

## Privacy Notice

### 1. Introduction; the controller and its contact details

**Q Events AG**, Europa-Strasse 17, 8152 Glattbrugg, Switzerland (hereinafter the „*Company*”) as a **controller of personal data** respects privacy of individuals and personal data protection. Due to this reason the Company wishes to inform, through this Privacy Notice, the Company’s clients or suppliers, or as the case may be, representatives of these clients and suppliers, and job seekers for the Company, on how the Company handles their personal data in pursuing its activities, in particular what types of personal data are processed and to what purposes they are processed. The Company notes that only individuals (natural persons) whose personal data are processed are in the position of data subjects (hereinafter the „*data subjects*”).

If a client, supplier or an individual data subject has any query regarding this Privacy Notice or about the collection, processing and protection of their personal data, s/he may contact the Company by phone on +41 44 829 55 55, via email: [contact@qevents.biz](mailto:contact@qevents.biz) or at the address above-mentioned.

### 2. The processing data and the purpose of processing including the legal basis for the processing

Provided personal data or personal data that may be eventually created later are processed and used only in accordance with the purposes described in this Privacy Notice.

#### *Clients*

Within its activities in the field of tourism, the Company provides its services to clients, especially legal entities. In this context, clients communicate to the Company personal data of individuals that shall personally enjoy travel services (hereinafter the „*recipients of services*”) and those who represent the clients towards the Company, to the extent which is necessary for the performance of the contract concluded between the client and the Company. The Company uses and processes provided personal data and personal data that may be eventually created later in the course of cooperation with the client for purposes of proper provision of the Company’s services and for fulfilling of related contractual and statutory duties of the Company as a travel services provider and a tax entity.

Only after receiving the consent of its clients for advertising purposes, the Company uses electronic contact details of its current clients for sending out its newsletter. In this case the Company processes personal data of clients which is necessary for the purposes of providing up-to-date offers of the Company’s services and other related information to clients (processing based on consent). The Company proceeds in compliance with applicable legal regulations when sending out its newsletter. Clients have a clear and distinct opportunity to simply withdraw the consent for the use of their electronic contact details for the abovementioned purposes.

In relation to clients (or more precisely recipients of services and client’s representatives), the Company processes in particular data in the scope of name, surname, contact details (telephone number, email address), and for recipients of services, where applicable, also date of birth, permanent residency address, information about provided travel services, incl. number of a flight, hotel room number, personal travel preferences of a data subject with regard to flights, meals, car rental and accommodation, etc.

### ***Suppliers***

The Company cooperates with various suppliers in order to perform its activities. In this context, the Company processes personal data, provided or eventually created later, about suppliers (natural persons) and representatives of suppliers only for purposes of proper performance of contracts concluded with suppliers and for fulfilling related statutory duties of the Company as a client and a tax entity.

Processed personal data about suppliers and their representatives include in particular their name, surname and contact details (telephone number, email address), and for suppliers also date of birth, permanent residency address, registered seat, ID No., Tax ID No., bank account numbers and information about received and provided performance.

### ***Job seekers***

In connection with searching for new employees the Company processes personal data of job seekers acquired from their curricula vitae and during further potential hiring process; the purpose of this processing is to conclude employment contract and based on the job seekers' consent to process their application during the hiring process.

Processed personal data about job seekers include in particular their name, surname, date and place of birth, nationality (citizenship), permanent/temporary residence, contact address, telephone number, email address, other personal data listed in their CVs (e.g. data on education, language skills, professional knowledge and skills, previous employment, eventually photographs of job seeker).

### ***Generally***

The Company does not collect or process any special categories of personal data (sensitive data). In case the processing of sensitive personal data would very exceptionally take place, it shall be done only under a legitimate title and upon making a data subject aware thereof.

## **3. Rights of data subjects**

The Company's clients, recipients of its services, the Company's suppliers and representatives of Company's clients and suppliers, and job seekers, acknowledge that **providing of personal data** to the Company is **voluntary** but also necessary for conclusion of a contract with a client/supplier/job seeker and performance of this contract. In case personal data are not provided, a contract may not be concluded and performed.

