

## Privacy Policy

**Effective date: 21 November 2025**

This page explains how **GrantLab s.r.o.** (“we”, “us”) uses personal data when you visit [www.grantlab.cz](http://www.grantlab.cz) or work with us.

This Privacy Policy is prepared in line with the **EU General Data Protection Regulation (GDPR)** and applicable **Czech data protection law**.

### 1. Who we are

**GrantLab s.r.o.**

IČO: 23784385

Krakovská 24, 110 00 Praha 1, Czech Republic

Email: [info@grantlab.cz](mailto:info@grantlab.cz)

Phone: **+420 605 136 649**

We are the **controller** of personal data described below.

### 2. What data we process and why

We process:

- **Website data** – technical data (IP address, browser, device, pages visited), cookies and consent choices
  - to run and secure the website (**legitimate interest**, Art. 6(1)(f) GDPR)
  - to measure visits and improve the site (**consent** for analytics cookies, Art. 6(1)(a) GDPR)
- **Contact data** – name, email, phone and message content
  - to respond to your enquiries and communicate with you (**legitimate interest / steps before contract**, Art. 6(1)(f) and Art. 6(1)(b) GDPR)
- **Client data** – contact and business details, contract and project information, billing and payment data, and project documents (which may include personal data of your team or other persons)
  - to prepare and perform contracts and deliver our services (**contract**, Art. 6(1)(b) GDPR)
  - to meet legal duties such as accounting and tax (**legal obligation**, Art. 6(1)(c) GDPR)
  - to protect our rights and manage our business (**legitimate interest**, Art. 6(1)(f) GDPR)

### 3. Cookies and third-party tools

Our website is hosted on **Wix** and uses essential cookies needed for security and basic functions.

We also use **Google Analytics** to understand how the site is used – **only if you consent** via the cookie banner.

You can change or withdraw your cookie choices anytime via **Cookie settings** on the site or via your browser.

For more details, please see our **Cookie Policy**.

#### 4. Who we share data with

We share data only when necessary and on a limited basis, for example with:

- **Service providers** – website hosting (Wix), email/IT providers (Forpsi),
- **Professional advisors and partners** – such as legal, tax or innovation/IP experts involved in your project,
- **Public authorities** – where required by law or by the nature of the project.

Some providers may process data outside the EU/EEA. In such cases, we rely on appropriate safeguards under GDPR (e.g. **Standard Contractual Clauses** or adequacy decisions).

#### 5. How long we keep data

We keep personal data only as long as needed for the purposes above and legal requirements, for example:

- website and cookie data – for the periods shown in the cookie banner/settings or as needed for security,
- enquiries – usually up to **3 months** after our last interaction,
- client and project data – for the duration of the contract plus statutory retention periods (up to **10 years** for accounting and tax).

We may keep anonymised data longer, as they no longer identify individuals.

#### 6. Your rights

Under the GDPR you can ask us to:

- access your personal data,
- correct inaccurate data,
- erase data (in some cases),
- restrict processing,
- object to processing based on our legitimate interests,
- withdraw consent (for example for analytics cookies or future marketing) at any time.

To exercise your rights, contact us at **info@grantlab.cz**. We may need to verify your identity.

You also have the right to lodge a complaint with the supervisory authority:

**Úřad pro ochranu osobních údajů**

Pplk. Sochora 27, 170 00 Praha 7, Czech Republic

Website: **www.uoou.cz**

#### 7. Security and changes

We use reasonable technical and organisational measures to protect personal data. Website data are stored on Wix's secure infrastructure; access to our systems is limited to authorised persons.

We may update this Privacy Policy from time to time. The current version is always available on this page with an updated **effective date**.