

PRIVACY POLICY

Version: 1.0

Valid from: June 1st, 2025

Data controller: ScienceTrack s.r.o., ID no. 19980698, with its registered seat at Líšnice 515, 252 10 Líšnice, registered in the commercial register maintained by Prague City Court, section C, file ref. 395037 (“**we**”).

We provide the application Zeta, an information system and database allowing you to record animals in scientific breeding including experimental procedures, pedigrees and placements (“**Application**”).

We recommend that you read this information carefully. If you have any questions, you can contact us at any time using the contact details below. The processing of personal data is governed by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (“**GDPR**”), UK General Data Protection Regulation (“**UK GDPR**”) and other relevant data protection laws.

We act as personal data controller and also as a personal data processor. In this privacy policy, it is described how ScienceTrack processes personal data as a personal data controller. Rules for processing of personal data as a personal data processor are stipulated in the Terms of Personal Data Processing at the following address: <https://documents.sciencetrack.org/documents/tpdp?lang=en>.

During usage of the Application, cookies and other technologies may be used. Information about cookies is available below.

A. PERSONAL DATA PROCESSED

When you use the Application, personal data may be processed. As the Application is only used in B2B, the range of personal data processed by ScienceTrack is strictly limited to necessary information about users and for the purpose of billing and other purposes stipulated below. We will process:

- **Identification information**, such as first name and last name of you acting on behalf of the company that wants to use our Application.
- **Contact information**, such as work e-mail.
- **Purchase information**, such as payments made, and records of payments made.
- **Billing information**, such as address, bank account and other billing information required by law.

- **User content and usage data**, such as information you provide us during usage of Application that is used for operation of the Application and other usage data stored for the purposes of Application operation. We do not use your user content for some specific purposes, only for provision of the Application.
- **Information from mutual communication**, such as any information that you provide us during communicating with us, contacting the helpdesk etc.
- **Cookies data**, such as authorization cookies or any other necessary cookies.

B. PURPOSES OF THE PROCESSING OF PERSONAL DATA

We process personal data for the purposes stipulated below:

B.1 Provision of the Application and mutual communication

We primarily process personal data to start mutual cooperation with you or your company you are representing. We will use this information to communicate with you, start contractual relationship and provide you with Application. If we conclude the agreement, we will use your personal data for the purpose of a mutual relationship. For this purpose, we may also send you some information through your e-mail address. Also, personal data are processed for the purpose of payments.

Categories of personal data processed: Identification information, Contact information, Purchase information, Billing information, User content and usage data, Information from mutual communication, Cookies data in the range of necessary cookies.

The **legal basis** for this processing is the performance of the contract between you and us and the need to take steps at your request before entering the contract. If you are not directly part of the contract and you only represent the company that is our client, we will process your personal data under our legitimate interest. Also, if no contract is concluded, personal data are processed under the legitimate interest to secure mutual communication.

The data are processed for the duration of the mutual relationship and for the period necessary for the performance of the obligations under such contract. If no contract is concluded during mutual communication, we will process personal data only for the period necessary for such communication.

B.2 Handling of mutual communication

If you write to us through a contact form or if you submit a request through our helpdesk, we process your personal data only for a necessary period of time for the purpose of handling your demand or your inquiries and comments, therefore they are needed for answering your questions or requests.

Categories of personal data processed: Identification information, Contact information, Information from mutual communication.

The **legal basis** for this processing is to provide service to you when submitting a request and our legitimate interest in improving of our services and. dealing with your requests. Personal data are processed for the period necessary for solving such request and making such improvement.

B.3 Internal records, statistics, and protection of our rights

We may process your data for the purposes of keeping internal records within our company, recording subscriptions made, producing statistical reports, protecting our rights and legal claims, and to ensure that Application is used in accordance with terms.

Categories of personal data processed: Identification information, Contact information, Purchase information, Billing information, User content and usage data, Information from mutual communication, Cookies data in the range of necessary cookies.

The **legal basis** for this processing is our legitimate interest in keeping internal records, statistics, and the protection of our rights. The data is processed until a maximum of 10 years after the termination of the concluded contract (or longer in the event of a dispute).

B.4 Fulfilling legal obligations

We may also process your personal data in order to comply with our legal obligations, particularly in the area of taxes and accounting. At the same time, we need to be prepared to provide cooperation to state authorities if we are required to do so by law.

Categories of personal data processed: Identification information, Purchase information, Billing information.

The **legal basis** for this processing is the fulfilment of our legal obligations. The data is processed for the period required by law.

B.5 Marketing and commercial communication

We may process the data you provide when you review, register, or purchase our products and services to inform you about our product, services or promotions, events, news, announcements, new releases and other business development purposes.

Categories of personal data processed: Identification information, Contact information (e-mail).

The **legal basis** for this processing is your consent you may provide via check-box available in our forms or by hitting Subscribe button available on the website. You may unsubscribe from receiving any newsletters at any time by using the unsubscribe link provided in the footer of each e-mail sent or by sending an e-mail with the unsubscribe request at info@sciencetrack.org.

