

PROCESSING AND PROTECTION OF PERSONAL DATA REGULATIONS

We would like to inform you of the principles of personal data processing within the mentoring platform *DoToho!* implemented by company **Opero s. r. o.**, ID: 05103991, with Registered Office at Salvátorská 931/8, Staré Město, 110 00 Praha 1, registered in the Business Register maintained by the Municipal Court in Prague, Section C, Subsection 258172 ("**Opero**"). In relation to the operations of the *DoToho!* Platform, Opero process data in accordance with Regulation 2016/679 of the European Parliament and The Council (EU), which came into effect on April 27th 2016, on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) ("**GDPR**") personal data.

We are doing everything possible to ensure that your trust in us is not misplaced. As part of the participation in the *DoToho!* platform and during your visit to our website at <https://dotoho.pro>, we require some personal information. We have prepared this privacy policy for you which will explain how we handle personal information.

This policy applies to all the users of our website, the applicants for inclusion in the *DoToho!* platform and selected participants, mentors and experts ("**participants**").

Data Administrator

Opero is the data administrator. If you would like to contact us or ask us anything regarding the processing of personal data, you can use the following contact details:

Email: pavel.prikryl@opero.cz

Correspondence address: Salvátorská 931/8, Staré Město, 110 00 Praha 1

What personal data do we process?

Opero processes data that you yourself provide when you log in to the *DoToho!* platform, in particular, identification and contact details, likeness, data specified in the profile or the data which Opero gets in relation with the implementation of the *DoToho!* platform.

Opero may combine information collected from these sources with additional information they have available.

Why and how do we use your data?

Any personal data administrator may process personal data only where there is a legal basis for processing it. In this case, the legal reason is the need to exercise the rights and obligations arising from participation in the *DoToho!* platform, the legitimate interest of Opero or the consent of the subject of the personal data. The data provided is a contractual requirement, without their provision, it is impossible to carry out activities within the framework of the platform. If you refuse to disclose this personal information, it is possible that we will not be able to perform activities within the platform. Opero processes data collected for these purposes:

1. Selection of the *DoToho!* platform participants.

We assess your personal data in order to select the most suitable *DoToho!* platform participants.

Your login to the platform is purely voluntary, and if you do not want us to evaluate your application, you are not obliged to submit your application.

2. Implementation of the *DoToho!* platform

We use the data for the actual implementation of the mentoring platform, in particular for presenting participants (including mentors and experts) on the website, communicating with participants and providing mentoring services. For these purposes, we also share your personal data with other participants, including mentors and experts.

For this purpose, we need your personal data in order to implement the project.

3. Marketing

We may also inform you from time to time about events organized by Opero, since we reasonably assume that you might be interested in this information. You receive our newsletter because you are a member of our *DoToho!* platform and therefore we have a legitimate interest in offering you similar services. We will communicate with you for the duration of your participation and for 1 year afterwards. If you are still bothered by it, please let us know as soon as possible.

You may also have received our newsletter because you gave us your consent to receive it via the *Stay in touch with us* form on our website. If you have subscribed to it, you have consented to the use of your email and name. You have given your consent for a period of 3 years, but you can withdraw your consent at any time.

During the *DoToho!* Platform events we may take a photo or video recording and publish such recordings on our website, social networks or other Opero marketing materials in order to inform others about the event. If you are identifiable in these photographs or videos, we need your data processing consent for their publication. If you do not like it, please let us know as soon as possible, as you can withdraw this consent at any time.

4. Legal proceedings and defense of legal claims

We may use the collected data to investigate or resolve disputes or legal claims related to the business cooperation with Opero, or in other cases permitted by applicable law.

Data sharing and transmission

Opero may each share collected data together or separately with:

1. With our business partners

Project DoToho! is part of the Strive Czechia program provided by CARE Česká republika, z.s., ID 22694102, with its registered office at Slezská 2033/11, Vinohrady, 120 00 Prague 2, an association registered in the association register maintained by the Municipal Court in Prague under file no. stamp L 18306 ("CARE"). The CARE association may also have access to personal data to the extent necessary to ensure the functioning of the project.

Opero may provide information to its collaborators, suppliers, consultants, software providers, advisors and other service providers or business partners, if they provide services consisting of processing of personal data to Opero. In no case do we provide your personal data, whether for a fee or free of charge,

to third parties who do not need your data for anything.

We would like to assure you that all Opero contractual partners are bound by confidentiality and comply with applicable legislation in the field of personal data protection.

2. For legal reasons or in case of disputes

Opero may share your data when required by law, regulations, operating contracts, legal processes or state authorities:

- with the police and courts, state authorities or other third parties, if necessary to enforce our legal claims, in order to protect the rights or property of Opero or third parties if necessary
- with other parties in relation to any merger, sale of assets, consolidation or restructuring, financing or transfer of Opero or part thereof to another company

3. With your consent

Opero may also share your data in other ways if they alert you to it and you agree.

Your rights concerning the processing of personal data

In connection with the processing of your personal data, you may exercise the rights listed below with Opero. You can use the Opero contact details referred to in this policy to manage your application.

1. The storage and erasure of data

We retain your personal data for the entire duration of the platform's operation and, by default, for ten (10) years after its termination, unless other legal retention periods are specified. Opero will delete your data or anonymize it immediately after you request it (except in the cases listed below).

If the law allows it, Opero may keep some data even after the expiration of the retention period, in the following cases:

- if Opero is dealing with any issues with you, such as an outstanding dispute or legal claim;
- if we are required to do so by law, or if we store this data in an aggregated or anonymous form;
- if we need such data for legitimate business purposes.

2. Access to your data

You can contact us at any time, free of charge, to request information on whether we are processing your personal data and if so, to request detailed information about this processing.

3. Changing your data or correcting an error in the data

If there is any change to your personal data during the operation of the platform, such as a change of name, change of residence or email address or telephone number, or if you find that we are working with your outdated or erroneous data, please let us know as soon as possible.

4. Processing restrictions

If you believe that:

- we are processing inaccurate data;
- the processing of your data is illegal and you wish to delete all data;
- we no longer need your data for the above purposes, but you would like to use it to defend your legal claims, for example in court proceedings;
- you are bothered by our newsletters, although we assumed that you might be interested,

you may ask us to restrict the processing of only some of your personal data or for only certain processing purposes.

5. Objection to data processing

If Opero processes personal data as a legitimate interest of the administrator, you may object to such processing.

6. Revoking personal data processing consent

If the processing of personal data is based on your consent, you can withdraw your consent at any time in writing (including by email).

7. Data transferability

You can contact us at any time to transfer your data to a third party according to your specification.

8. Complaint to the Office for Personal Data Protection

If you believe that our treatment of your data is in violation of the law, you can contact the Office for Personal Data Protection with a complaint at any time. Learn more on the Office website www.uoou.cz.

Principles validity

This policy has been updated as of 24. 11. 2022.