



**ROLETIK**

## **PRIVACY POLICY OF PERSONAL DATA PROCESSING**

### **1. GENERAL PROVISIONS**

We place great emphasis on the protection of personal data. This Privacy Policy informs you about how ROLETIK s.r.o., with its registered office at Chvalova 1121/9, Žižkov, 130 00, Prague 3, Czech Republic, ID: 076 28 412, registered in the Commercial Register of the Municipal Court in Prague, file No. C 303457 (hereinafter referred to as "Roletik" or "we"), processes your personal data in connection with the operation of the Roletik Platform through its website [www.roletik.com](http://www.roletik.com) (hereinafter the "Roletik Platform") and further how we treat and protect your personal data.

The purpose of the Roletik Platform is to connect actors, extras and other performers with casting agencies to facilitate the casting process and the organization of filming or other projects. The Roletik Platform transfers and processes personal data. For most of the personal data processed, Roletik is in the position of a processor processing personal data for the purposes and based on the instructions set by the administrator, which is a particular casting or other agency to the database of which the given performer, as the data subject, submits (hereinafter the "Performer").

However, for some personal data processed, Roletik is an independent administrator. This applies in particular to personal data of users of the Roletik Platform, who create an account and use or have access to the Roletik Platform (hereinafter referred to as "Users") or personal data of performers who grant Roletik consent to process their personal data for marketing purposes.

This Privacy Policy is part of the Terms of Use of the Roletik Platform (the "Terms of Use").

The purpose of this Privacy Policy (hereinafter "Privacy Policy") is to inform you of (i) how we collect, process, and protect your personal information, (ii) your rights, how you may exercise them, and what we have done for it to help you apply them.

We encourage you to read this Privacy Policy carefully. By using the Roletik Platform and by providing your personal data, you acknowledge that you have been informed of our processing your personal data as set out in the Privacy Policy.

### **2. ROLETIK'S CONTACT DETAILS**

Within the Roletik Platform, your personal data are processed by ROLETIK s.r.o., with its registered office at Chvalova 1121/9, Zizkov, 130 00, Prague 3, Czech Republic, reg. file ref. No. C 303457.

Contact details for any privacy matters and in relation to personal data protection are:

Address: ROLETIK s.r.o., Chvalova 1121/9, Praha 3

Tel.: +420 739 378 765

Email address: [info@roletik.com](mailto:info@roletik.com)

Please note that we may change these contact details in the future. You can always find current contact information in the Privacy Policy. The current Privacy Policy is available on the Company's website at the following link: [www.roletik.com](http://www.roletik.com).



### **3. ROLETIK AS A PERSONAL DATA PROCESSOR**

#### **3.1. Registering Performers in Agencies' Databases and Projects**

In the framework of the services provided to casting agencies, productions or other entities involved in the organization of filming or similar events related to the casting of Performers into specific roles or projects (hereinafter "Agencies") through the Roletik Platform, the Agencies may set up their own Performers' databases, creating concrete casting projects and registration forms to contact Performers and collect their personal information.

##### **3.1.1. Purpose, Scope and Duration of Processing of Personal Data**

The Administrators of the Performers' personal data in the databases and projects created through the Roletik Platform are the Agencies, thus processing the Performers' personal data is conducted in accordance with the privacy policies of the processing personal data of Performers of the individual Agencies, to databases or projects of which the Performer logs in. If you are an Performer, we encourage you to review the processing policies of your Agency.

The Agency determines the purpose and duration of the processing. Roletik processes the Performers' personal data in accordance with the Agency's guidelines and not for its own purposes. The scope of processing is also determined by the Agency, however, the Platform's functionality allows only a certain maximum range of personal data that the Agencies can collect and process. These include, in particular, the following categories of Performers' personal data: identification and contact details, sizes and appearance data, date of birth, photos, gender, data on work experience, language skills and social networking profiles such as Instagram, LinkedIn or IMDB.

If the Performer registers in the ROLETIK for Talents Public Database through the registration form of the casting agency (Casting call), they are governed by the Terms of Use and the Personal Data Processing Policy of ROLETIK for Talents.

### **4. ROLETIK AS A PERSONAL DATA ADMINISTRATOR**

#### **4.1. Creating a User Account within the Roletik Platform**

The Roletik Platform allows Users to create BASIC or PREMIUM version account. Depending on the type of account and assigned role (profile) within the Roletik Platform, Users may create their own Performers' databases, projects or contact forms, or access the created projects and rate Performers.

In order to create a User's account to enable the use of the Roletik Platform, the personal data of Users who are natural persons (data subjects in the sense of GDPR) are processed. Roletik is in the position of a personal data administrator for such processing.

