

## PRIVACY POLICY

(hereafter referred to as the "**Policy**")

### I.

#### Purpose of the Policy

- 1.1. The purpose of this Policy is to satisfy the obligation to inform users or customers (hereafter as the "**Subject**") arising from Regulation (EU) 2016/679 of the European Parliament and of the Council of 27<sup>th</sup> 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 (hereafter as "**GDPR**").

### II.

#### Controller

- 2.1. My Callsheet s.r.o., a limited-liability company registered in the Commercial Register administered by the Regional Court in Plzeň, section C, file 34227, with registered office K Ovčínu 297/18, Litice, 321 00 Plzeň, company reg. No.: 058 79 582 is a personal data controller<sup>1</sup> (hereafter the "**Controller**") as well as a contractual partner of the Subject in relation to the GDPR implementation service.
- 2.2. The Controller may be contacted by means of controller@mycallsheet.com

### III.

#### The person appointed with protection of personal data

- 3.1. The Controller appointed a person with the protection of personal data who can be contacted by means of veronika.nagyova@mycallsheet.com

### IV.

#### Information on processing

- 4.1. The Controller is obliged to inform Subjects on various facts about the processing, especially the purpose of processing, lawful basis for processing and the data storage period. This obligation is satisfied by the Controller by following URLs (these URLs hereinafter referred to as the "**Information board**"):
  - 4.1.1. System users, agents and administrators' information board:  
<https://gdprset.com/p/eki9ig>
- 4.2. The Controller's obligation to inform Subjects on the data processing of their personal data is further satisfied by information contained in Annex 1.

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<sup>1</sup> The Controller is a natural or legal person, public administration office, agency or another subject that decides – on its own or in cooperation with others – on the purposes and means of processing of personal data; if the purposes and means of the processing are determined by the European Union legislation or the legislation of a Member State, the Controller in question or the criteria for appointing the Controller may be determined by the given legislation.

- 4.3. Processors. The Controller uses the services of an external companies, which receive or process personal data provided by the Controller in course of its activity. i.e. The Information board provides you with the information on what personal data is processed by this external companies, the purpose of processing and what persons have access to the data.
- 4.4. All persons involved by the company in processing of personal data satisfy requirements arising from GDPR.
- 4.5. All Controller's employees are obligated to maintain confidentiality concerning all personal data processed within their work activity for the Controller.
- 4.6. Details on the use of cookies, including personal data processed, are contained in a separate file available at <https://mycallsheet.works/legal-overview>

## V.

### Subject's rights

- 5.1. A subject is entitled to claim the following rights towards the Controller under the conditions and in the extent specified in Chapter III of GDPR.
  - 5.1.1. The right of the data subject to access to personal data: You have the right to get confirmation from the Controller of whether the data concerning your person are being processed. If your personal data are being processed, you have the right to access such data. Such access includes for example information on the purpose of processing, the category of personal data and information on the source of personal data. You also have the right to request a copy of the processed personal data.
  - 5.1.2. The right to rectification: You have the right to require the Controller to rectify without unnecessary delay any inaccurate personal data with regard to your person that are being processed by the Controller.
  - 5.1.3. The right to erasure: If a ground arises determined by GDPR (e.g. the personal data are not needed for the purposes of processing, or you revoke your consent), you have the right require the Controller to erase without unnecessary delay the personal data with regard to your person. The application of this right is not limitless though. The data is not going to be erased, for example, if such data are processed by virtue of a statutory obligation.
  - 5.1.4. The right to restriction of processing: You have the right to require the Controller to restrict processing of your personal data in cases determined by GDPR. For example, such cases include a situation when you object with regard to the accuracy of the personal data. The restriction of processing lasts for as long as the Controller is verifying the accuracy of the personal data.
  - 5.1.5. The right to data portability: In certain cases, determined by GDPR (e.g. if the processing is based on your consent), you have the right to require the Controller to provide you with your personal data in a structured, commonly used and machine-readable format. Moreover, you have the right to transfer the data to another controller. You have the right

as well to require the Controller to transfer the data to another controller directly if it is technically feasible.

5.1.1. The right to object: You have the right to object to processing of personal data concerning your person at any time on grounds related to your particular situation if the personal data are processed in the course of a task performed in public interest or within the exercise of official authority or legitimate interests of the Controller or a third party, including profiling, arising from these provisions.

