

Declaration on Personal Data Protection and Cookie Files

The present Declaration refers to the Website the operator of which is the Company of Broker Consulting, a.s., Reg. No.: 25221736, with registered office at Jiráskovo náměstí 2684/2, Východní Předměstí, 326 00 Plzeň, entered in the Commercial Register at the Regional Court in Plzeň, Section B, File 1121 (hereinafter referred to as “**BC**” or “**we/us**” only), the above-mentioned company operates the Website www.bcas.cz (hereinafter referred to as “**the Website**”). BC is the administrator of personal data and therefore the company respects the right to privacy and personal data protection of all the persons who have visited our sites, as well as the social network profiles or if we were contacted through these kind of profiles, e.g. by phone or e-mail (hereinafter also referred to as the “**visitor**”, “**user**” or “**you**”).

The processing of your personal data is done in compliance with generally binding legal regulations, especially with the Regulation No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

The present Declaration on personal data protection and cookie files (hereinafter referred to as the “**Declaration**”) is aimed to inform you how we will process your personal data, especially what are their processing categories, scope and purpose, as well as about the persons to whom you can forward your personal data. Here you can find also the information about your rights associated with personal data processing.

Providing us with your personal data you accept the present Declaration and acknowledge we are allowed to process your personal data by the below-stated manner for the below-stated purposes. If you do not agree with the Declaration, you are advised not to provide us with your personal data.

What is personal data

Personal data means all the information on identified or identifiable natural person, e.g. name, home address, e-mail address, telephone number or IP address.

Which personal data referring to your person are gathered by us and how we use them?

BC is gathering only such personal data with which we were provided by you voluntarily, or which were obtained by us via our Website or social networks, or within our communication with you.

Personal data collected by us and referring to your person may include:

- a. Your identification and address data (e.g.: academic title, name, surname, home address);
- b. Your contact data (e.g.: contact address, e-mail and telephone number);
- c. Electronic data (e.g.: IP address, cookie files, web browser type);
- d. Other data submitted by you or collected by us within the provision of agreed services and products.

We can use your personal data for the following purposes, i.e. under the below-stated legal grounds:

Purpose of the processing	Legal grounds of the processing
Provision of the services or products which were required by you.	Performance of the contract, provision of the required services or products.
Information on our offers, news, events (e.g. newsletter or other marketing communications sending).	Your prior consent or our legitimate interest for direct marketing purposes.

Visitor care, identifying the needs and subsequent improvement of our services and products.	Legitimate interest related to proper provision of our services and products, as well as the assurance of visitors satisfaction.
Assessment of your job application via our section titled "Career" published on our sites, the communication with a job-seeker.	Performance of the contract, negotiations on (employment) contract conclusion conducted upon your proposal.
To assess the use of our sites and to improve their content, targeted advertising.	Your consent.

If you are not obliged, under the law, to provide us with your personal data, then the provision of your personal data is entirely voluntary. However, if you do not provide us with these data, we cannot provide you with required services or response your applications (at all or with the required quality). If your personal data is processed upon your consent, you are then entitled to revoke such previously granted consent anytime without any negative impacts to your relationship with us.

Cookie files and principles of their use

In order to improve our services, our websites use cookies. Cookies are small files stored to your browser or to the hard disk of your computer. Cookie files support your computer to remember websites which you have visited, as well your preferences of visited websites (e.g. preferred language). Thus they enhance the user-friendliness of the website which is visited repeatedly. Data collected through the cookies are used by us e.g. for the provision of services, ads customizing, and when we analyse our Website traffic.

In accordance with the laws we can, without your consent, store cookies on your device only if these are essential for the operation of our Website or essential for the provision of a service required by you (i.e. technical cookies). Technical cookies are processed by us upon our legitimate interests. Your consent is required for all the other types of cookies. This consent can be granted or revoked on our Website in Cookies Settings section.

Our Website use the following types of cookies. These are both our own cookies (so-called first site cookie files) and cookie files of third parties.

Type of cookie files

Technical cookies:

To support our Website proper function and correct graphical display we need to collect so-called technical cookies, which cannot be turned off. This type of cookies is essential and, unlike the other type of cookies, we do not need your consent hereto. In general, we use technical cookies to operate out Website, to identify and resolve errors, or to provide you with the service required. You can block these cookies in your browser settings, however, then our Website is not displayed in correct format and does not work properly.