Regarding their personal data, following rights pertain to data subjects:

- Right of access to their personal data and right to obtain information about processing of their personal data that does not follow from this Privacy Notice;
- Right to ask from the Company as the controller of the personal data:
  - rectification of inaccurate personal data and the completion of incomplete personal data;
  - erasure of personal data in specified cases, e.g. when the personal data have been unlawfully processed or the personal data are no longer necessary for the Company;
  - restriction of processing of the data subject's personal data (i.e. such personal data shall not, with the exception of storage, be processed) in specified cases, e.g. when the personal

data have been unlawfully processed, the accuracy of the personal data is contested by the data subject or the Company no longer needs the personal data for the purposes of the processing, but they are required by the data subject;

- Right to portability of the personal data, i.e. right to receive their personal data, or to have the data transferred to another controller, in a structured, commonly used and machine-readable format, if data are provided by a data subject to the Company and if the processing is carried out by automated means;
- Right to lodge a complaint with a supervisory authority, if they find out or assume that their personal data have been unlawfully processed;
- In cases where processing of personal data is based on the data subject's consent (e.g. sending out newsletters), the right to withdraw this consent at any time, without effect on lawfulness of processing prior to such withdrawal;
- In cases where personal data are processed for legitimate interests of the Company, data subjects have the right to object against such processing.

To claim all the rights stated above, as well as in the event of any questions, comments or concerns regarding the processing of personal data, data subjects can contact the Company by the contact details mentioned in Section 1.

#### **4. Storage of personal data and implemented technical and organisational measures**

The Company maintains appropriate administrative, technical and physical safeguards to protect personal data against accidental or unlawful destruction, accidental loss, unauthorized alteration, unauthorized disclosure or access, misuse, and any other unlawful form of processing of the personal data.

Personal data are stored in electronic form in a controlled and protected environment, provided with the latest hardware and software systems for data protection and / or in printed form with maximum security against unauthorized access.

For purpose of its proper functioning, the Company uses, for storage of some of the processed personal data, properly secured cloud of Q Events business group located in Switzerland.

#### **5. The period which the personal data will be stored for**

The Company uses and stores personal data for as long as necessary in order to meet the purposes described in this Privacy Notice. If the Company no longer needs the obtained personal data, such personal data are deleted, except for personal data which are required by law for archiving purposes.

Personal data of unsuccessful job candidates are retained for the purpose of potential later addressing of candidates for the period not exceeding one year after sending CV or after the end of hiring procedure if the candidate gives consent to such further processing, and then are destroyed or deleted. The Company reserves the right to potentially keep information about results of the hiring procedure of a candidate and the reasons therefor for a period longer than one year.

#### **6. Transfer of personal data within the Q Events group and to a third party**

Personal data collected by the Company about data subjects are not provided further to third parties, except as described in this Privacy Notice or as otherwise notified explicitly to the data subject by the Company.

The Company passes on the personal data collected within the group in the scope of providing information on products and services. You will find a list of group entities on the website <http://www.qevents.biz/contact-us.html>. Furthermore, the Company may exchange information necessary for fulfilling a contract between the group entities.

The Company may eventually share personal data of clients (or more precisely recipients of services) with its subcontractors (other service providers) in relation to the purposes described in this Privacy Notice. Examples of service providers include transport companies, hotels and other accommodation establishments.

For purpose of its proper functioning, the Company potentially shares personal data of the Company's clients and suppliers with external accountants. Also IT systems administrators and providers of similar IT services may exceptionally have random access to the personal data processed by the Company.

This may lead to the data collected being sent to countries which, in the view of the EU and/or Switzerland, do not have adequate data protection legislation. However, in cases in which this takes place, the Company has implemented suitable guarantees to ensure sufficient protection of the personal data. You may request further information on this at the contact address specified in Section 1.

The Company declares in this context that it carefully chooses its suppliers, subcontractors and other contractual partners and personal data to necessary extent are transferred only to reliable partners. Moreover, the Company requires of processors of personal data to only process the personal data in accordance with its instructions and only if it is necessary for the provision of services or for the fulfilment of legal requirements. The Company also requires of them to implement adequate technical and organizational measures for the protection of personal data.

