

Information on the processing of personal data

1. Administrator of personal data

- 1.1. Tereza Papežová, CIN: 19321902 with registered office at Na Pláni 13a, Prague 5 - Smíchov, 150 00, is the administrator of your personal data (hereinafter referred to as the "**Administrator**") within the meaning of Regulation of the European Parliament and Council No. 2016/679 from 27th April 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (hereinafter referred to as "**GDPR**") and Act No. 110/2019 Coll., **Act on the Processing of Personal Data** (hereinafter referred to as the "Act on the Processing of Personal Data"), and as Administrator, processes personal data in accordance with the GDPR, the Act on the Processing of Personal Data and other related regulations governing the protection of personal data.

2. Principles of personal data processing

- 2.1. The administrator undertakes to process your personal data only to the extent necessary for the implementation of the offered service, which is the provision of teaching and lessons by Tereza Papežová (hereinafter referred to as the "**Service**").
- 2.2. When managing and processing your personal data, the Administrator fully respects the principles of their protection and, in accordance with applicable legal regulations, informs you as a data subject below about your rights, reasons for processing and other essential information regarding the processing of your personal data.

3. Purpose and legal basis of processing your personal data

- 3.1. In order to provide the Services, the Administrator processes only your personal data that is necessary for the fulfilment of the contract and the proper provision of the Services, the fulfilment of the Administrator's legal obligations and also to protect the legitimate interests of the Administrator.
- 3.2. Furthermore, the administrator may process your personal data for marketing purposes based on your consent. The granting of such consent is voluntary and you can revoke it at any time. At the same time, however, its provision is necessary so that e.g. newsletters regarding newly provided services and other similar information can be sent to you.

4. Your personal data

- 4.1. Your personal data is processed in the scope of name, surname, telephone number, e-mail, address and billing address, bank details, or other personal data that you provide to the Administrator for the purpose of providing the Service.
- 4.2. The administrator obtains personal data directly from you as the data subject.

5. Time of personal data processing

- 5.1. All personal data will be processed and stored for the period necessary to ensure mutual rights and obligations arising from the legal relationship mentioned above, in accordance with the relevant legal regulations that apply to the legal relationship. Personal data will therefore be kept by the Administrator for the duration of the contractual relationship between you and the Administrator, for the duration of

the Administrator's legitimate interest, or for the duration of the granted consent to the processing of personal data.

- 5.2. At the moment when the purpose of personal data processing ceases or the period for which the Administrator is obliged to store your personal data expires, your personal data will be completely deleted.

6. Recipients of personal data

- 6.1. Your personal data can be accessed by the Administrator, contractual processors and possibly also third parties who provide appropriate guarantees to the Administrator that such processing of personal data meets the requirements of applicable legal regulations and ensures proper protection of your rights.
- 6.2. The website <https://www.terezathetutor.com/> (hereinafter referred to as the “**Website**”) also uses hosting by the Wix platform. As a processor, Wix can also process your personal data on behalf of the Administrator. For more information about the processing of your personal data by Wix, see <https://cs.wix.com/about/privacy>.

7. Rights of data subjects

- 7.1. As a data subject, you have the right:
 - to access your personal data,
 - to correct incorrect personal data,
 - to ask for deletion of your personal data,
 - to object to the processing,
 - to request restriction of personal data processing,
 - on the portability of data to the extent stipulated by applicable legal regulations to another administrator,
 - file a complaint with the Administrator or the Office for Personal Data Protection.
- 7.2. In case of any questions regarding the processing of your personal data or withdrawal of consent to the further processing of your personal data, you can contact the Administrator via the email address: **terezathetutor@gmail.com**.
- 7.3. If you believe that your personal data is being processed without authorization, you can also file a complaint with the supervisory authority, which is the Office for the Protection of Personal Data (www.uoou.cz).

8. Cookies on the Website

- 8.1. This website uses cookies. These are files that may be used by websites to improve user experience.
- 8.2. Cookies are small data files that websites store on your devices when you start using the website. In this way, the site remembers your preferences and the actions you have taken on the site for a certain period of time, and these are then used, for example, to facilitate navigation between pages, to remember your preferences (e.g. login data or website language settings) and to improve the overall browsing experience on the website. Another reason for using cookies is to help collect statistical data about website traffic.

- 8.3. The Website also uses third-party cookies that come from a different domain than the Website's domain.
- 8.4. The law stipulates that the website can store cookies on your device if they are absolutely necessary for the operation of the website (necessary cookies), without your consent. All other types of cookies require your consent, which you can revoke at any time in your internet browser.
- 8.5. Types of cookies used on the Website:

Necessary cookies

These cookies enable basic functions such as security, identity verification and network management. Without these cookies, the website cannot function properly.

Marketing cookies

These cookies are used to monitor the effectiveness of advertising campaigns in order to provide more relevant services and better advertisements according to your interests.

Functional cookies

These cookies collect data whose purpose is to remember user choices in order to provide a better and more personalized experience.

Analytical cookies

These cookies collect analytical data in order to improve the performance and functionality of the website.

Necessary

Name	Duration	Description
XSRF-TOKEN	Session	These are security cookies.
hs	Session	These are security cookies.
svSession	12 months	Used in conjunction with user login.
SSR-caching	1 minute	Used to detect the system from which the website was loaded.
_wixCIDX	3 months	Used to monitor the system.
_wix_browser_sess	Session	Used to monitor the system.
consent-policy	12 months	It is used to set the cookie bar parameters.
smSession	Session	It is used to identify registered persons on the website.
TS*	Session	It is used for security and anti-fraud reasons.

bSession	30 minutes	It is used to measure the proper functioning of the system.
fedops.logger.X	12 months	It is used to measure the proper functioning of the system.

Functional

wixLanguage	12 months	Remembers your preferred language settings.
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