

General Information

1.1. Purpose of the Notice and Main Principles The purpose of this notice is to provide you with information, in particular, about what personal data we collect, how we handle it, from what sources we obtain it, for what purposes we use it, to whom we may provide it, where you can obtain information about your personal data, and what your individual rights are regarding personal data protection. When processing personal data, we abide by generally binding legal regulations, and the processing of personal data always takes place only to the extent dictated by the specific service and/or purpose of processing. When processing your personal data, we honor and respect the highest possible standards of personal data protection and the main principles of personal data protection, in particular:

- We always process your personal data for a clearly and comprehensibly defined purpose, by specified means, in a specified manner, and only for the time necessary with regard to the purposes of their processing; we process only accurate personal data of clients and ensure that their processing corresponds to the set purposes and is necessary for the fulfillment of these purposes.
- We protect your personal data as confidential information; therefore, we process clients' personal data in a manner that ensures the highest possible security of such data and prevents any unauthorized or accidental access to clients' personal data, its alteration, destruction or loss, unauthorized transfers, its other unauthorized processing, as well as any other misuse.
- We always inform you comprehensibly about the processing of your personal data and about your rights to accurate and complete information regarding the circumstances of this processing, as well as about your other related rights.
- We have established and adhere to appropriate technical and organizational measures within our company to ensure a level of security corresponding to all possible risks; all persons who come into contact with clients' personal data have an obligation to maintain confidentiality regarding information obtained in connection with the processing of such data.

Information on the Processing of Personal Data

2.1. Controller HARMONY CLUB OSTRAVA a.s., Company ID No. (IČO): 17275261, with its registered office at 28. října 1263/170, Ostrava – Mariánské Hory, Postal Code 709 00, registered in the Commercial Register maintained by the Regional Court in Ostrava, Section B, File 11417 (hereinafter referred to as "we" or "our company").

2.2. Purposes of Processing and Legal Basis for Processing

2.2.1. Processing of Personal Data Without Your Consent These are generally situations where you are obliged to provide us with certain personal data as a condition for us to be able to provide you with our product/service, or where we are authorized to process your personal data obtained by other means. (a) We are authorized by law to process your personal data without your consent for the following purposes of fulfilling our legal obligations, in particular: (i) prevention of damage to our company's property; (ii) prevention of fraudulent conduct to which our company may be exposed; (iii) fulfillment of any obligation regarding client identification and verification pursuant to the Act on Certain Measures against Money Laundering and Terrorist Financing; (iv) fulfillment of identification obligations regarding the client based on the Act on the Residence of Foreign Nationals; (v) fulfillment of identification obligations regarding the client based on the Act on Local Fees. (b) Conclusion or performance of a contract with you. This primarily concerns the factual realization of a contractual relationship or other performance of a contract between our company and you. Personal data are necessary, among other things, to enable the contractual relationship to be executed without unreasonable legal risks, including negotiations regarding the conclusion or amendment of a contract with you, i.e., for example, during the booking of services before the conclusion of the contract for their provision. (c) Protection of rights and legally protected interests, in particular for: (i) the protection of the rights and legally protected interests of our company, debt enforcement, realization of collateral or other enforcement of claims, development and evolution of provided services; (ii) negotiations with parties interested in the assignment of our company's claim against a client or other form of transfer or succession of the claim, including related realization, and other subsequent negotiations with third parties, in particular informing providers of related collateral, etc.; (iii) resolution of any dispute-related agenda, in particular for the purposes of conducting court or other disputes. (d) Our legitimate interests. This primarily concerns a situation where a contractual/customer relationship exists between you and our company.

