

## Terms of Personal Data Processing

This document provides information on the processing of personal data on the website nmesto.eu, operated by Nové Město s.r.o., based at Rybná 716/24, Staré Město, 110 00 Prague, ID: 14022591 (hereinafter referred to as the "Controller").

### 1. Controller of Personal Data

The controller of your personal data is Nové Město s.r.o.

### 2. What Personal Data We Process

Through the contact form on our website, we process the following personal data:

- First name and last name
- Telephone number
- Email address

### 3. Purpose of Processing

We process your personal data for the following purposes:

- Contacting and communicating with you based on your interest in our services.
- Providing information about our services and responding to your inquiries.
- Preparing and executing a contractual relationship if a contract is subsequently concluded.

### 4. Legal Basis for Processing

We process personal data based on:

- **Consent:** By filling out and submitting the contact form on our website, you consent to the processing of your personal data.
- **Contract Fulfillment:** In the event that a contract is concluded, processing your personal data is necessary for its fulfillment.

### 5. Data Retention Period

We retain personal data for the time necessary to fulfill the purposes mentioned above:

- **In case of consent:** For 3 years, or until consent is withdrawn.
- **In case of a contractual relationship:** For the duration of the contract and for an additional 5 years after its termination for legal protection purposes.

### 6. Transfer of Personal Data

Your personal data is not transferred to third parties, except in cases required by law or necessary for the performance of a contractual relationship.

## 7. Your Rights

In connection with the processing of personal data, you have the following rights:

- **Right of Access:** You have the right to know what personal data we process about you.
- **Right to Rectification:** You have the right to correct inaccurate or incomplete personal data.
- **Right to Erasure:** You have the right to request the deletion of your personal data if it is no longer needed for the purposes for which it was processed.
- **Right to Restrict Processing:** You have the right to restrict processing in certain cases.
- **Right to Data Portability:** You have the right to obtain your personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** You have the right to object to the processing of personal data.

## 8. Contact

If you have any questions regarding the processing of your personal data, you can contact us at the email address: [a.bodnar@nmesto.eu](mailto:a.bodnar@nmesto.eu) or in writing at the company's registered address mentioned above.

## 9. Withdrawal of Consent

You can withdraw your consent to the processing of personal data at any time by sending an email to our contact address.

## 10. Complaints

If you believe that your personal data is being processed in violation of the law, you have the right to file a complaint with the Office for Personal Data Protection.

**Prague, 30.09.2024**