

TOPSETCOMP S.R.O. PRIVACY POLICY

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Introduction and Scope of Practices

The Company "topsetcomp s.r.o." ("topsetcomp s.r.o." "we," "us," or "our") care about your personal information. This Privacy Policy ("Policy") describes how we use and disclose the personal information (which includes "personal data" as defined under applicable EU and other data protection laws) we collect about you, and the rights you have regarding such information. This Policy applies to the personal information topsetcomp collects about users of our websites, mobile applications, and the services and features therein (together the "Sites"), as well as the information we collect in providing our services (the "Services") and when individuals communicate with us about our Sites and Services, whether in person, by telephone, by mail, or other means. When we act as a data processor or service provider on behalf of another controller or entity, we collect, use, and disclose certain personal information only under the controller's instruction, and our processing of your personal information is subject to their instructions and privacy policy.

- How we collect, use, and share information from or about you;
- How our online advertisements (such as banner ads) on third-party sites treat data;
- Your choices about our use of your personal information;
- How you can access and update your information; and
- How you can exercise your rights.

Personal Information We Collect

We collect personal information directly from you, through third parties, or automatically through our Sites and related to our Services, subject to applicable laws as set out below. We may collect personal information directly from you, when you provide it to us. This can occur when you fill out applications, create accounts, complete a purchase, add money to your account, send in forms, take surveys, or fill in various online fields on our Sites. We also collect personal information when you contact us with inquiries, customer support requests, or employment applications. You do not have to provide us with your personal information. However, if you choose not to disclose certain information, we may not be able to provide you with certain services, such as retaining shopping cart choices.

We may also collect the personal information of third parties when you provide it to us. For example, if you choose to use our service to send a gift to a friend or register a family member for an account, we will ask you for their name and address or email address. In addition, we may collect third party personal information through our "Refer a Friend" program. "topsetcomp s.r.o." stores this information for the sole purpose of completing the transaction. If you provide us with the personal information of a third person, you must have their consent to do so, if required under the applicable law.

Personal Information We Collect Directly from You:

Account Registration and Customer Service

- Contact information, such as name, email address, mailing address, fax or phone number;
- Payment and financial information, such as credit or other payment card information, bank account, or billing address;
- Shipping address and related details;
- Your resume, employment and education history, name and contact details, background details, and references when you apply to job postings or contact us about employment opportunities;
- Company and employment information
- Government-issued identification and tax numbers, including Social Insurance Number (for clients and potential clients);
- Unique identifiers such as user name, account number, or password
- Preference information such as product wish lists, order history, or marketing preferences;
- Information about your business such as company name, company size, or business type; and
- Demographic information, such as age, gender, interests and postal code.

Where the personal information we collect is needed to comply with law, or to enter into or perform an agreement with you, we will inform you accordingly at the time of such collection. If we cannot collect this information, we may be unable to on-board you as a client or provide products or services to you.

Other Communications and Support

We collect personal information when you communicate with us relating to the Services, including during phone calls (and call recordings), chats, or over email. Personal information gathered may include contact information, employment details, user preferences, and any other information you choose to share. Please only provide us personal information that we need in order to respond to your request.

Geolocation

With your consent, we may also collect your location-based information for purposes such as to help you locate a store offering our products and services in your area, or for fraud prevention purposes. You may opt out of sharing your location-based information by changing the settings on your device. If you do, you might not be able to use certain features, especially when we use location-based information to prevent fraud.

Personal Information We Collect from Third Parties:

Sometimes, we may collect personal information from third party sources. For example, subject to applicable law, we may confirm your address with the postal service or we may receive personal information about you from our clients who use our Services. Similarly, if our users choose to send a gift to their friend through our Sites, we will ask for the friend's name and contact details.

We may also conduct a referral service where users may refer other people they know to our Services, subject to restrictions under applicable local laws. If you choose to use our referral service to tell your friends about our Services, we will provide you with a referral code and

signup instructions that you can share with your friends. Where permitted by local law, we conduct such referrals on an opt-out basis.

