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## Privacy Notice

### Introduction

This document contains information on the protection and processing of personal data of customers of Altiex Life s.r.o., IČO: 24187291, with its registered office at Nám. 14. října 2/1307, 150 00 Praha 5 Czech Republic (hereinafter referred to as the "Provider").

### Who we are?

We offer our experience to pharmaceutical companies around the globe. The Headquarter is located in Prague. In order to provide the pharmaceutical services, we are adapted to the current regulatory requirements of the Health Authorities.

### What information do we collect?

We may collect and process your personal data. The personal data may include your name and email address. The source of the personal data is you and your company.

When ordering services, the requested data that are considered personal data as stated in the Article 4 (1) of the GDPR include the business name, name and surname of the customer, address of domicile or registered office, company ID, e-mail address, and telephone number.

### How do we use personal information?

The collected data may be used for providing our services, communicating with you, and invoicing. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

The data may be processed for the purposes of offering and selling relevant services to you. The legal basis for this processing is consent.

### How do we store personal data?

Personal data are processed by us in accordance with applicable law protection of personal data. We process and store personal data only for the time necessary to meet the purpose of their processing, or for a period of time which the person has given consent to the processing of his or her personal data. We comply with mandatory data archiving rules.

### Your rights in relation to personal data

The Customer has the following rights in respect of:

- access to his or her personal information
- correction and deletion
- withdrawal of consent
- data portability
- restriction of processing and objection
- lodging a complaint

The Customer is not obliged to provide personal data. However, the provision of personal data is a necessary requirement for the conclusion and implementation of a contractual relationship and without the provision of the personal data, it is not possible to conclude the contractual relationship or to fulfill it by us.

**Use of automated decision-making**

We do not have automatic individual decision making according to No. 22 GDPR.

**How to contact us?**

We can be contacted by the email, phone, and address provided on the web site [www.altiex.com](http://www.altiex.com).

This Privacy Notice may be modified or supplemented by Altiex Life. If there are changes to this Privacy Notice, it is apparent from the date when the document is issued. Check this notice and its current version regularly. In case of major changes, it will be announced by email. These conditions become effective 25 May 2018.