

## Privacy Policy

### 1. Why we issue this policy

The protection of your personal data is important to us. Our company **Kvítka v bytě s.r.o.** (“We”) undertakes to protect and process the personal data provided by you in accordance with this personal data processing policy (the “**Policy**”). You will find us at Nové sady 988/2, Staré Brno, 602 00 Brno, Id. No.: 06834922 and we are registered in the Commercial Register under File No. C 104565 with the Regional Court in Brno.

This Policy explains:

- Who is responsible for personal data processing
- For what purposes we process personal data
- What categories of personal data we process
- Why and for how long we process personal data
- With whom we share your personal data
- What rights you have; and
- How you can contact us

### 2. Basic terminology and information

The term **personal data** means any information relating to a specific person and allowing for a direct or indirect identification of that person. This can include the first name, last name, email address or phone number. But personal data also include technical data such as IP address or a cookie if it can lead to user identification.

A **data subject** is any person whose personal data we collect and process, e.g. a visitor to the website. If we process your personal data, you are a data subject. To make it simple, we will hereinafter refer to yourself as “**You**”.

A **controller** is the person who decides why and how personal data are processed and is responsible for this. We are the controller of your personal data.

A **personal data processor** is a person who processes personal data for the Controller on the basis of the Controller’s instructions.

**Personal data processing** means any handling of your data – automatically or manually. To put it simply, if we obtain your data and work with them any way (for example, by storing them in a

database, using them to send you an email, or transferring them to another entity), this is personal data processing.

### 3. For what purposes we process personal data

We process your personal data for the following purposes and retain them for the period specified below:

#### 3.1. Ensuring the functionality of the Website

##### 3.1.1. When we process your personal data

If you go to our website at [www.oasa.studio](http://www.oasa.studio) (the “Website”).

##### 3.1.2. Why we process personal data

We process your personal data to ensure the operation, functionality, security and availability of the Website.

##### 3.1.3. What is the legal basis for processing

The processing of your personal data is based on our legitimate interest in ensuring the operation, functionality, security and optimisation of the Website, including protection against abuse and including bugs detection.

##### 3.1.4. What personal data we process

Personal data	Legal basis	Duration of processing	Consequence of failure to provide data
IP address and approximate geographical location (at IP level)	Legitimate interest	Maximum 30 days	The processing is limited to the technically necessary operations to enable the loading of the Website's content.
Information about your browser and device			

## 3.2. Website user behaviour analysis

### 3.2.1. When we process your personal data

If you visit our Website and also consent to Google analytics.

### 3.2.2. Why we process personal data

We process your personal data for the purpose of analysing the behaviour of visitors coming to our Website.

### 3.2.3. What is the legal basis for processing

The processing of your personal data is based on your consent. Providing your consent means that we can analyse traffic and user behaviour on the Website and thus improve its functionality, content and your user experience.

### 3.2.4. What personal data we process

Personal data	Legal basis	Duration of processing	Consequence of failure to provide data
Statistics on visits and traffic concerning the Website	Your consent	14 months	Your consent is completely voluntary and refusal to grant consent will not affect the functionality of the Website or the availability of our services.  If you do not provide us with your consent to the processing of personal data, we will not collect any data about your visit to the Website using this tool. Your behaviour on the website will not be measured or transferred to third parties (to Google).
Approximate geolocation			
Information about your browser and device			

## 3.3. Handling emails sent via the contact form

### 3.3.1. When we process your personal data

If you complete and submit the contact form located on the Website.

### 3.3.2. Why we process personal data

We process your personal data for the purpose of responding to your service request or your enquiry.

### 3.3.3. What is the legal basis for processing

The processing of your personal data is based on your request and our legitimate interest in dealing with your requests and enquiries.

### 3.3.4. What personal data we process

Personal data	Legal basis	Duration of processing	Consequence of failure to provide data
Your name and surname / Name of the company	Legitimate interest	For the duration of the ongoing communication and up to a maximum of the 6 months following its termination.	We require that such data be provided. Without such data, your enquiry cannot be sent via the contact form.
Email	Legitimate interest	For the duration of the ongoing communication and up to a maximum of the 6 months following its termination.	We require that such data be provided. Without such data, your enquiry cannot be sent via the contact form.
Phone number	Legitimate interest	For the duration of the ongoing communication and up to a maximum of the 6 months following its termination.	We require that such data be provided. Without such data, your enquiry cannot be sent via the contact form.
Country	Legitimate interest	For the duration of the ongoing communication and up to a maximum of the 6 months following its termination.	We require that such data be provided. Without such data, your enquiry cannot be sent via the contact form.

## 4. Who has access to your personal data

Your personal data are accessible only by those persons or companies that need the data for a specific purpose, such as external processors who provide technical operation of the Website. A list of these can be found [here](#). We may also transfer your data in accordance with laws, for example following requests from governmental authorities.