##### **4.1.1. Purpose, Scope and Duration of Processing of Personal Data**

The purpose of processing your personal data is to provide a service that is Roletik Platform. By using the Roletik Platform, a contract is concluded between you and us that is governed by the Terms of Use. The processing of your personal data for this purpose is based on the legal basis, which is the performance of this contract between you and us.

For the purpose of creating a User Account, you provide the following range of personal data: name, surname, email, password and, if applicable, your employer (Agency)



information for billing purposes and creating and sharing Agency projects. In order to ensure the maximum level of services we provide, we also process your user content, including, in particular, the evaluation of Performers, comments and other content uploaded to the Performers' databases and projects created by the Users.

We process your personal data for the duration of your use of the Roletik Platform and the duration of our contractual relationship. In the event that you delete or deactivate your User Account, we may continue to process some of your personal data and user content for backup, audit, legal compliance, and protection of our legal claims. If your user account is inactive for more than 1 year, we may ask you if you wish to cancel your user account or to keep it active. The data processed in this way will not be processed for any other purpose. This processing period will not exceed 3 years from deleting or deactivating your account.

## **4.2. Marketing**

When registering Performers in the Agency databases and projects, Performers may give consent to the processing of their personal data contained in the registration form for Roletik's marketing purposes and to receive newsletters, offers and other personalized content. For personal data of Performers who have consented to such processing of their data, Roletik is in the position of Administrator.

Users may grant consent to the processing of personal data for marketing purposes by Roletik when creating a User's account. If you grant consent, you will receive news and other personalized content.

### **4.2.1. Purpose, Scope and Duration of Processing of Personal Data**

The purpose of processing is to send news, business offers and communications and other personalized content about our services and the events we organize that we think may be of interest to you, market research, statistical purposes, and other marketing activities of Roletik.

The scope of personal data processed by Performers corresponds to the scope of your personal data that you provide through the registration form, and includes, in particular, the following categories of personal data: identification and contact personal information, work experience data, date of birth, gender, photo and more.

The scope of User data processed corresponds to the range of data provided in the registration form and includes name, surname, email, password, and possibly company information (i.e., employer). By granting your consent, you also declare that you are an authorized user of the email address provided and, in the case of a corporate email address, you provide the above consent to use it for the purpose of sending business communications on behalf of the company that owns or uses the email address.

The processing of your personal data is based on your voluntary consent, which you may revoke at any time by using the contact details listed in point 2 above. By checking the box in the registration form, you consent to the processing of your personal data for a period of 3 years from the date of granting it.

## **4.3. Social networks**

If you visit our social networking profiles, including while using your User Account for sharing on your social networking sites, we may be in the position of joint administrators with social network service providers. We do not use your personal information other than



as described in this Privacy Policy. To find out more about how a social network provider uses your personal data and other information, please contact your provider.

#### **4.4. Cookies**

We use cookies that are necessary to operate the Roletik Platform, especially to allow Users to log in to their account. Disabling cookies would result in the users being unable to log in to their accounts.

We use cookies to understand the use of the website, to improve its content and our offer. For example, we may use cookies to personalize your experience with the Roletik Platform. We may also use cookies to offer you products and services. We may combine the data obtained through cookies with other information you provide to us.

You can set cookies in your web browser. Please note that if you refuse cookies, not all features of the Roletik Platform may work as intended and some parts of the service may be completely unavailable.

Further information regarding the use of cookies is available here: [www.roletik.com](http://www.roletik.com).

#### **5. SHARING AND TRANSMISSION OF PERSONAL DATA (PERSONAL DATA RECIPIENTS)**

First and foremost, we pass on your personal information to Agencies that serve as Administrators of your personal data. This applies in particular to the personal data of Performers who register in the Agency's database and project through the registration form.

In addition, we may share your personal information with third parties that provide certain services, such as marketing, administrative support, or software tools. These persons or entities are thus in the position of processors or other processors of personal data, depending on the status of Roletik. In particular, we may share your personal information with:

- payment gateway service providers for the payment of services, telecommunications service providers (SMS gateways) that are part of the paid version of the Roletik Platform, IT service providers providing software solutions and management of Roletik Platform, marketing and administrative support providers, etc.
- external auditors, consultants, tax advisors and solicitors who are bound by the confidentiality obligation to protect our legitimate interests;
- public authorities to fulfill our legal obligations.

With the above personal data processors, we have entered into personal data processing agreements that guarantee at least the same level of protection for your personal data as this Privacy Policy (except when the conclusion of such agreements is not mandatory, for example, when transferring personal data to public authorities).

