## **Privacy Policy**

#### **General Provisions**

- 1.1. This privacy policy regulates the principles regarding the collection, processing, and storage of personal data. Personal data is collected, processed, and stored by the responsible data processor Trance-personal OÜ (hereinafter referred to as the data processor).
- 1.2. The data subject, in the context of this privacy policy, is a customer or any other natural person whose personal data the data processor processes.
- 1.3. A customer, in the context of this privacy policy, is anyone who purchases goods or services from the data processor's website.
- 1.4. The data processor follows the principles of data processing established in legislation, including processing personal data lawfully, fairly, and securely. The data processor is able to confirm that personal data has been processed in accordance with the provisions of the legislation.

# Collection, Processing, and Storage of Personal Data

- 2.1. The personal data collected, processed, and stored by the data processor are collected electronically, mainly through the website and email.
- 2.2. By sharing their personal data, the data subject grants the data processor the right to collect, organize, use, and manage personal data for the purposes defined in the privacy policy, which the data subject directly or indirectly provides to the data processor when purchasing goods or services on the website.
- 2.3. The data subject is responsible for ensuring that the data provided by them is accurate, correct, and complete. Knowingly providing false information is considered a violation of the privacy policy. The data subject is obligated to promptly inform the data processor of any changes to the provided data.
- 2.4. The data processor is not liable for any damages caused to the data subject or third parties due to the provision of false information by the data subject.

# Processing of Customers' Personal Data

3.1. The data processor may process the following personal data of the data subject:

- 3.1.1. First and last name;
- 3.1.3. Phone number;
- 3.1.4. Email address;
- 3.2. In addition to the above, the data processor has the right to collect data about the customer available in public registers.
- 3.3. The legal basis for processing personal data is Article 6(1)(a), (b), (c), and (f) of the General Data Protection Regulation:
- a) The data subject has given consent to the processing of their personal data for one or more specific purposes;
- b) Processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) Processing is necessary for compliance with a legal obligation to which the data controller is subject;
- f) Processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- 3.4. Processing of personal data according to the purpose of processing:
- 3.4.1. Purpose of processing security and safety

Maximum retention period of personal data - according to deadlines specified in the law

3.4.2. Purpose of processing – order processing

Maximum retention period of personal data – 2 years

3.4.4. Purpose of processing – customer management

Maximum retention period of personal data – 2 years

3.4.5. Purpose of processing – financial activities, accounting

Maximum retention period of personal data - according to deadlines specified in the law

3.4.6. Purpose of processing – marketing

Maximum retention period of personal data – 2 years

NB! DEPENDING ON THE DATA PROCESSOR, IT MAY BE NECESSARY TO SUPPLEMENT THE ABOVE LIST

- 3.5. The data processor has the right to share customers' personal data with third parties, such as authorized data processors, accountants, companies providing transfer services. The data processor is the responsible data controller of personal data.
- 3.6. When processing and storing the data subject's personal data, the data processor implements organizational and technical measures to ensure the protection of personal data against accidental or unlawful destruction, alteration, disclosure, and any other unlawful processing.
- 3.7. The data processor retains the data of data subjects depending on the purpose of processing, but not longer than 2 years.

### Rights of the Data Subject

- 4.1. The data subject has the right to access their personal data and familiarize themselves with it.
- 4.2. The data subject has the right to receive information about the processing of their personal data.
- 4.3. The data subject has the right to supplement or correct inaccurate data.
- 4.4. If the data processor processes the data subject's personal data based on the data subject's consent, the data subject has the right to withdraw consent at any time.
- 4.5. The data subject can contact customer support at biechon@msn.com to exercise their rights.
- 4.6. The data subject has the right to lodge a complaint with the Data Protection Inspectorate to protect their rights.

### **Final Provisions**

- 5.1. These data protection terms are drawn up in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (General Data Protection Regulation), the Personal Data Protection Act of the Republic of Estonia, and the legislation of the Republic of Estonia and the European Union.
- 5.2. The data processor has the right to partially or fully amend the data protection terms by notifying the data subjects of the changes via the website www.psychosomatic.world.