2.2.2. Processing of Personal Data With Your Consent These are generally situations where you voluntarily agree to us processing your personal data. Based on your consent, our company processes your personal data for the following purposes: (a) client care; these are activities that do not constitute the performance of a contract or another legal framework for processing personal data and which include the following activities: (i) market research; (ii) obtaining feedback regarding the controller's products and services; (iii) monitoring client behavior on our company's website in connection with offered services (this purpose therefore does not relate to the mere acquisition of information about the behavior of users visiting our company's website via cookies, which is described below in the article on electronic communication tools); (b) offering products and services;

this primarily concerns the dissemination of information, offering our company's products and services by various means (post, electronic means including electronic mail and messages sent to mobile devices, telephone calls, and via the website); (c) offering employment opportunities. Providing personal data for the purpose of caring for you is our contractual requirement, and failure to provide it may result in the non-conclusion of a contract or the failure to provide adequate care.

2.3. Scope of Processed Client Personal Data Our company processes your personal data to the extent necessary to fulfill the above-mentioned purposes. We process **contact details** (contact addresses, telephone numbers, e-mail and fax addresses, or other similar contact details) and **identification data** (name, surname, date of birth, permanent residence address, type, number, and validity of identity document; for a client who is a natural person – entrepreneur, also Business ID (IČ) and VAT ID (DIČ)) and **CCTV recordings**.

2.4. Method of Personal Data Processing The manner in which our company processes your personal data includes manual and automated processing in our company's information systems and in physical form. Your personal data are processed primarily by our company's employees and, to the necessary extent, also by third parties. Before any transfer of your personal data to a third party, we always conclude a written contract with this person that contains the same guarantees for the processing of personal data as those maintained by our company itself in accordance with its legal obligations.

2.5. Recipients of Personal Data Clients' personal data are made accessible primarily to our company's employees in connection with the fulfillment of their work duties, where it is necessary to handle clients' personal data, however, only to the extent necessary in each individual case and while maintaining all security measures. In addition, your personal data are transferred to third parties who participate in the processing of our company's clients' personal data, or to whom this personal data may be made accessible for another reason in accordance with the law. Transfer occurs primarily towards: (a) our law firm; and (b) providers of consulting services; (c) processors who provide us with server, web, cloud, and IT services. Before any transfer of your personal data to a third party, we always conclude a written contract with this person, in which we regulate the processing of personal data so that it contains the same guarantees for the processing of personal data as those maintained by our company itself in accordance with its legal obligations.

2.6. Transfer of Personal Data Abroad Your personal data are processed on the territory of the Czech Republic and are not transferred to countries outside the European Union.

2.7. Personal Data Processing Period Our company processes clients' personal data only for the time necessary with regard to the purposes of their processing. We continuously assess whether the need to process certain personal data required for a specific purpose persists. If we determine that they are no longer necessary for any of the purposes for which they were processed, we dispose of the data. Internally, however, we have already evaluated the usual period of utility of personal data in relation to certain purposes of personal data processing, upon the expiration of which we especially carefully assess the need to process the relevant personal data for the given purpose. In this context, it also applies that personal data processed for the purposes of: (a) performance of a contract are processed for the duration of the contractual relationship with the client; furthermore, the relevant personal data are usually usable for a period of ten years, except in cases of longer processing based on generally binding legal regulations; (b) offering products and services are processed for the duration of the contractual relationship; furthermore, the relevant personal data are usually usable for a period of ten years; (c) client care are processed for the duration of the contractual relationship with the client; furthermore, the relevant personal data are usually usable for a period of ten years; (d) protection of rights and legally protected interests in the form of CCTV recordings; furthermore, the relevant personal data are usually usable for a period of thirty days; (e) offering employment opportunities are processed for a period of one year from the completion of the recruitment process for a new employee.

2.8. Right to Withdraw Consent In this notice, we have clarified the reasons why we need your personal data and that for some purposes we may process them only with your consent. You are not obliged to grant our company consent to the processing of your personal data, and at the same time, you are authorized to withdraw your consent. We remind you here that we are authorized to process some personal data for certain purposes even without your consent. If you withdraw your consent in such a case, we will terminate the processing of the relevant personal data for purposes requiring such consent, but we may be authorized, or even obliged, to continue processing the same personal data for other purposes. In case you wish to withdraw your consent to the processing of personal data, please contact us at our registered office at 28. října 1263/170, Ostrava – Mariánské Hory, Postal Code 709 00, or via e-mail at recepce@harmonyostrava.cz.

