are the personal data controller and you are the data subjects.

Sometimes we use external companies or other entities to help us with data processing who handle personal data in a certain way. The GDPR calls these entities personal data processors.

What is meant by the term **personal data**? It is any information that can directly or indirectly identify you.

We identify you directly by your first and last name and other similar data.

Indirectly through information in conjunction with other information.

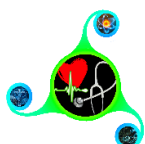
Is something unclear to you? You can contact us at our email address

info@premedicalcourse.com.

What personal data do we process?

We deal with premedical preparatory courses for entrance exams to medicine. In order to provide you with these courses, we need your personal data to the following extent:

- name and surname
- home address
- email address



Why do we process your personal data?

As mentioned above - the reason why we process your personal data is to provide you with premedical preparatory courses for entrance exams to medical school. We take deep care of the security of your personal data, which is why we only process necessary data that is needed for specific purposes and we try to regularly check their validity and relevance.

In order for the personal data controller to process personal data, there must be a legal reason. In our case, this legal reason is the necessity for the fulfillment of the contract.

In other words, we need your data in order to be able to fulfill the obligations of our mutual contractual relationship - i.e. to provide you with premedical preparatory courses for entrance exams to medical school.

Submission of your data is a necessary part of the contract and without your submission we cannot provide you with our services.

Who will we pass on your personal data to?

We do not provide your personal data to third parties, with the exception of an accounting firm:

- Ing. Anton Koval' (IČO: 46389385) with headquarters Kpt. Nálepku 370/2, 08501 Bardejov, Slovak Republic

And upon request to relevant state authorities such as the Financial Office or the Czech Trade Inspection.

How long do we keep your personal data?

We will process your personal data for the duration of the contract. This means from the time of enrolment in the preparatory course until the day the preparatory course ends. Subsequently, we retain your personal data only for the necessary period required by individual laws, for example the Act on Accounting, the Act on Archiving and File Service and the Acts on Certain Measures Against the Legalization of Criminal Proceeds and the Financing of Terrorism.

Have you contacted us?

If you contacted us via e-mail on our website, we will process data in the scope of name, surname, e-mail address and any data contained in the inquiry itself.

The legal reason for processing this data is the fulfillment of contractual obligations. Personal data will be deleted after the inquiry has been processed.



What cookies do we use?

Cookies are small text files that websites store on your computer or mobile device when you start using the website. In this way, the site remembers your preferences and the actions you have taken on them (e.g. login data, language, font size and other display preferences) for a certain period of time.

Our website, like almost all the other websites, uses cookies to work best for you. In particular, cookies help us to make our website work as you would expect, to detect unauthorized visitors to our site and to ensure that our site is sufficiently secure. We will keep cookies only for the time necessary for the proper operation of the website, but no longer than one year .

As these are essential cookies , there is no way to prevent the use of these cookies other than to stop using our website.

The use of cookies can be modified through your internet browser. Most browsers automatically accept cookies by default. Cookies can be rejected using your web browser or you can set the use of only some cookies.

Our website, like most other websites, includes features provided by third parties. Disabling these cookies will probably prevent the features provided by these third parties.

All data is collected through our website using Facebook 's marketing tools. These tools are used exclusively to improve existing services and for marketing purposes, but do not enable the identification of a specific user, or collection of his personal data. However, we will always ask for your consent to use these third-party services.

These are the following types of cookies; in brackets we indicate the period after which they expire:

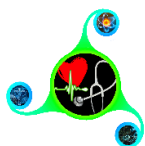
- Facebook : _ fbc (3 months), _ fbp (3 months), _ ga (3 months)

However, we do not sell or trade your data in any way. You can find more information on the websites of service operators, especially at <https://www.facebook.com/policies/cookies/>.

What are your rights?

As we process your personal data, you have the following rights:

- right of **access** to personal data
- right to **rectification**
- right to **erasure** (“right to be forgotten”)
- the right to **restrict** data processing
- the right to **object** to processing
- the right to data **portability**
- the right to file a **complaint** about the processing of personal data



In order for you to better understand these rights, we will try to explain them to you in brief below.

The right of access means that you can ask us at any time to confirm whether or not your personal data is being processed. If they are being processed, you can ask for what purposes, to what extent, and to whom they are made available, how long we will process them, whether you have the right to correction, erasure, restriction of processing or to raising an objection, and ask where we obtained the personal data from.

You also have the right to obtain a copy of your personal data, the first provision of which is free of charge. For further provision, we can demand a reasonable payment of associated administrative costs, namely in the amount of CZK 50.

The right to correction means that you can ask us at any time to correct or supplement your personal data if it is inaccurate or incomplete.

The right to erasure means that we you can ask us to erase your personal data if:

- (i) the data is no longer needed for the purposes for which it was collected or otherwise processed,
- (ii) you revoke your consent to the processing of your personal data and at the same time there are no other legal grounds for its processing,
- (iii) you object to the processing and there are no overriding legitimate grounds for the processing,
- (iv) the processing is unlawful,
- (v) we are required to do so by law.

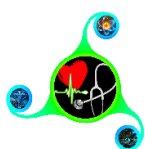
The right to restriction of processing means that until we have resolved any disputed issues regarding the processing of your personal data, we may not process your personal data other than by simply storing it.

The right to object means that you can object to the processing of your personal data, which we process for reasons of legitimate interest. This objection will be evaluated and we will subsequently inform you whether we have complied with it and will no longer process your data, or that the objection was not justified and processing will continue. In any case, the processing will be restricted until the objection is resolved.

The right to portability means that you have the right to receive personal data concerning you that is processed in a commonly used and machine-readable format.

If you would like to exercise any of your rights listed above, please contact us at the email address info@premedicalcourse.com. We will respond to your questions or comments without undue delay, **but within one month at the latest**.

Our activity is also supervised by **the Office for the Protection of Personal Data**, where you can file a complaint if you are not satisfied. You can find out more on the office's website (www.uoou.cz).



Policy effectiveness

These policies are effective from 1. 5. 2024.

