



Personal Data Protection Rules

skillhub agency s.r.o., with its registered office at Rosinská 8, 010 08 Žilina, ID No.: 52 963 616, registered in the Commercial Register of the District Court of Žilina, Section: Sro, File No. 74508/L ("skillhub agency" or "we") protects and respects your privacy.

These Rules (together with other documents referred to in these Rules) describe what personal data we collect and how we process it.

Your personal data that we collect

- We collect personal data about your visits to the Website, including, but not limited to, traffic data, location data, web logs, the content of questionnaires and contact forms, and other communication data and resources you visit. This collected personal data will make your future visits to the Website easier, as we will be able to suggest Content that is relevant to you based on the location from which you are visiting the Website.
- We collect all information you provide when you use our contact forms (such as "Contact," "Send," or "Subscribe"), including your first name, last name, email address, and phone number. Providing your personal data via our contact forms is not a legal or contractual requirement, but please note that fields marked with an asterisk (*) are mandatory fields, as we need this information to fulfill your request or respond to your inquiry. Any other information or personal data you share with us when filling out our contact forms is at your sole discretion. If you contact us, we will keep a record of such correspondence.
- We use your personal data to send you direct marketing communications by email, provided you give your express consent (opt-in) in the relevant contact form. You can revoke your consent to receive future marketing communications at any time (opt-out).
- We may also store cookies as detailed in our [Cookie Policy].

How we use your personal data

We collect and process your personal data for the following purposes:

- to best tailor the Content and resources to your preferences;
- to respond to your requests or questions when you contact us.
- to send you other information, such as upcoming skillhub agency events or skill hub agency commercial communications that may be of interest to you;
- to help us create, publish, and improve the Content so that it is as relevant to you as possible;
- to ensure that the Content provided through the Website is presented in the most effective manner for you and your device;
- to allow you to participate in advanced interactive features of our Website, if you choose to do so;
- to further develop and improve the Website and systems to better serve you.

Our use of your personal data as described above is permitted by applicable data protection regulations, given that:

- it is necessary for our legitimate interests in pursuing the above purposes, and your private interests do not in any case take precedence over these interests;
- in some cases, it is necessary for us to comply with our legal or regulatory obligations, such as providing information to public institutions or regulatory or government authorities; or are necessary in certain cases to comply with our legal or regulatory obligations, such as providing information to public institutions or regulatory or government authorities; or



- are necessary in certain cases to fulfill tasks in the public interest, and if we use special categories of personal data necessary for the establishment, exercise, or defense of legal claims, or if the processing relates to personal data that is demonstrably in the public domain;
- are processed under limited circumstances with your consent, which we receive from you on an ongoing basis, e.g. when you choose to receive marketing communications and messages via email.

We do not make automated decisions based solely on automated processing, including profiling, which results in legal effects concerning you or similarly significantly affecting you.

The retention period for your personal data depends on the specific purpose for which the data is processed and the specific tool in which the personal data is processed. It is not possible to set out the various retention periods for personal data in a reasonably comprehensible format in these Rules. The criteria used to determine the applicable retention period are that we will retain the personal data set out in these Rules

- for as long as necessary for the relevant purpose;
- as long as it is necessary to carry out our business relationship with you;
- as long as you consent to it; and/or
- as long as it is required by applicable data retention laws.

Provision of personal data to third parties

To facilitate our effective use of your personal data and to provide you with content and/or resources, we provide your personal data to third parties, but only under the following circumstances: Suppliers, contractors, and agents: We occasionally hire or employ other companies or individuals to perform certain functions on our behalf, such as hosting and/or storing the Website content or providing certain advanced features contained on the Website, providing marketing services, or providing current financial information at your request. These recipients only have access to your personal data as needed to perform their activities and may not use this personal data for any other purpose. These recipients must comply with contractual confidentiality obligations.

IP addresses and cookies

For system administration, we collect information about your computer, including (where available) your IP address, operating system, and browser type. This is statistical data about how and when our users browse the site, and does not identify you or any other individual.

For the same reason, we may obtain information about how you generally use the Internet through a cookie file stored on your device. Cookies help us improve the Website and provide better and more personalized content. For more information on how we use cookies on the Website, please see our [Cookie Policy].

If you share your computer with other people, we recommend that you do not select the "save my details" option when the Website offers you this option.



Where your personal data is stored and processed

As stated above in the section "Provision of personal data to third parties," we provide your personal data to the following entities:

- Suppliers, contractors, or agents: When we use third parties as suppliers, contractors, or agents, your personal data remains under our control, and we use control mechanisms to ensure adequate protection of your personal data.

We make every effort that is reasonably necessary to handle your personal data securely in accordance with these Rules.

Do we transfer your personal data outside the European Union?

Your personal data may be transferred and processed in another country or in several other countries within the European Union.

Data security

Although we will do everything we can to protect your personal data, please note that the transmission of information via the Internet is not completely secure and we cannot guarantee the security of your personal data transmitted to the Website or to third parties; therefore, any transmission is at your own risk. We will use strict operating procedures and appropriate technical and organizational security measures to prevent any unauthorized access to, alteration, deletion, or transmission of this personal data.

Your rights. How you can access your personal data and how you can correct and delete it.

Under applicable data protection laws, you have the following rights:

- Right to access your personal data and obtain a copy of it: You have the right to request confirmation as to whether we are processing your personal data. If this is the case, you have access to your personal data and certain information about how your personal data is processed. In some cases, you can request an electronic copy of your personal data from us.
- Right to correct your personal data: If you can prove that the personal data we process is incorrect, you can request that it be updated or otherwise corrected.
- Right to be forgotten/erasure: In certain circumstances, you have the right to
- have your personal data erased. You can submit this request at any time, and Silverhand will assess whether to comply with your request; however, this right is limited by our legal rights or obligations to retain personal data.
- In situations where we decide, in accordance with the law, that your request to delete your personal data must be granted, Silverhand will do so without undue delay.

To exercise your rights, you can contact us at the following address: info@skillhubagency.com

To the extent that our processing of your personal data requires your consent, you also have the right to withdraw your consent at any time. Withdrawing your consent does not affect the lawfulness of any processing based on your consent before you withdrew your consent.

You may also lodge a complaint about our processing of your personal data with your local data protection authority.



Marketing communications

We will only send you marketing communications by email if you give us your consent.

The forms we use to collect your personal data usually contain a box that you must tick if you agree to receive marketing communications. If we send you marketing communications by email, you can withdraw your consent to receive further marketing communications by clicking on the "unsubscribe" or "opt out" function in the email. If you wish to exercise your right to withdraw your consent at any time, you can also contact us at info@skillhubagency.com, providing us with the following information: your name, your email address, your contact telephone number, and the marketing communications you wish to unsubscribe from.

Changes to these Rules

The terms of these Rules are subject to change. We will publish all material changes to these Rules in the form of proper notices either on this website or by contacting you through other communication channels.

Contact

Questions, comments, and requests regarding these Rules are welcome and should be addressed to skillhub agency s.r.o. at the email address: info@skillhubagency.com.

If you would like to request a copy of the mechanisms relating to the specific transfer of your personal data, please contact us at our registered office at Rosinská 8, 010 08 Žilina or electronically at info@skillhubagency.com.