

## Information on Personal Data Processing for Clients

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(hereinafter the “**controller**”)

1. The controller and the client have entered into a contractual relationship for the purpose of foreign language instruction. The controller is therefore entitled to process the following personal data of the client for the purposes of contractual performance and administrative purposes according to Section 5(2)(b) of the Personal Data Protection Act:
  - a. Client’s first and last name
  - b. Address
  - c. E-mail
  - d. Telephone number
  - e. Native language
  - f. Company name
  - g. Business ID No., Tax ID No. / Date of birth
2. The controller will process the client’s personal data for the duration of providing the services the client requested and for a period of three years after the services end.
3. The personal data controller represents that the personal data being processed is confidential and will not be provided to any third party, with the exception of any potential employees or subcontractors employed by the controller, or software processors/providers (e.g. cloud storage, databases). All data about the student is processed in digital form.
4. The controller may contact the client at the e-mail provided as personal data without further consent to send e-mails immediately concerning instruction or commercial offers concerning services similar to those the client has previously requested from the controller. The student may unsubscribe from these commercial offers at any time by clicking the link in the e-mail.
5. Under the Personal Data Protection Act, the client has the right:
  - to information from the controller regarding which personal data it processes,
  - to an explanation from the controller regarding the processing of personal data,
  - to access, update and/or correct the personal data at the controller,
  - to require the controller to delete the personal data,
  - in case of doubt over upholding the obligations related to personal data processing, to approach the controller or the Personal Data Protection Office.
6. The request to delete the client’s personal data will result in the client’s removal from the client database and destruction of all personal data provided, unless the controller is entitled or obliged to continue processing the personal data for a different legal reason.