# Spacemanic Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Spacemanic information:

Spacemanic s.r.o. Purkyňova 649/127, Medlánky, 612 00 Brno Company registered at the Regional Court in Brno insert No: C 112511

ID No.:082 19 907 VAT ID: CZ08219907

Next as "we", "us" or "Spacemanic".

#### Topics:

- What data do we collect?
- How do we collect your data?
- How do we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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- How do we use cookies?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
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Our organization complies with legal obligations regarding the protection of personal data, particularly pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, the General Data Protection Regulation (GDPR). We have implemented appropriate technical and organizational measures to adequately protect personal data. Our goal is to preserve your privacy to the maximum extent possible, therefore, we always carefully assess whether certain data processing is necessary and whether it unduly infringes upon your rights and freedoms. This document summarizes all necessary information concerning not only the transfer to third parties but also other aspects of personal data protection within the Spacemanic s.r.o.

#### What data do we collect?

Spacemanic collects the following data:

- Personal identification information (Name, email address, phone number, company where you work, where we first met)
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- How do we collect your data?

#### How do we collect your data?

You directly provide us with most of the data we collect. We collect data and process data when you:

- Subscribe to our newsletter or place demand for our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our messages.
- Use or view our website via your browser's cookies.
- Meet us at an event and provide us with your contact.

We may also receive your data indirectly from the following sources:

Social media such as Facebook, Instagram, etc. – if you come via an advertisement.

# How will we use your data?

We collect data so that we can:

- Process your order, manage your account
- Carry out legislative procedures to handle documents necessary to initiate the mission.
- Email you with special offers on our products, services, and news from our company we think you might like.
- We may share data with our partners in order to complete purchases, orders, or missions for the full completion of the task. In this case, you will be informed about data sharing during the process.

When Spacemanic processes your order, it may send your data to, credit reference agencies to prevent fraudulent purchases.

#### How do we store your data?

We securely store your data at our cloud storage center protected by a password. Only authorized workers have access to your data.

We will keep your data for 10 years. Once this period has expired, we will delete your data from our database.

# Marketing

Spacemanic would like to send you information about products, services, events, and updates that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please send an email to: <a href="mailto:info@spacemanic.com">info@spacemanic.com</a>

# What are your data protection rights?

We would like to make sure you are fully aware of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Spacemanic's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Spacemanic transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond. If you would like to exercise any of these rights, please contact us at: info@spacemanic.com

Call us: +385 99 190 9472

Or send us a letter to:

Spacemanic s.r.o. Veveří 3163/111, 616 00 Brno Czech Republic

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. Our website may also contain third-party codes, such as those from Google, Facebook, and others, which may use cookies to track your internet activity. Third-party cookies are governed by different privacy policies than those of this website. You can block these 'tracking' cookies in your internet browser settings
For further information or change in settings cookies visit our website spacemanic.com.

#### How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

Understanding how you use our website

#### What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

Strictly necessary cookies – These cookies are essential to provide you with services available through our website and to enable you to use certain features of our website.

Without these cookies, we cannot provide you certain services on our website. Functionality – we use these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

Advertising – Spacemanic uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. We sometimes share some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

Tracking cookies – These cookies are used to collect information to analyze the traffic to our website and how visitors are using our website. For example, these cookies may track things such as how long you spend on the website or the pages you visit which helps us to understand how we can improve our website for you. The information collected through these tracking and performance cookies do not identify any individual visitor.

#### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### Privacy policies of other websites

The Spacemanic website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### Changes to our privacy policy

Spacemanic keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 23 February 20204.

#### How to contact us

If you have any questions about Spacemanic's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@gmail.com

Or write to us at: Spacemanic s.r.o. Veveří 3163/111, 616 00 Brno Czech Republic

# How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Spacemanic has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office in Czech Republic.

Úřad pro ochranu osobních údajů

Pplk. Sochora 27 170 00 Praha 7 http://www.uoou.cz/