**The principles of personal data protection and further data processing**

1. **Who is processing your data?**

We are Czech consultancy and training company HAUSER-SILMA GRADIENT Ltd., company registration number 26805057, main office Gudrichova 392/77, 747 06 Opava 6, Czech Republic, registered in the commercial list recorded at the Regional Court of Law in Ostrava, Czech Republic, section C, part 26458 and as the administrator we will process your personal data according to the below mentioned terms.

1. **What personal data are we processing?**

We are processing only personal data that you provide us when submitting the form asking us for additional information.

Personal data in question:

* First and last name
* Company position
* Company
* E-mail
* Telephone number
1. **Why are we processing your personal data?**

The main reason for processing your personal data is to be able to contact you and to provide you information about possible cooperation.

1. **Who will have access to your data?**

Your data is safe with us. Third parties will not have access to your data.

1. **How long will we store your data for?**

We will process your data for as long as you keep using our services.

We store your data **for six month** from the time you provide it.

1. **Are you obligated to provide your personal data? What if you do not provide the data?**

You provide us your personal data voluntarily. These are only basic data that allow us to contact you.

1. **How can you contact us?**

In case of any questions about personal data protection or cancelling your permission for further processing of your personal data, please contact us using the address info@mbe-manaka.academy .