5.1.2. Automated individual decision-making, including profiling: You have the right not to be subject to any decisions arising solely from automated processing, including profiling, that bear a legal effect or have a similar significant impact on you. This right is not applicable in all cases. For example, if a given decision is necessary for concluding or following the contract between you and the Controller.

## VI.

### Transfer of personal data to third countries and international organizations

6.1. Personal data are NOT going to be transferred to an international organization / company.

## VII.

### The right to withdraw consent at any time

7.1. If processing of your personal data arises from your consent, you can withdraw the consent at any time. Information board shows what data are processed by virtue of your consent.

7.2. Giving or withdrawing your consent is your free choice. The Controller is in no position to force you to such conduct or penalize you anyhow with regard to it. Withdrawing one's consent bears no impact to the legality of processing prior to the withdrawal of the consent (i.e. withdrawal of the consent has no retrospective effect).

## VIII.

### Complaints

8.1. You have the right to file a complaint at any time concerning processing of your personal data with our person appointed with protection of personal data, using the contact details stated in par. 2.2 or 3.1.

8.2. Moreover, you have the right to file a complaint concerning processing of your personal data to the Controller's supervisory authority, i.e. the Office for Personal Data Protection, Pplk. Sochora 27, 170 00, Prague 7.

## IX.

### Sending emails and commercial communications

9.1. The Controller is entitled to send the Subject (i) email messages to the email address given by the Subject; (ii) written messages and marketing materials to the address given by the Subject; or (iii) to display messages in the graphical user interface of the software ("**GUI**") with regard to any action, events or facts concerning the activities of the Controller.

9.2. The Controller is entitled to use the contact information or GUI mentioned in the previous paragraph also for the purpose of sending business communications that are not directly related to the contractual relations of the Subject with the Controller but relate to another product or service of the Controller. However, the right pursuant to first sentence arises only if (i) you have not refused this right; or (ii) that you have given your consent to receive commercial communications. You have the right to withdraw your consent to receive commercial communications at any time later. The option to withdraw the consent to receive commercial communications will be contained in each message and the withdrawal can also be sent by an email to [controller@mycallsheet.com](mailto:controller@mycallsheet.com) at any time.

## X.

### **Provision of personal data by you**

- 10.1. Information board determines the processing in which providing personal data is obligatory.
- 10.2. If law requires you to provide your personal data, you are obliged to disclose the data. The same situation applies if your obligation to provide personal data arises from a contract concluded between you and the Controller. If disclosing personal data is obligatory and no disclosure takes place on your part, consequences determined by the given legislation or contract may apply.

## XI.

### **Final provisions**

- 11.1. This Policy comes into effect on the day of its publishing.

Annexes:

Annex 1 – Further information on data processing

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## ANNEX 1 – FURTHER INFORMATION ON DATA PROCESSING

### Personal data in your profile:

#### **Obligatory:**

- 1) Full name
  - 2) E-mail
- ✓ We need your full name and your e-mail, so that **the purpose of our system is fulfilled**.
  - ✓ People **can write** you an email through our system, but if you don't reply to them, they will **not know your email**.
  - ✓ Thanks to these details another person can identify you in the system, add you in his or her contact list and most importantly **add you on a callsheet!**
  - ✓ We use your email as a **unique identifier** and a password **recovery medium**.

#### **Optional:**

- 1) Phone number (helps others to get in touch with you when needed)
- 2) Photo (helps others to recognize you)
- 3) Social sites (Facebook, Instagram, Twitter, Snapchat)
- 4) About me (anything you decide to share with others – allergies, life motto, shoe size...)
- 5) Roles (photographer, assistant, model, producer, ... - helps to identify you and tells the other what you do for living)
- 6) Employer (when added to a company you are portrayed as the company's employee along with other added coworkers)
- 7) Based in (City, county – helps others to identify you better)

**Among with the profile personal data** we may be processing: transportation, accommodation, receipts and more. These details are entered in a private section of a callsheet, not in your profile. This kind of personal data is usually entered for work purposes of the parties involved. If want any of these details removed, please ask an agent, that has been assigned to you on that particular callsheet, or any of that callsheet's administrator.