Personal data are processed for the period, until you unsubscribe from receiving such marketing communication.

B.6 Application operation and security

We also process personal data for the operation of the Application and its security, i.e. for the internal functioning of the Application, identification of the data subject when browsing and on repeat visits, and to ensure security of the Application and the data subject.

Categories of personal data processed: User content and usage data, Cookie data.

The **legal basis** for this processing is our legitimate interest in the proper functioning and safe operation of the Application. The data are generally processed for the duration of your visit to the Application, the specific storage period may vary according to the different types of tools and cookies that are deployed within the Application.

C. SHARING OF PERSONAL DATA

We use all personal data collected from you solely for the internal needs.

However, we sometimes need to transfer personal data, so we are able to fulfil our obligations. Therefore, we can transfer those data to third party companies that provide support services for us and to state authorities. We may also provide your personal data to these entities to the minimum extent, for example, in the following cases:

- investigation of an unlawful use of our services or for the purposes of legal proceedings, data may be submitted to the law enforcing authorities,
- managing our Application,
- fulfilling our legal obligations (taxes, accounting).

We might also share personal data with these personal data recipients:

- External accounting firm.
- Google Cloud, a provider of IT infrastructure.
- Provider of payment services.
- Platform for electronic signatures.

D. YOUR RIGHTS IN PROCESSING AND THE POSSIBILITY OF EXERCISING THEM

Just as we have rights and obligations when processing your personal data, you have certain rights when processing your personal data as set out in the following paragraphs. You have the right to (i) request access to your personal data; (ii) withdraw your consent; (iii) request rectification of your personal data; (iv) request erasure of your personal data; (v) request restriction of the processing of your personal data; (vi) request portability of your personal data; (vii) object to the processing of your personal data; or (viii) lodge a complaint with the relevant supervisory authority.

In all matters related to the processing of your personal data, whether it is a question, the exercise of rights, sending a complaint to our hands, etc., you can contact us at support@sciencetrack.org.

D.1 Right of access

You have the right to obtain confirmation from us as to whether or not we are processing your personal data.

If we process your personal data, you also have the right to request access to information about the purpose and scope of the processing, the recipients of the data, the duration of the processing, the right to rectification, erasure, restriction of processing and to object to the processing, the right to lodge a complaint with a supervisory authority and the sources of the personal data (this information is already provided in this document).

You can also ask us for a copy of the personal data we process. We provide the first copy free of charge; further copies may be subject to a fee. The scope of the data provided may be limited so as not to interfere with the rights and freedoms of others.

D.2 Right to withdraw consent

You have the right to withdraw your consent to the processing of personal data at any time. However, the withdrawal of consent does not affect the lawfulness of the processing prior to such consent, nor does it lead to the termination of the processing of personal data that has already been anonymized.

D.3 Right to repair

You have the right to request us to correct inaccurate personal data concerning you. Depending on the purpose of the processing, you may also have the right to have incomplete personal data completed, including by providing an additional declaration.

D.4 Right to erasure (right to be forgotten)

You have the right to request the deletion of your personal data in cases where:

- we no longer need your personal data for the purposes for which it was collected or processed;
- you withdraw the consent on the basis of which the personal data was processed and there is no further reason for processing it;
- you object to processing and there are no other overriding reasons for processing, or you object to processing for direct marketing purposes;
- personal data is processed in violation of the law.

However, you cannot exercise this right where the processing is necessary for compliance with our legal obligations or tasks entrusted to us in the public interest or for the establishment, exercise, or defense of legal claims.

D.5 Right to restriction of processing

You have the right to request restriction of the processing of your personal data in cases where:

- you contest the accuracy of your personal data; in this case, you may request a restriction of processing until the accuracy of the personal data has been verified;
- the processing is contrary to the law and instead of erasure, you request a restriction of the processing of personal data;
- we no longer need your personal data for the purposes for which it was collected or processed, but you require it for the establishment, exercise, or defense of legal claims;
- you have objected to the processing of your personal data; in this case, you may request a restriction of processing until it is verified that our legitimate interests prevail.

D.6 Right to portability

You have the right to obtain a copy of your personal data that we process by automated means on the basis of your consent or for the performance of a contract. We will transmit this data in a commonly used and machine-readable format to you or to a controller designated by you, if technically feasible. The scope of the data provided may be limited so as not to interfere with the rights and freedoms of others.

D.7 Right to object

You have the right to object to the processing of your personal data that we process on the basis of our legitimate interest. We will stop processing your data if there are no other overriding reasons for processing or if the processing is not necessary for the establishment, exercise, or defense of legal claims or if you object to processing for direct marketing purposes.

E. RIGHT TO FILE A COMPLAINT

In addition to the possibility of exercising your rights with our company, you can also file a complaint with the relevant supervisory authority, which is the Office for Personal Data Protection located at Pplk. Sochora 27, 170 00 Prague 7.

F. CHANGES TO THIS INFORMATION

We are entitled to change this processing information from time to time, so please check it regularly. We will post any changes to this document on our website <https://documents.sciencetrack.org/>.