Name	Provider	Purpose	Validity
pll_language	.bcas.cz	The file cookie pll_language uses Polylang to remember the language chosen by the user when he/she goes back to the Website, and also to get language information, if it is not available	1 year

		otherwise.	
_GRECAPTCHA	www.google.com	This file has been already set by the Google recaptcha service to identify the robots to protect the Website against malicious spam attacks.	5 months and 27 days

Analytical cookies:

These cookie files allow us to analyse the use of our Website, measure the access to the Website, and source the information about the operation of the Website. We are aimed to improve the performance of our Website as it could be user-friendly as much as possible. They gather and transmit information anonymously. Analytical cookies will be used only upon the consent granted by you.

Name	Provider	Purpose	Validity
_gcl_au	.bcas.cz	Created by Google Tag Manager to experiment with the efficiency of ads within websites that use their services.	3 months
sid	.seznam.cz	Sid cookie contains digitally signed and encrypted records of a user's Google Account ID and most recent sign-in time.	1 month
_ga	.bcas.cz	A cookie file _ga is installed by Google Analytics service to calculate the data on visitors, sessions and campaigns; this kind of file also tracks the use of the Web for analytical web overview. A cookie file stores the information anonymously and assigns a randomly-chosen number to distinguish unique visitors.	2 years
_gid	.bcas.cz	A cookie file _gid installed by Google Analytics service stores information how the visitors use the Website, and simultaneously creates an analytical report on the Web performance. Some gathered data include the number of visitors, their source and websites which they visit anonymously.	1 day
_gat_gtag_UA_130652743_1	.bcas.cz	Set by Google to distinguish	1 minute

		the users.	
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Advertising cookies:

These cookie files enable to display advertising which follow your preferences. We use them especially to create a profile of your interests so as only relevant ads could be displayed for you. Advertising cookies will be used only upon a consent granted by you. If you do not agree with the use of these cookie files, the ads on the Internet will be still displayed, however displayed ads will not reflect your interests or previously visited sites.

Name	Provider	Purpose	Validity
fr	.facebook.com	Test_cookie is set by doubleclick.net and is used to identify if a user's browser supports cookie files.	3 months
_fbp	.bcas.cz	This cookie file is set by Facebook, and the aim is that after a visit to a web site the ads are subsequently displayed on Facebook or on digital platform run by an advertisement on Facebook.	3 months
test_cookie	.doubleclick.net	Test_cookie is set by doubleclick.net and is used to identify if a user's browser supports cookie files.	15 minutes

Information on the settings of cookie files storing in your browser can be found on the website of specific browser provider or in the browser help (e.g. the most popular browsers' help-related reference: [Chrome](#), [Firefox](#), [Internet Explorer](#), [Microsoft Edge](#), [Opera](#)).

Social networks' and other applications' widgets

On our websites we can use social networks' widgets (e.g. Facebook, Twitter, Google+, LinkedIn), RSS services, Google Maps, and other apps (e.g. YouTube). These apps can collect and use the information about your use of our website. Any personal data you have provided via these apps may be used by these services provider. These data processing is governed by the terms of these apps. BC neither controls, nor is liable for the scope, manner and purpose of data processing by the providers of these apps.

Transfer of personal data. Who are the recipients of your personal data?

If the services or products you have requests are provided by other person than BC, then we may transfer your personal data to such service or product provider. Such transfer of your personal data is aimed to provide you with requested service or product. A service or product provider shall process your personal data independently from BC, as the stand-alone administrator.

To the extent necessary, your personal data may be transferred to a processor, with whom BC have concluded the contract for the processing of personal data. Based on the legitimate interest of BC, your personal data may be shared within the BC group for internal administrative purposes. Upon your request we will beg lad to provide you with a list of our group members, with whom we share your personal data.

Your personal data may be forwarded by BC to the requesting public authority (e.g. the Court or the Police of the Czech Republic), specifically to the extent and under the conditions established by generally binding legal

regulations. These recipients shall process your personal data independently from BC, as the stand-alone administrators.

Are your personal data transferred beyond the EU or the EEA?

In general, we do not transfer your personal data which were collected through our website beyond the territory of the European Economic Area (the EEA).

However, if any of the recipient of your personal data processes personal data in any country beyond the EEA, then we may transfer your personal data also to such third country. In this event, we will ensure that your personal data are transferred in compliance with relevant guarantees (e.g. by concluding standard contractual clauses with the recipient of respective personal data).

