

Privacy Policy

English Editorial Services, s.r.o., with its registered office at Černopolní 57, 613 00 Brno, ID No. 26909537, entered in the Commercial Register maintained by the Municipal Court in Brno, Section C, File 44673 (hereinafter also referred to as “English Editorial Services,” “we,” “us,” or “our”) acts as a controller of personal data, which it processes manually or electronically and handles in accordance with the applicable regulations, in particular in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC and Act No. 110/2019 Coll., on the processing of personal data, as amended.

Personal information collected from data subjects:

In providing its services, English Editorial Services collects and processes only such personal data that the data subject has chosen to provide for processing.

The www.englisheditorialservices.com website (hereinafter referred to only as “website”) collects solely those technical cookies that are necessary for proper functioning of the website.

If you choose to contact us, whether directly or via a contact form on our website, we will need information from you in the extent necessary for communication. This information consists of your first and last name and at least one of the following options: email address, telephone number, mailing address.

If you choose to subscribe to our Business Term of the Day, we will ask for your email address and optionally your first and last name. The email service is provided by Mailchimp. For more information on the Business Term of the Day service and the related processing of personal data, please see the sections “*Business Term of the Day and the terms and conditions of this service*,” “*Unsubscribing from the Business Term of the Day service*,” and “*Personal data processor*” below.

When providing professional services to its clients, English Editorial Services processes some or all of the following information:

Identification data: first name, last name, title, in case of self-employed person also business identification number

Contact details: e-mail address, telephone number, postal address

Financial details: bank account number

Purpose of processing:

We generally use the personal data provided only to the extent necessary for the performance of our services. Unless personal data has been provided to us for the express purpose of receiving marketing communications (e.g., by subscribing to our Business Term of the Day), only very exceptionally might we use personal data to send any such communications.

Method of protection:

Protecting your information is a high priority for us. When managing sensitive information, we strictly follow the applicable laws and English Editorial Services' employees have entered into an agreement wherein they specifically stated that they will fully respect the confidential nature of our clients' information and will not use it to their personal or financial advantage or disclose it to third parties. We use state-of-the-art technology to protect the information within our system.

Period, for which your data will be stored

English Editorial Services will keep your personal data for period no longer than is necessary for the purposes for which the personal data are processed.

Business Term of the Day and the terms and conditions of this service

If you subscribe to the Business Term of the Day, we will send you a Business Term in English and Czech every business day with a short marketing message and our company name, logo, and slogan. The inclusion of these items within the email legally makes it a commercial message. Therefore, by subscribing to this service you agree to receive commercial messages from us at the email address which you provide us.

The business terms and explanations are provided to you for your personal benefit and we hope you will find useful applications for them in your daily life. We have done our best to verify the information there, but you should verify it for yourself, as may be necessary or appropriate, because we are not responsible for any consequences arising from use of the information. You must also use the information in accordance with the pertinent generally binding legal regulations and, in particular, not sell, spread, copy, or distribute the information. The service may at some point be interrupted or terminated for technical and other reasons.

Unsubscribing from the Business Term of the Day service:

If you do not wish to receive our Business Term of the Day, you can use the "Unsubscribe" form, which you can access either [at this link](#) or by clicking on the "unsubscribe from this list" link that appears in each Business Term of the Day email we send you. You can also contact us directly to request to be removed from the mailing list.

Personal data processor

Our email service provider, Mailchimp, acts as a personal data processor. Mailchimp is a product of The Rocket Science Group LLC, which itself is a part of the Intuit Group.

Mailchimp collects certain data using so-called cookies, web beacons, pixels, local shared objects, and similar technologies. With these tools, Mailchimp collects information about when you open the email, your IP address, your browser or email client type, and other similar details. Mailchimp uses cookies to track access to forms to subscribe and unsubscribe, which assists in verifying that you subscribed intentionally. By subscribing to Business Term of the Day, you agree with Mailchimp using cookies. You can find the information about cookies used by Mailchimp [here](#).

Mailchimp states that it may share your data within the Intuit Group and that it may process the data abroad, that is to say in the United States or in other states within which Mailchimp

and its affiliates have data processing centers. To ensure that your data is handled appropriately, we have signed with Mailchimp a Data Processing Agreement including Standard Contractual Clauses that ensure that the governing law is that of the Czech Republic and that your information is protected in accordance with Act No. 101/2000 Coll.

You can see the [full privacy policy](#) governing the relationship between English Editorial Services, s.r.o. and Mailchimp as part of the Intuit Group. Information about the data security can be found [here](#) and the Data Processing Addendum [here](#).

Rights of data subjects:

It is natural, that you as a data subject, have the following rights:

the right of access to personal data,

the right to correction or completion,

the right to erasure,

the right to restriction of processing,

the right to data portability,

the right to object to processing,

the right to lodge a complaint with a supervisory authority.

Contact information:

You can contact us by using the contact form on our website, by emailing service@englisheditorialservices.com, or (if your request concerns the Business Term of the Day service) by emailing terms@englisheditorialservices.com.

You can also use the correspondence address of our registered office at Černopolní 57, 613 00 Brno, Czech Republic.

Validity and changes:

This document shall enter into force on 1 December 2023. English Editorial Services may change the Privacy Policy from time to time. We will notify you by email if there are any significant changes to the scope and manner in which we process personal data, but we recommend that you check this policy regularly to keep informed.