

INFORMATION ON PERSONAL DATA PROCESSING

Bc. Markéta Karla „Nova“ Chodura MSc., corporate ID no. 04054041, with registered seat at Josefa Skupy 1713/9, 708 00 Ostrava, Czech Republic (“**Provider**”) is a personal data controller within the meaning of General Data Protection Regulation (Regulation of European Parliament and Council (EU) 2016/679 of the European Parliament and of the Council) (“**GDPR**”).

1. PERSONAL DATA PROCESSING

1.1. I process personal data if you:

- 1.1.1. communicated with me in writing or electronically (e.g. via e-mail) and provided personal data;
- 1.1.2. are my client - a natural person or a self-employed person;
- 1.1.3. are an employee or other representative of my client;
- 1.1.4. attended an educational or other event organized by me;
- 1.1.5. are a self-employed person or an employee of a legal entity with whom I have concluded a contract as a customer of services or goods.

1.2. I process all personal data in accordance with the GDPR and Act No. 110/2019 Coll. on the processing of personal data.

2. CONFIDENTIALITY

2.1 I treat the personal data you provide to me in the context of the consultation as confidential and handle it in accordance with the principles of confidentiality and professional ethics. I am a member of an organisation of therapists - the International Institute for Complementary Therapists (“**IICT**”) and in my work I am also bound by the IICT Code of Ethics.

3. CATEGORY OF PERSONAL DATA

I process the following categories of personal data:

- 3.1. **Identification and address data:** academic title, first name, last name, date of birth, permanent address, delivery or other contact address, business address, corporate ID number.
- 3.2. **Electronic contact details:** telephone, mobile phone, e-mail address, data box ID.
- 3.3. **Other personal data required for performance of the contract:** bank account number, payment amounts and history of payments, or other similar data.
- 3.4. **Other personal data provided by you** in the contract or amendment or in other documents and in consultations, including later updates.
- 3.5. **In case of clients,** an electronically recorded hypnotic recording for analysis, transmission to the client and later analysis in consultation with the client.
- 3.6. **Sensitive data and health data** provided or disclosed by you in the course of a consultation or other communication for the purpose of providing advisory and consultancy services.

4. THE LEGAL BASIS AND PURPOSES OF PROCESSING

I process personal data for the following reasons:

- 4.1. **Provision of advisory and consultancy services and fulfillment of obligations arising from contract or other arrangements.**
 - 4.1.1. I process personal data because it is necessary to enter into and execute a contract with you and exercise the rights agreed in the contract.
 - 4.1.2. Sensitive personal and health data may also be processed in the context of the provision of advisory and consultancy services. None of this data is disclosed to third parties and is protected against misuse. Written notes taken during consultations are stored in my office at Josefa Skupy 1713/9, 708 00 Ostrava, Czech Republic, and are protected against access by other persons and against misuse.
- 4.2. **Fulfillment of legal obligations.**
 - 4.2.1. My legal obligations include, in particular, issuing, receiving and archiving tax documents.
- 4.3. **Processing of personal data based on your consent**
 - 4.3.1. I may also process personal data if you give me explicit and free consent. You may revoke this consent at any time.
- 4.4. **P**
 - 4.4.1. The Provider may use anonymised information derived from the provision of services for the purposes of professional presentation, education, and marketing, provided that such information does not contain personal data and cannot lead to the identification of a specific individual.
 - 4.4.2. The Provider may process personal data contained in testimonials, reviews, or references provided by the data subject only on the basis of the data subject's explicit consent in accordance with Article 6(1)(a) and, where applicable, Article 9(2)(a) of the GDPR.
 - 4.4.3. Such consent is voluntary and may be withdrawn at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
5. **PROCESSORS, RECEIPIENTS AND TRANSMISSION OF PERSONAL DATA**
 - 5.1. For effective providing our services and contract performance, I have contracts with other services providers to whom I may pass on your personal data for processing. In particular, your personal data may be processed by:
 - 5.1.1. postal service providers;
 - 5.1.2. software and IT service providers;
 - 5.1.3. accounting service providers;
 - 5.1.4. other service providers that I do not currently use.
 - 5.2. Personal data may be processed within the European Union as well as in countries that ensure an adequate level of data protection under applicable law.
 - 5.3. In some cases, personal data may be transferred outside the European Union, in particular to service providers such as IT, hosting, website, or email marketing providers.
 - 5.4. In such cases, the Provider ensures that appropriate safeguards are in place in accordance with the GDPR, in particular through the use of standard contractual clauses or reliance on adequacy decisions.
 - 5.5. The Provider carefully selects its service providers with regard to data protection and ensures that personal data is handled securely and in compliance with applicable legal requirements.

6. DURATION OF THE DATA STORAGE

- 6.1. I only process personal data for the time necessary to fulfill the purpose of processing, or for the period of time required by law. The storage period varies depending on the legal basis of the processing of personal data:
 - 6.1.1. If the legal basis for the processing of personal data is the fulfillment of contractual obligations, in the case of providing advisory and consultancy services I process personal data for the duration of the contractual relationship and for a maximum period of 3 years from the termination of the contractual relationship.
 - 6.1.2. If the legal basis for the processing of personal data is the fulfillment of my legal obligations, I process the personal data for as long as I am required by law.
 - 6.1.3. If the legal title for the processing of personal data is your consent, I process personal data for as long as you have given me your consent.

7. YOUR RIGHTS

- 7.1. You have the following rights in relation to personal data:
 - 7.1.1. Right of access to personal data - you can contact me at any time to ask if I am processing your personal data and if so, request further information about this processing.
 - 7.1.2. Right to correct or adjust personal data - if there is a change in your personal data or if you feel that the data I process is incorrect, please contact me.
 - 7.1.3. Right to request processing restrictions - in the cases referred to in Article 18 of the GDPR, you have the right to request processing restrictions on your personal data.
 - 7.1.4. Right to delete personal data - in the cases referred to in Article 17 of the GDPR, you have the right to require me to delete personal data concerning you without undue delay, provided that there is no effective contract between us for the provision of advisory and consultancy services.
 - 7.1.5. Right to request the transfer of data - under the conditions set out in Article 20 of the GDPR, you have the right to ask me to transfer your personal data to a third party.
 - 7.1.6. Right to object - if I process your personal data based on my legitimate interest, you have the right to object to such processing at any time.
 - 7.1.7. Right to file a complaint - in case of doubt about compliance with our obligations related to the processing of personal data, you have the right to file a complaint with the Office for Personal Data Protection (in Czech "Úřad pro ochranu osobních údajů").

8. CONTACTS

- 8.1. If you want to contact me, ask me anything about personal data processing or inform me that you do not want me to process your personal data, you can use the following contact information:

Bc. Markéta Karla "Nova" Chodura MSc.

Josefa Skupy 1713/9, 708 00 Ostrava, the Czech Republic

E-mail: support@karlanova.com

9. OTHER AND FINAL PROVISIONS

- 9.1. If you refuse to provide the personal data necessary for the aforementioned purposes, I may not be able to provide you with the appropriate services.
- 9.2. I do not carry out any personal data processing activities in the form of profiling.

- 9.3. I process personal data through software, which means that we process the personal data partially automatically.