Collection and processing children's personal data

If you are under the age of 15 and want to provide us – via our website - with your consent to the processing of your personal data (e.g. by subscribing to our newsletter), then ask, please, your parents, guardians or other lawful representatives to approve such a step prior before the provision of your personal data.

Collected data security and the period of their storage

We use strict physical, electronic and administrative security measures to protect your personal data against unauthorised access, unlawful processing, accidental loss, destruction or corruption.

Your personal data will be retained only for the period necessary for the purpose of their processing. For the purpose of determining data processing period we use the following criteria:

- a. In the event of personal data processing which is based on legal title resulting from performance of the agreement (or by reason of respective steps to be made upon your request prior to the conclusion of the agreement) your personal data will be processed by us for the period of duration of respective contractual relationship concluded between you and us;
- b. In the event of personal data processing which is based on our legitimate interests your personal data will be processed by us for the period of duration of our respective interest protected. For the purposes of our rights protection we will for example process your personal data also when contractual obligations have ceased, namely by the end of the 5th calendar year after the date when such an obligation has been ceased. However, in the event when court proceedings were initiated or within the period of duration of such court, administrative or other proceedings, the subject of which is a decision related to our rights or duties towards you, the data processing shall not end until such legal proceedings have been concluded;
- c. Personal data processed upon your consent shall be processed by us until you revoke such a consent (unless a shorter processing period has been fixed by us when you granted a consent herewith).

The period of cookie file validity is stated directly in the above-mentioned descriptions.

Other websites

The present declaration is not applicable to other websites, business partners or any other third party, even if their website is linked to our website. We do not assume any liability or guarantee for their principles or your personal data processing procedures. You are advised, prior to the provision of your personal data to any linked or referred-to websites, to review privacy policy and cookies principles of such websites.

What are your rights in the field of personal data protection?

With regard to the processing of your personal data, in compliance with personal data protection, you have the below stated rights. Please, take into account, that the performance of these rights may include certain exceptions, and therefore these may not be applicable in all the situations. In the event when you exercise your rights and your request will be considered justified, then we adopt required measures without undue delay, not later than one month from the date when your request was received (this period can be prolonged by two next months in justified cases).

- The right to information** You are entitled to be informed in a concise, transparent, easily understandable and easily accessible manner on how your personal data are processed.
- The right to access personal data** You are entitled to obtain from us a confirmation whether the personal data referring to your person are or are not processed, and if so, then you are entitled to access these personal data (including related information) and their copy.
- The right to correction** You may ask us to correct inaccurate personal data. You may also request to supplement incomplete personal data, namely also via the provision of supplementary declaration.
- The right to erasure** You may ask us to erase your personal data which are being processed, following the conditions stated in Article 17 of the GDPR.
- The right to withdraw the consent** If the processing of personal data is based on your consent, then you are entitled to withdraw such a consent granted anytime and thus avoid any further processing for the purpose stated in the consent granted. However, the withdrawal of the consent does not affect the lawfulness of the processing within the period before such withdrawal.
- The right to object** If we process your personal data under our legitimate interests, you are entitled to raise an objection to such processing. However, we can prove that we have compelling justified reasons to process these data.
- If your personal data are processed for the purposes of direct marketing then you are entitled to raise an objection against such processing anytime. If you raise an objection against the data processing for the purposes of direct marketing, then your personal data shall be no longer processed for these purposes.
- The right to limit the processing** In certain cases you may require us to restrict the processing which is carried out (e.g. up to the resolution of your objections raised).
- Right to data portability** You may request us to provide you or a third party with personal data we process about you in electronic form upon the agreement or a consent granted by you.
- The right to address a complaint** If you believe your personal data are processed contrary to legal regulations, please, contact us and we will promptly remedy the situation. However, you can also address a complaint directly to the Office for Personal Data Protection (www.uoou.cz).

Your contact for any questions, DPO

If you have any questions regarding the processing and protection of your personal data, then you can contact

us at: dpo@bcas.cz or write a letter to the following address: Plzeň, Jiráskovo nám. 2, postal code 326 00. To strengthen your rights and guarantees within the personal data processing we have appointed Personal Data Protection Officer who is available at the following e-mail address: dpo@bcas.cz

Amendments to the present declaration

BC reserves the right to amend or supplement the present declaration if necessary (in particular to meet the compliance with generally binding legal regulations in the field of personal data protection). You are hereby advised to check this declaration regularly so as to be informed on eventual amendments. Updated versions of the present declaration shall be always available on our Website.