2.9. Sources of Personal Data We obtain clients' personal data primarily:

- from the clients themselves;
- from publicly available sources (public registers, records, or lists);
- from potential applicants for jobs with us;

- from our own activities, by processing and evaluating other clients' personal data;
- from CCTV recordings.

2.10. Your Rights in Connection with the Processing of Your Personal Data You can exercise all your rights at our registered office at 28. října 1263/170, Ostrava – Mariánské Hory, Postal Code 709 00, or via e-mail at recepce@harmonyostrava.cz, with the understanding that you can also file a complaint with the supervisory authority, which is the Office for Personal Data Protection (www.uoou.cz), the Office for Personal Data Protection, with its registered office at Pplk. Sochora 727/27, 170 00 Prague 7.

2.10.1. Right of access means that you can request our confirmation at any time whether personal data concerning you are being processed or not, and if they are, then for what purposes, to what extent, to whom they are made accessible, how long we will process them, whether you have the right to correction, deletion, restriction of processing, or to raise an objection, where we obtained the personal data from, and whether automated decision-making, including profiling, takes place based on the processing of your personal data. You also have the right to obtain a copy of your personal data, whereby the first provision is free of charge, and for subsequent provisions, we may require a reasonable reimbursement of administrative costs.

2.10.2. Right to correction means that you can ask us at any time to correct or supplement your personal data if they are inaccurate or incomplete.

2.10.3. Right to deletion means that we must delete your personal data if (i) they are no longer necessary for the purposes for which they were collected or otherwise processed, (ii) the processing is unlawful, (iii) you raise an objection against the processing and there are no overriding legitimate reasons for the processing, or (iv) a legal obligation requires us to do so.

2.10.4. Right to restriction of processing means that until we resolve any dispute-related issues regarding the processing of your personal data, we must restrict the processing of your personal data in such a way that we can only have them stored and, if applicable, use them for the determination, exercise, or defense of legal claims.

2.10.5. Right to raise an objection means that you can raise an objection against the processing of your personal data which we process for the purposes of direct marketing or due to a legitimate interest. If you raise an objection against processing for direct marketing purposes, your personal data will no longer be processed for these purposes.

2.10.6. Right to portability means that you have the right to obtain the personal data concerning you which you have provided to us, in a structured, commonly used, and machine-readable format, and the right to transfer these data to another controller without us preventing you from doing so, if the processing is based on consent or a contract and is carried out by automated means.

3. Electronic Communication Tools

Our company uses various technologies within its activities to facilitate your access to us and our services. These are primarily internet services. **3.1. Cookies.** In providing our services, we use cookies, which are small text files that are stored on the user's computer upon the first loading of our website. Thanks to these files, we can more easily identify the way in which visitors interact with the content of our websites. This helps us communicate better with our website visitors or target our marketing more effectively. Necessary (technical) cookies are stored automatically for the proper functioning of the website. For storing analytical and marketing cookies, we require your prior active consent, which you can express via the so-called cookie bar upon your first visit to our websites. You can change your preferences regarding cookies at any time.

4. Final Provisions

4.1. This notice is issued for an indefinite period and becomes effective on April 1, 2025. **4.2.** We may change this notice at any time by issuing its new full version; its current version is published on our company's website and is simultaneously available at our registered office. **4.3.** Unless expressly stated otherwise, all information provided herein also relates to the processing of personal data of potential clients, i.e., persons with whom we have not yet established a contractual relationship, but with whom we are already in contact. The information provided herein shall apply to a reasonable extent also to the processing of personal data of other persons with whom our company is in direct contact, although we do not have a contractual relationship with them (e.g., representatives of legal entities).