

Privacy Policy of WorkLinks.com

Effective November 1, 2018

Last updated November 1, 2018

1. INTRODUCTORY PROVISIONS

1.1. This Privacy Policy ("Rules") was adopted by Jurent CZ, s.r.o., ID: 276 11 973, with its registered office at Prague 8, Rohanské nábřeží 678/23, Karlín, Postal Code 186 00, registered in the Commercial Register under file no. C 118838, filed with the Municipal Court in Prague ("the Company").

1.2. The Terms and Conditions govern the handling of personal information obtained through the use of the www.worklinks.com Web Application and / or the WorkLinks.com Mobile Application ("WorkLinks.com"), or when communicating with the Company regarding WorkLinks.com.

1.3. Before using WorkLinks.com, please read these Rules in their current version.

2. DEFINITIONS

2.1. In general, personal data is any information that makes it possible to identify a particular natural person or information directly related to that identified person. However, data processed by the Company may include other information, including anonymised information, which is not personal data, whether processed under these rules or not.

3. WHERE WE RECEIVE

3.1. The amount of information that the Company processes depends on whether you are a registered user. Primarily, the users or their personal data are passed on to the Company, their employees and other collaborators who use WorkLinks.com. Users may also disclose the Company's personal data to others, in particular as part of the Add Account function, where one or more sub-accounts are created for the User's main account.

3.2. Furthermore, personal information we process may come from third party platforms that you use in connection with WorkLinks.com. Such platforms may include internet banking of the user's bank or payment gateways of other providers.

3.3. Some personal information is collected by the Company through the use of cookies or through third party cookies, for example when analysing the use of WorkLinks.com or reading newsletters.

4. WHAT WE PROCESS

4.1. Data required for registration. This information is necessary to set up a user account and includes name, surname, email address and optionally phone number. In the case of natural persons - entrepreneurs, personal data are also considered to be the name, company registration number, VAT number and registered office of the user.

4.2. User behaviour and settings. As a rule, this information is automatically obtained directly from your device or through cookies. The data may include newsletter settings, cookie settings, device and browser usage information, WorkLinks.com behaviour, information about specified requests or content being displayed.

4.3. Communicating with the Company. The data includes any information you provide when using the contact form or other means of communication. As a rule, you will need to provide your name, surname and email address to process your request.

4.4. Data obtained by linking to a third-party platform. The Company may process personal data provided to it by third parties through their platforms, in particular in connection with the execution of payment transactions. The transfer of data and its processing by third parties is subject to the rules set by these third parties.

5. HOW TO USE PERSONAL DATA

5.1. Provision of services. The data are processed mainly for the purpose of providing services on the basis of a contractual relationship between the users and the Company under the applicable general business terms and conditions. In this case, the services include displaying selected content, setting up and managing a user account, advertising bidding, and providing communication between users through WorkLinks.com. At the same time, personal data is processed for the purpose of billing and subsequent accounting and further to provide user support. The processing of personal data takes place only to the extent necessary.

5.2. Running and Improving WorkLinks.com. Information regarding user behaviour and settings is used by the Company on its own legitimate interest in improving the quality of WorkLinks.com and all services offered. Users' use of WorkLinks.com and their response to the newsletter is evaluated to ensure that the application is running and customizing its content to user preferences. Analyses and statistics used by the users only contain anonymous data about the use of WorkLinks.com and the information contained therein is not re-assigned to specific users.

5.3. Handling requests. On the basis of the fulfilment of the contractual terms or your legitimate interest, the data you specify when communicating with the Company are processed. For this purpose, your name, surname, provided contact information and other information that you specify in connection with the requested requirement are processed to the extent necessary.

5.4. Newsletter and marketing campaigns. Only by your consent can data be processed for marketing purposes. If you choose to receive a newsletter or other business communications during registration or at any time later, we will process in particular your name, surname and

relevant contact information. Consent is voluntary and does not limit the use of additional WorkLinks.com features. The consent can be withdrawn at any time by clicking on the footer of each sent newsletter. Consent can also be withdrawn by request sent to info@worklinks.com.

5.5. Further processing of personal data may be performed by the Company only in accordance with legal regulations, for example for the purpose of defending its claims or other legitimate interests, or for fulfilling the statutory obligation in particular within the framework of accounting or tax regulations.

6. HOW LONG PROCESSES WORK

6.1. For the purpose of providing services, personal data is processed for the entire duration of the registration at WorkLinks.com and throughout the duration of any contractual relationship with the Company. In order to comply with the statutory obligations, the Company processes personal data contained in accounting documents for up to 10 years from the end of the taxation period in which the transaction was performed.

6.2. The data obtained through cookies is processed for the period of time specified in the Cookies Rules.

6.3. We always store data collected in connection with the processing of user requirements until they are resolved, usually for 1 month.

6.4. We process data subject to your consent (for newsletter, marketing campaigns) always until the consent is revoked, but for a maximum of 5 years from the time of granting. You may be required to voluntarily renew your consent for the next period before the expiration of this period. Please note that you may continue to receive non-advertising content related to the provision of the Products even after you have received your business communications.

