

DATA PROTECTION POLICY

DATA PROTECTION POLICY – DUTY OF INFORMING CUSTOMERS AND SUPPLIERS

Data Protection Policy of "VIKZA" LLC. 1. Who is responsible for Data handling? "Vikza" LLC is responsible for data processing relating to the various processes regarding the management of users, clients, potential clients, collaborators, and suppliers.

2. What type of data do we have about you and how did we obtain it?

The categories of personal data pertaining to its clients and suppliers processed by "VIKZA" LLC include:

- ✓ Identification data
- ✓ Postal or electronic addresses
- ✓ Commercial information
- ✓ Economic and transaction data. Under no circumstances do we process specially protected data.

We have obtained all the above-mentioned data either directly from you through the submission of a commercial offer, contractual proposal, etc., or through your company by providing us with identification data and other information required for the execution of the contractual relationship between the parties. It will be your or your company's obligation to provide us with updated data in the event of any changes.

3. For what purpose do we process your data?

At "VIKZA" LLC we process the data provided by interested parties in order to manage different activities arising from specific procedures implemented in the areas of sales, after-sales service, supplier management, service quality, etc. We will utilize your data in this manner to carry out some of the following tasks:

- a) Sending the information requested using our website's contact form or any other method of contacting our company.
- b) Provide both potential customers and our customers with offers of products and services of interest.
- c) Carry out the administrative, fiscal, and accounting management of our clients and/or suppliers.

d) Conduct satisfaction surveys, market studies, etc., to provide you with the most suitable offers and an optimized quality of service.

e) Management of relationships with collaborators-prescribers.

f) Control of access to buildings/offices for visitors.

g) Operations in video surveillance for security reasons.

h) Processing of data protection rights of interested parties.

i) Personnel selection management. We will not create commercial profiles based on the information provided and consequently, we will not make automated decisions about you based on a commercial profile.

4. How long will we keep your data?

Personal data relating to natural persons associated with potential clients, clients, and suppliers that "VIKZA" obtains through the various contact and/or information collection forms will be retained as long as the interested party does not request the deletion thereof. The data provided by our clients and suppliers will be kept as long as the business relationship between the parties is maintained while adhering to the subject matter's minimum legal retention periods. Whatever the case, "VIKZA" will retain your personal information for as long as is reasonably required, taking into consideration our obligations to answer inquiries, fix issues, make enhancements, launch new services, and adhere to legal requirements. This means that we can keep your personal data for a reasonable period even after you have ceased using our products or website is no longer being used by you.