

## Preamble

At OrgPad, one of our top priorities is the privacy of our customers. This Privacy Policy document contains information about the types of information that is collected and recorded by the OrgPad application and how we use it.

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us at [support@orgpad.com](mailto:support@orgpad.com).

## Definitions

Throughout the entirety of this document:

- The term **OrgPad** refers to the company OrgPad s.r.o.
  - VAT No: CZ09480994
  - Address: Renoirova 624/1, Hlubočepy, 152 00 Praha 5, Czech Republic
- The terms **OrgPad application** and **application** refer to the application currently available at [orgpad.com](https://orgpad.com).

## Online Privacy Policy Only

Our Privacy Policy applies only to our online activities and is valid for all users of the OrgPad application with regards to the information that they shared and/or collected in the application. This policy is not applicable to any information collected offline or via channels other than the OrgPad application.

## General Data Protection Regulation (GDPR)

We are a Data Controller of your information.

OrgPad's legal basis for collecting and using the personal information described in this Privacy Policy depends on the Personal Information we collect and the specific context in which we collect the information:

- OrgPad needs to perform a contract with you.
- You have given OrgPad permission to do so.
- Processing your personal information is in OrgPad legitimate interests.
- OrgPad needs to comply with the law.

OrgPad will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your information to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our policies.

Residents of the European Economic Area (EEA) have certain data protection rights which OrgPad applies to all visitors irrespective of their residential status. If you wish to be informed what Personal Information we hold about you and/or if you want it to be removed from our systems, please contact us on [support@orgpad.com](mailto:support@orgpad.com).

In certain circumstances, you have the following data protection rights:

- The right to access, update or to delete the information we have about you.
- The right of rectification.
- The right to object.
- The right of restriction.
- The right to data portability.
- The right to withdraw consent.

## Children's Information

Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.

The OrgPad application does not knowingly collect any Personal Identifiable Information from children under the age of 13. If you think that your child provided this kind of information to the OrgPad application, we strongly encourage you to contact us immediately and we will do our best efforts to promptly remove such information from our records.

## Cookies

Like any other website, the OrgPad application uses 'cookies'. These cookies are used to store information. The OrgPad application uses this information mainly to facilitate the use of the application for its visitors.

Concrete examples include, but are not limited to:

- **access tokens**, which allow us to remember your login status so you don't have to log in every time you access the application,
- **device identifiers**, which allow us to restore the OrgPage to the state you left it in on your last visit, or
- **user identifiers**, which allow us to save your language preferences.

## Log Files

The OrgPad application follows a standard procedure of using log files. These files log visitors when they visit websites. All hosting companies do this as part of hosting services' analytics. The information collected by log files include internet protocol (IP) addresses,

browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, the number of clicks and their position, movement of your mouse and keyboard interactions. The purpose of collecting this information is for analyzing trends, administering the site, tracking users' movement in the application, examining the users' behavior while using the application and gathering demographic information.

## Third Party Privacy Policies

OrgPad's Privacy Policy does not apply to other websites and/or applications. We use the payment processor Stripe, thus, we are advising you to consult their Privacy Policy for more detailed information. It may include their practices and instructions about how to opt-out of certain options.

You can choose to disable cookies through your individual browser options. For more detailed information about cookie management with specific web browsers, please refer to the respective browser websites.

## Consent

By using the OrgPad application, you hereby consent to our Privacy Policy and agree to its terms.