Personal Information We Collect Automatically:

We and our service providers automatically gather information about your use of the Sites and Services through cookies, web beacons, java script, log files, pixels, and other technologies, which include: your domain name, browser type, browser language preference, device type and operating system, page views and links you click within the Sites, IP address, device ID or other identifier, location information, date and time stamp, and time spent using the Services, referring URL, your activity within the Sites, and device geolocation information (where permitted by your device settings).

We also collect information from analytic services, including Google Analytics, to compile and analyze information derived from the use of our Services, such as aggregate usage patterns, user preferences, peak demand times, preferred content and other information.

See the “Cookies and Online Tracking” section below for details.

Use of Your Personal Information and Legal Bases (where applicable)

We may use the personal information we collect for the following purposes:

- *Provide Our Services:* To provide our Services, operate our Sites, respond to your enquiries and fulfill your requests and orders, process your payments, for bug and error reporting and resolution, to perform upgrades and maintenance;
- *Customer Service and Support:* To send you important information, such as changes to terms, conditions, and policies and/or other administrative information;
- *Personalization:* To personalize your experience on a Site or using the Services, such as by tailoring the content we send or display to you in order to personalize help and instructions, and to otherwise personalize your experience using the Services;
- *Marketing and Promotions:* To send you marketing communications you have signed up for;
- *Advertising and Referrals:* To assist in advertising the Services on third-party websites and to track referrals from partner websites;
- *Analytics and Improvement:* To better understand how users access and use the Services, and for other research and analytical purposes, such as to evaluate and improve the Services;
- *Verify Identity and Detect Fraud:* To verify your identity and/or location in order to allow access to your accounts, conduct online transactions, and secure your personal information, and for risk control, fraud detection and prevention, and compliance with laws and regulations;
- *Protect Our Legal Rights and Prevent Misuse:* To protect the Services, prevent unauthorized access and other misuse, and where we believe necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, or violations of our Terms of Use or this Policy.
- *Comply with Legal Obligations:* To comply with the law or legal proceedings such as when required to disclose information in response to lawful requests by public authorities,

including responding to national security or law enforcement disclosure requirements; and

- *General Business Operations:* Where necessary to the administration of our general business, accounting, recordkeeping and legal functions.

Aggregated and Anonymized Information

We may also generate aggregated, pseudonymized and/or anonymized information about users for marketing, advertising, research or similar purposes.

Purpose of Use

In the table below, we explain the purposes for which we use and process your personal information, as well as the legal bases for such use and processing under the European Union's General Data Protection Regulation ("GDPR") and other relevant applicable laws.

Purposes of Use (see above)	Legal Bases of Processing (where applicable)
Provide Our Services Customer Service and Support	Necessary to enter into or perform a contract with you (upon your request, necessary to make the Services available) Our legitimate business interests* Our legitimate business interests*
Personalization Marketing and Promotions Advertising and Referrals	Our legitimate business interests* With your consent
Analytics and Improvement	Our legitimate business interests*
Protect Our Legal Rights and Prevent Misuse Verify Identity and Detect Fraud Comply with Legal Obligation	Compliance with law Establish, defend or protect our legal interests Our legitimate business interests*
General Business Operations	Our legitimate business interests* Establish, defend or protect our legal interests Compliance with law

* For personal information from the EU, the processing is in our legitimate interests, which are not overridden by your interests and fundamental rights. Our legitimate interests include our interests in verifying identify, detecting and preventing fraud, protecting and improving our products and services, in support of our general business operations, and to comply with our legal obligations. We only send marketing communications to EU consumers who provide opt-in consent or who are covered by "soft opt-in" exemptions.

Cookies and Online Tracking

We and our third-party service providers may collect information automatically when you use the Site or Services, or read our emails, including through cookies, beacons, pixels, tags, scripts, and HTML5, as well as log files. We, or our service providers, may combine this information with

other information, including personal information we collect about you, to record your preferences, gather information about the use of our Services, identify when our emails are viewed, personalize content and ads and track information about the performance of our advertisements.