Roletik does not directly transfer your personal data to third countries, i.e. outside the EU/ EEA. If our processors (or sub-processors) perform or intend to do so, we have entered into personal data processing agreements with them that ensure at least the level of protection of your personal data as under this Privacy Policy.



## **6. DATA SECURITY**

We have in place and maintain the necessary adequate technical and organizational measures, internal controls and information security processes in accordance with best business practices corresponding to the potential risk to you as a data subject. At the same time, we take into account the state of technological development in order to protect your personal data from accidental loss, destruction, alteration, unauthorized disclosure or access. These measures may include, but are not limited to, taking reasonable steps to ensure the responsibility of employees who have access to your data, staff training, regular backups, data recovery and incident management procedures, software protection of personal data storage devices, and so on.

## **7. YOUR RIGHTS AS A DATA SUBJECT**

If you are a Performer and you have not given your consent to the processing of your personal data for marketing purposes under the Article 4.2 above, Roletik is in the position of processor of your personal data. To exercise your rights as a data subject, contact the administrator of your personal data, that is, the particular Agency in whose database and project you have registered.

If you are a User or Performer who has consented to processing for marketing purposes, you may exercise any right in this Article 7 towards Roletik as the administrator of your personal data. We will notify of any action taken or the deletion of your personal information or limitation of processing in accordance with your request each recipient to whom your information has been provided under Article 5 of this Privacy Policy if such communication is possible and / or will not require a disproportionate effort.

If you wish to exercise these rights and / or obtain relevant information, please contact us using the contact details listed in Article 2 above.

When applying, you will be asked to provide some of the identification information you provided at registration. Providing such information is necessary to verify that the request has been sent by you. We will reply within one month of receiving your request, but we reserve the right to extend this period by two months.

### **7.1. What you can request**

In accordance with applicable law, you have the right to request access to your personal data we process as a personal data administrator, the right to rectify them, delete or transfer it (e.g., transferring your personal data to another service provider), the right to object and the right to request limiting our processing. You can also revoke the consent you have given us at any time. Please note that the withdrawal of your consent does not affect the legality of any processing made under your consent prior to the withdrawal.

### **7.2. Correcting Your Personal Data**

Under applicable law, you have the right to correct your personal data that you share with us.

We take reasonable precautions to ensure that you can keep your personal information accurate and up to date. You can always contact us if we are still processing your personal information.



If you find that your personal information we process is inaccurate or incomplete and you are unable to update your personal information under this Article 7.2, you may request us to update your personal information. We will verify your identity and update your personal information.

### **7.3. Deleting Your Personal Information**

You can ask us to delete your personal data at any time. If you contact us with such a request, we will delete, without undue delay, all your personal information that we have if we no longer need your personal information to perform our contractual or legal obligations or to protect our legitimate interests.

### **7.4. Revoking Your Consent**

You can revoke your consent at any time without giving a reason. Please contact us using the contact details listed in Article 2 above. We will block your personal information against any further processing.

Please note that the withdrawal of your consent does not affect the legality of any processing based on your previously granted consent.

### **7.5. Making Your Personal Information Accessible and Transferable**

You have the right to obtain personal data about you and the personal information you have provided to us in a commonly used and machine-readable format. If you so request, we will send your personal information to a third party (another data administrator) that you specify in your request, unless such a request adversely affects the rights and freedoms of others and, if technically feasible.

### **7.6. Objections to processing**

You have the right to object at any time to the processing of personal data processed on the basis of our legitimate interest, or to fulfill a task performed in the public interest or in the exercise of public authority. If we do not prove on our side serious legitimate reasons for processing that outweigh the interests or rights and freedoms of the data subject, or to determine, exercise or defend legal claims, we will not further process the personal data.

### **7.7. Processing limitations**

If you ask us to limit the processing of your personal information, for example, if you question the accuracy, legality, or our need to process your personal information, we will limit the processing of your personal data to the minimum necessary and, if necessary, process it for sole purpose to determine, exercise and defend legal claims, or to protect the rights of another natural or legal person, or under other limited grounds prescribed by applicable law. If the restriction or limitation is canceled and we continue to process your personal data, we will inform you without undue delay.

### **7.8. Complaint to the Data Protection Office**

You have the right to file a complaint regarding our processing of data with the Office for Personal Data Protection „Úřad pro ochranu osobních údajů, Pplk. Sochora 27, 170 00 Praha 7, [www.uoou.cz](http://www.uoou.cz)“.



**ROLETIK**

## **8. UPDATING PRIVACY POLICY OF DATA PROTECTION**

We may continually modify or update the Privacy Policy. Any changes to this Privacy Policy will become effective upon publication of the updated Privacy Policy at the following link: [www.roletik.com](http://www.roletik.com).

This document were last updated on 03/1/2022.