In this Privacy Policy, we explain how we handle your Personal Data when you contact us or use one of our services. In particular, we will tell you: Why we may process your Personal Data, for what purpose we process your Personal Data, whether you are required to provide us with certain information, how long we will store your Personal Data whether there are other recipients of your Personal Data, whether we intend to transfer your Personal Data to another country; and whether we use automated decision-making or profiling.

In principle, we will only use your Personal Data in accordance with the applicable data protection laws, in particular Latvia's Personal Data Processing Law (PDPL), the EU's General Data Protection Regulation (GDPR), and only as described in this Privacy Policy.

## Contact details of the data controller

Unless otherwise stated, Meilleur Media of Kupravas 41-30 is the data controller.

You can contact us using info@meilleur.media.

## What data protection rights do I have?

Every data subject has

- the right to information,
- the right to rectification,
- the right to deletion,
- the right to restriction of processing, and
- the right to data portability.

Furthermore, you can revoke consent, in principle with effect for the future.

Furthermore, you have the right to lodge a complaint with a data protection supervisory authority. We would, however, appreciate the chance to deal with your concerns before you approach a data protection supervisory authority.

You may also withdraw your consent and request us to stop using and/or disclosing your Personal Data for any or all of the Purposes by submitting your request to us in writing. Should you withdraw your consent to the collection, use or disclosure of your Personal Data, it may impact our ability to proceed with your transactions, agreements, or interactions with us. Prior to you exercising your choice to withdraw your consent, we will inform you of the consequences of the withdrawal of your consent. Please note that your withdrawal of consent will not prevent us from exercising our legal rights (including any remedies) or undertaking any steps as we may be entitled to at law.

## How do we obtain Personal Data?

For the most part, we process Personal Data that has been provided to us directly by you. This can happen for various reasons:

- You have submitted an inquiry to us,
- You have submitted a request for information to us,
- You have subscribed to our service,
- and of course, data that is automatically collected.

## Contacting us

If you contact us, we process the following data from you for the purpose of processing and handling your enquiry: Name, contact details (telephone number, Instagram handle, Telegram and WhatsApp Id) -if provided by you- and your message. The legal basis of the data processing is our obligation to fulfill the contract and/or to fulfill our pre-contractual obligations and/or our legitimate interest in processing your enquiry.

#### Data management

For optimal customer support and when you sign up for our mailing list on the website, we use first name, last name, Instagram handle and e-mail address if provided, and the data related to your contract with us. Your data will be stored on our website and or our customer relationship management system ("CRM system"). This data processing is based on our legitimate interest in providing our service.

## Processing of Personal information when working with us

Personal Data (Telegram ID, Email address, and Phone Number, Payment Data) will be collected, processed, or used in connection with the services offered. This is always done in compliance with the provisions of the PDPL and GDPR. Insofar as we use your Personal Data for a purpose that requires your consent according to the legal provisions, we will always ask for your express consent.

#### Log files

In principle, you can use our website for purely informational purposes without disclosing your identity. However, our website collects a series of general data and information with each visit and this data is temporarily stored in log file. A log file is created in the course of an automatic protocol of the processing computer system. The following can be recorded: host name of the accessing end device, IP address, Date and time of the server request, Time sone difference to Greenwich Mean Time (GMT).

The temporary processing of the IP address by the system is necessary to technically enable delivery of the website to your computer. Processing your IP address for the duration of the session is necessary for this. The legal basis for this processing is our legitimate interest.

#### Use of cookies

We use so-called cookies on our web site. Cookies are small text files that are stored on your respective device (PC, smartphone, tablet, etc.) and saved by your browser. For further information please refer to our Cookie Policy. The legal basis for the use of cookies is your consent as well as our legitimate interest.

#### Is there an obligation for me to provide data?

Within the scope of our business relationship, you are only required to provide Personal Data that is necessary for the establishment, implementation, and termination of a business relationship or that we are legally obliged to collect. Without this data, we will usually have to refuse to conclude the contract or will no longer be able to perform an existing contract and may have to terminate it.

#### **Data Security**

We secure our website and other systems through appropriate technical and organizational measures against loss, destruction, access, modification, or distribution of your data by unauthorized persons. However, and despite regular checks, complete protection against all dangers is not possible.

Our website uses the industry standard SSL (Secure Sockets Layer) for encryption. This ensures the confidentiality of your personal information over the Internet. You can tell whether encrypted transmission is taking place by the closed key/lock symbol in your browser display.

### Passing on of data

Your Personal Data will only be passed on to third parties,

- if you have given your express consent to this;
- if the disclosure is necessary for the fulfillment of contractual obligations;
- if we are legally obligated to disclose the data;
- if the disclosure of the data is in the public interest;

• if the disclosure of the data is necessary for the protection of our legitimate interests or the legitimate interests of a third party unless your interests in the protection of your data override these interests.

## **Duration of storage of Personal Data**

Your data will be stored by us for as long as it is needed for the respective purposes underlying the processing. Beyond that, we only store data insofar as we are legally obligated to do so, e.g., due to statutory retention obligations.

## Integration of third-party services and content

Within our website, we use content or service offers of third-party providers on the basis of our legitimate interests in order to integrate their content and services (hereinafter uniformly referred to as "content"). This always requires that the third-party providers of this content are aware of the IP address of the user, as without the IP address they would not be able to send the content to their browser. The IP address is therefore necessary for the display of this content. We endeavor to only use content whose respective providers only use the IP address to deliver the content.

Third-party providers may also use so-called pixel tags (invisible graphics, also known as "web beacons") for statistical or marketing purposes. The "pixel tags" can be used to evaluate information such as visitor traffic on the pages of this website. The pseudonymous information may also be stored in cookies on the user's device and may contain, among other things, technical information about the browser and operating system, referring websites, time of visit and other information about the use of our website, as well as being linked to such information from other sources.

The following provides an overview of third-party providers and their content, together with links to their privacy policies, which contain further information on the processing of data and so-called opt-out measures, if any:

- Analytics and Tracking: Fastly and Google Analytics by Google LLC
- Web Hosting Provider: LLC REG.RU

## Marketing

Insofar as you have also given us your separate consent to process your data for marketing and advertising purposes, we are entitled to contact you for these purposes via the communication channels you have given your consent to.

You may give us your consent in a number of ways including by selecting a box on a form where we seek your permission to send you marketing information, or sometimes your consent is implied from your interactions or contractual relationship with us. Where your consent is implied, it is on the basis that you would have a reasonable expectation of receiving a marketing communication based on your interactions or contractual relationship with us.

Direct Marketing generally takes the form of e-mail but may also include other less traditional or emerging channels. These forms of contact will be managed by us, or by our contracted service providers. Every directly addressed marketing sent or made by us or on our behalf will include a means by which you may unsubscribe or opt out.

## Validity and questions

This privacy and cookie policy is valid as of Saturday, 26 November 2022. It is the current and valid version of our privacy policy. However, we point out that from time to time due to actual or legal changes a revision to this privacy and cookie policy may be necessary.

If you have any data protection questions, please feel free to contact us using the details provided above.