

Information on Personal Data Processing

I. Introduction

The company International Leadership and Business Academy s.r.o., with its registered office at Václavské náměstí 2132/47, Nové Město, 110 00 Prague 1, company identification number: 107 30 575, entered in the Commercial Register kept by the Municipal Court in Prague, Section C, entry 347378 (hereinafter called "ILBA"), processes your personal data in conformity with valid legal regulations in the area of personal data protection, especially with the Act No. 110/2019 Coll., on personal data processing, as amended by later regulations, and in conformity with the General Data Protection Regulation - EU Regulation 2016/679 (hereinafter called "Regulation").

ILBA is personal data controller within the meaning of Regulation, i.e. it especially gathers, maintains and uses your personal data above all in connection with provision of its services in the area of mediation and organizing of study opportunities, educational stays and study visits.

II. Processed Personal Data

As controller, we process these personal data of your person: date of birth, gender, nationality, profession, photograph, name, surname, address of your place of residence, e-mail, telephone.

III. Purpose of Personal Data Processing

Your personal data are processed in conformity with valid legal regulations in the area of personal data protection. The controller processes your personal data for the following purposes:

- preparation of pre-contractual relation with persons interested in our services
- performance of contractual relation
- improvement of quality of our services and development of new ones
- displaying of advertisements based on interest of persons inviting the web site
- sending of business messages
- accounting and tax purposes
- publicity and marketing purposes
- performance of other statutory obligations.

IV. Legal Reason of Personal Data Processing

With regard to individual categories of personal data and the purpose of their processing, your personal data are processed on the basis of these legal reasons:

- performance of a contract or negotiation on its conclusion
- consent with personal data processing (if granted for the purpose of sending of marketing notices and offers of partners)
- performance of statutory obligations (especially book-keeping and performance of tax duties).

V.

Personal Data Sources

Your personal data are acquired directly from you through these communication instruments: direct written, personal or electronic communication.

VI.

Rights of Data Subjects

In conformity with the Regulation, you have the following rights in connection with your personal data processing:

Right to information on personal data processing

As personal data controller, we are obliged to provide you all information on your personal data which we process, with what method we process them, on the basis of what legal reason, to whom we provide them and for what term we will process them.

Right to personal data correction

In case that your personal data will change, or if some of your data are incorrect or incomplete, you have the right to their correction.

Right to deletion

You have the right to ask for deletion or correction of your personal data in case that some of the following conditions if fulfilled:

- personal data are no longer necessary for the purpose for which they have been acquired originally and processed subsequently
- if you cancel your consent with processing based on granting of your consent, and if there is no further statutory reason for processing
- your objection to data processing based on justified interests of controller will be justified and appropriate
- your personal data processing is or has been inconsistent with the Regulation
- the consent of statutory representative with personal data processing at children younger than 15 years has not been granted

Right to limitation of processing

In case of legitimate use of this right, your personal data processing will be terminated in case of fulfilment of one of the following conditions

- until we verify your data, the correctness of which you will contest
- we do not use your personal data as controller any longer, nevertheless you require them for determination, exercise or defending of legal claims

Right to data transferability

Based on this right, you may at your request receive the personal data relating your person from us in a structured form for their possible transfer to other controller. So we can provide you personal data provided by yourself; their processing is based on granted consent or performance of a contract, and processing is made by means of automation.

Right to raise an objection

Your right is to raise an objection to personal data processing on the basis of our justified interest or performance of a task in public interest, personal data processing for direct marketing and processing for scientific or historical research or statistics.

Right related to automated processing

You have the right not to be a subject of deciding based exclusively on automated processing, for example according to age, place of residence or nationality.

In case that you will assume that your personal data have been processed at variance with the Regulation, your right is to file a complaint with the supervisory body.

You have the right to withdraw your consent with personal data processing for marketing purposes or transfer to third parties for the purpose of offerings; at the same time you have the right to withdraw any other consent which you have granted us.

You may at any time raise an objection to your personal data processing for the purposes of direct marketing, and your data will no longer be processed for these purposes.

You may exercise your rights under this section in writing with a letter to be sent to the e-mail address: info@ilba.academy.

VII.

Term of Personal Data Processing

Your personal data are processed and maintained for the term necessary for ensuring of all rights and obligations following from the contract, further for the duration of justified interests of ILBA as personal data controller, for the duration for which we are obliged to maintain the data under generally binding legal regulations or for which you have granted us your consent. In other cases, the term of processing follows from the purpose of processing or is given by legal regulations in the area of personal data protection.

**VIII.
Personal Data Delivery**

We transfer your personal data to processors, the cooperation of which is necessary for fulfilment of a pre-contractual or contractual relation. The data are provided to processors only to the necessary extent, and it is done so on the basis of a concluded contract of processing. Your personal data are provided to the necessary extent to partner entities of ILBA for the purposes of fulfilment of the contractual relation with you.

Your personal data are also provided to entities providing IT services and accounting services. In case that the data are sent to such entities, it is done so to the minimum extent only, so that provision of the service is ensured in the corresponding quality and at the same time that the respective Regulation is observed.

Your personal data are not delivered to third parties outside the European Union.

**IX.
Information on Cookies**

Information for use of cookies: Cookies means information transferred from the web site to the hard disc of the User's computer. Cookies enable the web site to remember important information which will facilitate its further use to the User.

As most web sites, also the ILBA's web site uses cookies. For example, we monitor the attendance of our web site on the basis of anonymous data objects.

If you do not wish to use cookies, or if you wish the Internet browser to notify of use of cookies, you have to select the respective possibility in your Internet browser. If you will block all cookies, you will be unable to use some functions of this web site.