We ensure that your personal data are shared only to the extent necessary and exclusively with those entities that provide adequate guarantees of data protection and data processing in accordance with the applicable laws.

As part of our business relationships, your personal data may be shared with or made accessible to third parties who may also be located outside the European Economic Area (EEA), i.e. in third countries. Transfers to a third country will only take place in accordance with the applicable data protection regulations, in particular with the guarantee of an adequate level of data protection. This means that your data will only be transferred if there is a decision of the European Commission on the adequacy of the level of protection (Article 45 GDPR), suitable safeguards are provided to protect your personal data (Article 46 GDPR) or there is a statutory regulation granting authorisation (Article 49 GDPR). Suitable safeguards in terms of Article 46 of the GDPR include standard data protection clauses published by the European Commission.

Do not hesitate to contact us for more information on the transfer of data outside the EEA.

## 5. What are your rights and other important information

### 5.1. Right of access

You have the right to request information about what personal data we process about you, how we handle the data and why we process them. If you request the information, we will provide you with a copy of your data stored by us without undue delay. This right helps you to have control over how your data are processed and to ensure that the data are correct and up to date.

### 5.2. Right to rectification

If you believe that we are processing inaccurate, outdated or incomplete personal data about you, you have the right to request their correction or completion.

### 5.3. Right to erasure

You have the right to request the erasure of your personal data. However, this right does not apply to all situations and in some cases, there may be reasons why we cannot erase the data.

If you request erasure of your personal data, we shall erase your personal data if (i) they are no longer necessary for the purposes for which they were collected or otherwise processed; (ii) you have withdrawn the consent to the processing of personal data, such personal data were processed on the basis of consent and there is no other legal basis for the processing; (iii) you have objected to the processing and there are no overriding legitimate grounds for the processing of your personal data;

(iv) the processing is unlawful; or (v) the legal obligation to process the personal data based on European Union law or national law has ceased to exist.

## 5.4. Right to restriction of processing

Until any disputable issues concerning the processing of your personal data are resolved, you may request restriction of processing of your personal data. Where processing has been restricted, your personal data may be processed, except for their storage, only with your consent or for the purpose of establishing, exercising or defending legal claims, for the protection of third-party rights or for reasons of an important public interest of the European Union or any Member State.

## 5.5. Right to portability

You have the right to obtain your personal data (i) which you provided to us; (ii) which are processed based on a consent or a contract; and (iii) which we process by automated means, in a structured, commonly used and machine-readable format. You also have the right to transfer such data to another controller. However, if the exercise of this right would adversely affect the rights and freedoms of other persons, we will not be able to satisfy your requests.

## 5.6. Right to object

You have the right to object to the processing of your personal data where they are processed on the basis of public interest or our legitimate interest, including profiling. If you object, we will stop processing your data unless there are compelling reasons for processing them. You also have the right to object to processing for direct marketing at any time. If you object, the personal data will no longer be processed for this purpose.

## 5.7. Right to withdraw consent

If we process your personal data based on consent, you have the right to withdraw your consent at any time. Upon receipt of your withdrawal, we will no longer process your data for the given purpose. The withdrawal does not affect the lawfulness of processing based on consent before its withdrawal.

## 5.8. Right to lodge a complaint

Our activities are supervised by the Office for Personal Data Protection; if you are dissatisfied, you can file a complaint with the Office. You can send your complaint to the following address:

### **Office for Personal Data Protection**

Pplk. Sochora 27, 170 00 Prague 7, Czech Republic

Email: [posta@uoou.gov.cz](mailto:posta@uoou.gov.cz)

Web: [www.uoou.gov.cz](http://www.uoou.gov.cz)

## 6. How to exercise your rights and how to contact us

We generally process your requests free of charge because it is important for us to keep you informed about the processing of your personal data. However, in the event of repeated or clearly unfounded requests for the exercise of the above rights, we may charge a reasonable fee or refuse the exercise of the given right. We would inform you of such a course of action, together with giving a reason for this.

If you wish to exercise any of the above rights, please contact us:

- a. by email at [info@kvitkavbyte.cz](mailto:info@kvitkavbyte.cz)
- b. by data message to ID: 6562tar
- c. at the address Kvítka v bytě s.r.o., Nové sady 988/2, 602 00 Brno.

We will need to verify that you are indeed the person to whom your request relates. To do this, we will choose a method that is appropriate and as least burdensome as possible.

We recommend that you provide your request with a guaranteed electronic signature or an authenticated signature. Should we have any doubt regarding your identity, we may ask for additional information to verify it.

We will respond to your questions or requests without undue delay (within 1 month at the latest, however, in justified cases the deadline may be longer).

## 7. Force and effect

This Policy has been issued: 1. 8. 2025.

This Policy is effective from: 1. 8. 2025.