Log files

Most browsers collect certain information, such as your IP address, device type, screen resolution, operating system version, and internet browser type and version. This information is gathered automatically and stored in log files. We may link this data to personal information we have collected about you.

Cookies These are small files with a unique identifier that are transferred to your browser through our websites. These technologies allow us to collect information such as browser type, time spent on our Sites, pages visited, language preferences, and your relationship with us. We can use this information to analyze trends, administer the website, track users' movements around the website, measure the effectiveness of our communications, tailor our advertising to you, and gather demographic information about our user base as a whole. These technologies may provide us with information about devices and networks you utilize to access our Services, and other information regarding your interactions with our Services. For detailed information about the cookies used in the Services and how you can manage your cookie preferences or reject cookies altogether, please read and review our [Cookie Policy](#). You can refuse to accept cookies. You will need to manage your cookie settings for each device and browser you use. However, if you elect not to accept cookies, your use of the features on our Sites may be limited or impaired, and you may not be able to access certain features of our Sites at all. For more detailed information about these mechanisms and how we collect activity information, see our [Cookie Policy](#).

Pixels, Web Beacons, Clear GIFs

These are tiny graphics with a unique identifier, similar in function to cookies that we use to track the online movements of users of our web pages and our Ad Services, and to personalize content, and to identify when our emails are viewed or forwarded.

Our third-party partners use Local Shared Objects, such as Flash cookies, to embed features on our sites. To manage Flash cookies, please click [here](#).

"Do Not Track" Preferences

Our Site does not recognize do-not-track signals, however, we do not track your online activities across different Sites, and we only track your activity within a Site to the extent you log into your account. Therefore, our practices remain the same whether or not you enable the "Do Not Track" feature. For more information about do-not-track signals, please click [here](#) or see in our [Cookie Policy](#).

Third-Party Analytics

We also use automated devices and applications, such as Google Analytics (more info [here](#)) to evaluate use of our Services. We use these tools to gather non-personal information about users to help us improve our Services and user experiences. These analytics providers may use

cookies and other technologies to perform their services on our behalf. See our Cookie Policy for more information about our use of analytics tools.

Marketing and Targeted Advertising

We partner with third-party ad networks, Facebook, Google and other third-party ad companies to manage our advertising on other sites. Our third-party partner use technologies such as cookies to gather information about your activities on this website and other sites in order to provide you personalized advertising based upon your browsing activities and interests. Please see the "Cookies and Online Tracking" section above or our Cookie Policy for more information.

Marketing and Newsletters

If you subscribe to our newsletters, we will use your name and email address to send them to you. You may choose to stop receiving our newsletter or marketing emails at any time by following the unsubscribe instructions included in these emails or accessing the email preferences in your account.

Custom Audiencess

Subject to local law restrictions, we may disclose certain information (such as your email address) with third parties – such as Facebook (more info on Facebook Custom Audience [here](#)) so that we can better target ads and content to our users, and others with similar interests on these third parties' platforms or networks ("Custom Audiences"). We may also work with third-party ad networks and marketing platforms that enable us and other participants to target ads to Custom Audiences submitted by us and others.

Opting Out of Ad Networks

Security

The security of your personal information is important to us. We have implemented safeguards designed to protect the personal information submitted to us. Please note that no data transmission over the Internet cannot be guaranteed to be 100% secure. As a result, we cannot guarantee or warrant the security of any personal information that we process.

Retention

We retain your information for as long as your account is active or as needed to provide you services. To the extent permitted by applicable law, we may retain and use your personal information only as necessary to comply with our legal obligations, resolve disputes, maintain appropriate business records, and enforce our agreements.

Updates to This Policy

This Policy may be subject to change. Please review it from time to time. If we make material changes to this Policy about how we process your personal information, we will post those changes on this page and revise the "Last Updated" date at the top and we will notify you by email or prominent notice on this Site prior to the change becoming effective. Where required

by law, we will obtain your consent or give you the opportunity to opt out of such changes. Any changes will become effective when we post the revised Policy.