6.5. After the aforementioned periods, personal data may be stored or otherwise processed, if permitted by applicable law, for example in the form of advances and logos, or otherwise to ensure the proper functioning of Worklinks.com or the protection of Company and other users' rights.

7. ACCESS TO DATA

7.1. Company. First and foremost, personal data is processed by the Company's employees for all purposes herein. All Company employees are required to maintain the confidentiality of personal data and their processing.

7.2. Processors and business partners. The Company may also use the services of so-called processors who process personal data solely in accordance with the instructions and for purposes set by the Company. The transfer of data occurs only to the extent strictly necessary for the provision of the products or services of the processors. These persons may

include tooling providers to secure online payment transactions, as well as the following processors:

- Providers of e-mailing tools and other platforms for electronic communication with customers;
- provider of website analysis and testing tools;
- hosting or cloud service providers;
- accounting service providers;
- Technical Support Provider WorkLinks.com; and
- Telemarketing service providers.

7.3. WorkLinks.com Users. The information on the advertised bids is shared with other WorkLinks.com users to share work and other capacities.

7.4. Mergers, acquisitions, ownership changes. In the event of a merger of the Company with another entity or its acquisition by another entity, and any change in ownership of the Company and / or its products, including WorkLinks.com, the data may be made available to or transferred to that new entity. In a limited, usually partially anonymised form, data may also be made available to potential investors prior to the actual change of ownership mentioned above.

7.5. Mandatory disclosure. The data may also be forwarded to the competent authorities and other authorized persons, if required by law, or by a binding decision of the courts and other competent authorities.

8. YOUR RIGHTS

8.1. In relation to the processing of personal data, please contact us at any time and apply the following rights:

- Access to personal data. When exercising the right to access personal data, we will disclose what data we process, for what purpose and for how long the personal data is collected and other information about the handling of the data. You may also request that you provide a copy of your personal information.
- Right to rectify personal data. If you find any inaccuracies in the processing of your personal data, we will make the necessary corrections or additions.
- The right to delete personal data. You are entitled to delete your personal data if legal conditions are met. We will delete personal information when it is no longer needed for the purposes for which it was processed. We will also delete your personal information if you withdraw your consent. Please note that we will always first consider whether any legal impediment prevents the liquidation of the data or whether further processing of personal data is not necessary for any other reason, including the protection of the Company's legitimate interests.
- The right to limited processing of personal data. We proceed to the limitation of processing when you deny their accuracy, processing is done without due legal reason or is not needed

for the intended purpose. As a rule, limiting the processing of personal data is temporary and lasts until the conditions for further processing or deletion are verified.

- The right to portability. You may request the transfer of personal data for personal data that you have provided to us yourself and that are automatically processed by your consent or under the terms of the contract. In exercising this right, we will pass on personal information in a commonly used format to you or another administrator of your choice.
- Right to object. If the processing of personal data is based on legitimate interests, you may object to such processing. The processing of personal data is terminated on the basis of the objection, unless we can prove a serious reason for further processing.

8.2. If you believe that the Company is processing personal information in violation of your privacy or personal rights, you may always contact us for clarification and removal. You also have the opportunity to contact the Data Protection Office with your complaint at any time.

9. SECURITY

9.1. The company takes care of the security of your data. Personal data is handled in full compliance with applicable legislation, including the General Data Protection Regulation (GDPR). When processing personal data, we place great emphasis on the technical and organizational security of the processed data. Personal data is normally stored in databases and systems that only those persons who need to use personal data for the purposes set out in these rules have access to the necessary extent.

10. TRANSFER OF THIRD PARTY PERSONAL DATA

10.1. In the event that the user publishes on WorkLinks.com any personal data of third parties, including sub-account administrators, he/she is obliged to do so only if the conditions stipulated by the relevant legal regulations are met, including obtaining consent to the processing of personal data. Users are also required to comply with all legal terms and conditions when transferring personal data to another user and/or processing personal data they receive from another user in connection with the use of WorkLinks.com.

11. THIRD PARTY PRODUCTS AND SERVICES Please note that the Company is only in a position to guarantee compliance with these Rules when operating WorkLinks.com. Any links to third party products, services, or other content may be directed to other third party-owned websites or applications. The processing of personal data by third parties is always governed primarily by their own rules, which the Company is not in a position to influence.

12. TRANSFER OF PERSONAL DATA ABROAD The Company's services may also be provided outside the Czech Republic or when using foreign business partners. The possible transfer of personal data abroad occurs only if all the conditions required by law are met.

13. AMENDMENTS TO RULES The Company reserves the right to change the Rules without prior notice in order to ensure a better level of protection of personal data, to take into account the development of legislation or generally accepted practice. For this reason, we recommend that you keep a close watch on this page, where you will always find the latest version of the Rules with the latest update date.

14. CONTACT US If you have any requests or complaints about these Rules or the processing of personal data, you can contact us by e-mail at info@worklinks.com.