

# Privacy terms and conditions

## DATA PROTECTION POLICY

CIE Ergonomy s.r.o. (hereinafter referred to as "the company" or "we") strives to ensure that all the needs of website visitors are met. One of the ways we do this is by being responsible with the data collected through our website. We are committed to respecting your privacy and complying with applicable data protection and privacy laws.

The processing of your personal data is governed by these terms and conditions, the relevant provisions of the Greek and EU data protection legal framework, including the General Data Protection Regulation (2016/679) and the relevant decisions, guidelines and regulations issued by the Hellenic Data Protection Authority.

This Privacy Policy (the "Policy") is incorporated into and forms an integral part of the Terms of Use of our website, and is subject to change from time to time. We therefore encourage you to check our Privacy Policy periodically to keep up to date and to learn of any changes. By visiting and browsing our website, you agree to this Privacy Policy as it is currently in effect. In the event that material changes are made, we will ensure that appropriate notice is posted for visitors to our website.

This Policy explains how we collect, process and/or use the information we receive through our website, emails we send, or mobile applications (collectively, the "Platform"; if only a website, we use the term "website") that link to this Policy, as amended. The Policy also describes how we collect, process, use and share the personal information you provide to us. It also sets out what choices you have in relation to the use, access, transfer, correction and deletion of your personal data.

### 1. What information we collect

We collect information about you so that we can provide you with our services. In order for us to best serve you, it is essential that we have the ability to collect and use this information as described in this Policy.

#### 1.1 Information you provide to us

If you provide your data necessary for you to receive newsletters or other updates we collect and store your data solely for the purposes set out below. In this context, we collect the information you provide, such as name, email.

#### 1.2 Information we collect automatically

When you use our website, your device automatically provides us with information that allows us to respond and tailor our response to your needs. The type of information collected by automated means is generally technical information about your computer, such as your IP address or other device identifier, the type of device you are using, and the version of your operating system. The information we collect may also include information about your use of our website and statistical data about your interaction with it. This information may include the URLs of our websites you have visited, the URLs of referring and outgoing pages, page views,

time spent on the page, number of clicks, platform type, location data (if you have enabled access to location data on your mobile device), and other information about how you use the platform.

## **2. Why we collect your information**

We process your data solely for the purposes set out below:

- **Provision of services:** you must provide your personal data when using our website. We collect your personal data so that we can offer you the services you request, so that we can ensure that your requirements are met when using our services and/or so that we can contact you about issues related to the provision of our services.
- **Marketing Materials:** If you provide your consent, we will use your contact information to send you marketing materials and to notify you of special offers/discounts or other promotional activities.

## **3. Recipients of your data**

Access to your data may only be granted to our duly authorised employees or business partners who act on our behalf for the aforementioned processing purpose by offering us IT services to register and store your data, to operate our website and/or customer services and/or to send you marketing communications or to conduct market research.

## **4. Processing time**

The period for which data is retained can vary significantly depending on the type of information and how it is used. The periods for which we retain data are based on criteria including statutory retention periods, the duration of pending or potential litigation, our intellectual property or proprietary rights, the duration of contractual requirements, operational guidelines or needs, and historical retention periods. We retain your data for five years from the last time you use our services. After that, your data will be deleted unless you renew your consent to its processing. You can also request that we stop sending you marketing materials and/or delete your data at any time.

## **5. Your rights**

Our company ensures that your rights in relation to the processing of personal data are respected and guarantees that you can exercise your rights at any time.

You have the right to demand:

5.1 Access to your personal data.

5.2 Correct your personal data if it is inaccurate or incomplete.

5.3 Erasure of your personal data, unless the processing is necessary for the exercise of the legal rights of CIE Ergonomy s.r.o. or a third party, to comply with a legal obligation, for reasons of public interest or to defend our legal rights before a court or other authorities.

5.4 Limiting the processing of your personal data to specific purposes only.

5.5 You can withdraw your consent to the processing of your personal data for marketing purposes and/or targeted advertising at any time by sending a message via our contact form.

If you believe that your data protection rights have been violated, you have the right to file a complaint with the Data Protection Authority ([www.uoou.cz](http://www.uoou.cz)).

Contact information:

CIE Ergonomy s.r.o., Koterovská 2827/152, Východní Předměstí (Plzeň 2-Slovany), 326 00  
Plzeň [www.cie-group.cz](http://www.cie-group.cz)

[kaba@cie-group.cz](mailto:kaba@cie-group.cz)