The Company also discloses personal data to state and other public authorities:

- (i) if it is required to do so by law;
- (ii) in response to a request from a court, law enforcement authorities or other public authorities, or
- (iii) when the Company believes disclosure is necessary to prevent physical harm, damage or financial loss.

## **7. Updates of this Privacy Notice**

This Privacy Notice may be changed or updated at any time to reflect changes to the Company's practices in processing and protection of personal data. The Company shall post a notice on its website to inform data subjects about substantial changes to this Privacy Notice.

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**Q Events & Destination Management s.r.o.**, ID No. 038 88 223, with its registered seat at Thámova 183/11, Karlín, 186 00 Prague 8, registered in the Commercial Register kept with the Municipal Court in Prague, Section C, File No. 239378 (hereinafter the „*Company*”) as a **controller of personal data** respects privacy of individuals and personal data protection. Due to this reason the Company wishes to inform, through this Privacy Notice, individuals (natural persons) which are the Company’s clients or suppliers, or as the case may be, representatives of these clients and suppliers, as data subjects (hereinafter the „*data subjects*”) on how the Company handles their personal data in pursuing its activities, in particular what types of personal data are processed and to what purposes they are processed.

If a data subject has any query regarding this Privacy Notice or about the collection, processing and protection of their personal data, s/he may contact the Company by phone on +420 220 515 701, via email: [contact@qevents.biz](mailto:contact@qevents.biz) or at the address of the Company’s registered seat.

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In relation to clients (or more precisely recipients of services and client’s representatives), the Company processes data in the scope of name, surname, contact details (telephone number, email address), and for recipients of services, where applicable, also date of birth, permanent residency address, information about provided travel services, incl. number of a flight, hotel room number, personal travel preferences of a data subject with regard to flights, meals, car rental and accommodation, etc.

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Processed personal data about suppliers and their representatives include their name, surname and contact details (telephone number, email address), and for suppliers also date of birth, permanent residency address, registered seat, ID No., Tax ID No., bank account numbers and information about received and provided performance.

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  - erasure of personal data in specified cases, e.g. when the personal data have been unlawfully processed or the personal data are no longer necessary for the Company;
  - restriction of processing of the data subject's personal data (i.e. such personal data shall not, with the exception of storage, be processed) in specified cases, e.g. when the personal data have been unlawfully processed, the accuracy of the personal data is contested by the data subject or the Company no longer needs the personal data for the purposes of the processing, but they are required by the data subject;
- Right to portability of the personal data, i.e. right to receive their personal data, or to have the data transferred to another controller, in a structured, commonly used and machine-readable format, if data are provided by a data subject to the Company and if the processing is carried out by automated means;
- Right to lodge a complaint with a supervisory authority, i.e. within the Czech Republic with the Office for personal data protection of the Czech Republic, if they find out or assume that their personal data have been unlawfully processed.

To claim all the rights stated above, as well as in the event of any questions, comments or concerns regarding the processing of personal data, data subjects can contact the Company by phone on +420 220 515 701, via email: [contact@qevents.biz](mailto:contact@qevents.biz) or at the address of the Company's registered seat.

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The Company may eventually share personal data of clients (or more precisely recipients of services) with its subcontractors (other service providers) in relation to the purposes described in this Privacy Notice. Examples of service providers include transport companies, hotels and other accommodation establishments.

For purpose of its proper functioning, the Company potentially shares personal data of Company's suppliers with external accountants. For the same purpose, the Company potentially uses cloud services of Microsoft for storage of some of personal data processed by the Company.

IT systems administrators and providers of similar IT services may exceptionally have random access to the personal data processed by the Company.

The Company declares in this context that it carefully chooses its suppliers, subcontractors and other contractual partners and personal data to necessary extent are transferred only to reliable partners. Moreover, the Company requires of processors of personal data to only process the personal data in accordance with its instructions and only if it is necessary for the provision of services or for the fulfilment of legal requirements. The Company also requires of them to implement adequate technical and organizational measures for the protection of personal data.

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