By entering these personal data, you **give your consent with their processing** by the Controller or other users for the purpose stated in the above list. You can **withdraw your consent at any time** by the means of deleting this personal data or by aforementioned request directed to the agent, if applicable.

### Profile viewing:

- 1) Your profile can be viewed through the "Team" section by users added on the **same callsheet** for the **same working days with you**.
- 2) Your profile can be viewed through the "+add contacts" search function.
- 3) Your profile can be viewed through your employer's company profile or your coworker's profile.
- 4) Your profile can be viewed through another user's notification center

### Public or private mode:

#### **Private mode:**

If you set your profile to be **private**, everybody who views your profile through the "+add contacts" search function or your employer's/coworker's profile, will see only your name, photo, roles, your employer and your colleagues (if you have one). **IF YOU SHARE THE SAME CALLSHEET FOR THE SAME WORKING DAYS WITH OTHER USERS, THOSE USERS WILL VIEW YOUR PROFILE IN A PUBLIC MODE!!!!**

#### **Public mode:**

If you set your profile **NOT to be private**, in other words to be public, everybody who views your profile will be able to request and get your phone number, see your name, photo, roles, social sites, "based in" and "about me" section, your employer and your colleagues (if you have one). Your email is in our system but will not be given nor shown to any other user. Users will be able to send you an e-mail through our system, but if you don't reply, they will not know your e-mail address.

## **Callsheet**

If you work in the fashion industry, you surely have heard the word “call sheet” or “callsheet”. In other words, it is an itinerary, where you can find information about the location, call time, hotel, flight, other team members and so on. We have taken those paper call sheets and we have upgraded them into interactive, responsive and very smart electronic callsheets, where you will get updates and you can keep all the important information together.

Our callsheet is made of five parts. Two **common sections** and three **personal sections**.

### **The common section (seen by every team member on a callsheet) contains:**

#### **1) Basic information**

- a) callsheet name
- b) project name
- c) project date
- d) location (added via Google maps)
- e) call time
- f) duration
- g) additional info (text or a file)

#### **2) Team**

- ✓ Here you can find all the team members, who have been added to the same callsheets with the same dates as you were.
- ✓ Do not forget, even if your profile is set to “private”, other team members can see it as “public” during the time you work together according to the dates set on your callsheet. One day before the job and one day after the job your profile will be private. During the job, it will be viewed as “public” to every team member.

### **The personal section (visible only to the actual person, assigned agent or assigned administrator):**

#### **3) Trip details**

- a) Transportation (flight, train, bus, ship, car, other)
- b) Hotel (added via Google maps)

#### **4) Private info**

- ✓ Every user, assigned agent or callsheet administrator can add text or a file for the user.

#### **5) Receipts**

- ✓ Add your receipts and share them with your agents or clients.
- ✓ Assigned agents and administrators can see them without you sharing them.

## The main categories of users and their rights:

### 1) Admin = administrator - has the most rights of all

- ✓ You can become a callsheet administrator **automatically** on a callsheet you have created, OR another admin **makes you a callsheet administrator** on a callsheet.
- ✓ Any callsheet administrator can see and change all the details in the **common section** of a particular callsheet. Callsheet administrator can also see and change details in the **private section** of every person, that has been added to that same callsheet.

### 2) Agent - when assigned to another user

- ✓ **Agent** is assigned to a user by a callsheet administrator.
- ✓ An **agent** can see and change details in the whole **private section** of the assigned person's callsheet.
- ✓ An assigned **agent does not** have his or her own **private section**.
- ✓ An **agent cannot change the details in the common section** unless he or she was made a callsheet administrator.

### 3) User

- ✓ A **user** can only change the details of his or her own **private info** and **receipts in the private section**.
- ✓ A user **cannot change the details in the common section or the trip details in the private section** unless he or she was made a callsheet administrator or assigned as an agent.

## Guest account

- ✓ A guest account is a **single-use temporary account**, that can be added one time on one callsheet only.
- ✓ To create a guest account, we need the guest's full name and his or her email address.
- ✓ To the given e-mail address, we will send an automatically generated username and password.
- ✓ The guest has to finish the registration process just like every other user.
- ✓ The guest account will be **automatically deleted 48 hours** after the last working day assigned to him or her on a callsheet. The guest's name will be automatically removed from any active callsheet and contact list.