

## **Privacy statement PHOMI**

### **About PHOMI**

We are PHOMI MCM s.r.o. (PHOMI), the European Headquarters of the international PHOMI Holding. In this privacy statement we will clarify what personal data we collect, why and how we use phomi.eu (including subdirectories) to do so.

### **What personal data do we process?**

Personal data is information that relates to an identified or identifiable individual. The personal data we process includes among other: first and last name, telephone number, email address, content of messages, user id and IP address.

This could be information you share with us by visiting our website or by contacting us in any other way.

### **How do we collect personal data?**

We collect personal data in the following ways:

#### *By website:*

If you use our website, you share personal data with us. This could be personal data you fill in our contact form and or information about your browser, operating system, country and similar browser information. This information is processed anonymously – without trackable IP address – in Google Analytics.

#### *By cookies:*

Cookies are small files that can store information and are placed by internet websites. Our website only uses functional and analytical cookies; and not marketing cookies. These cookies do not save direct data about you as a person, just about your behaviour. For example: how you used the website and how long you visited our website. This information can be used to improve the PHOMI website.

#### *By email or telephone:*

When you contact us by mail or telephone you choose to leave personal data to your liking, like an email address, telephone number or personal address.

### **Why do we process personal data?**

We process certain personal data for our services. For instance if we want to send a sample to your address. In general we will use your personal data to answer your questions, send a quotation, sample or other information about PHOMI. Furthermore we will use this data to improve the PHOMI website.

### **How do we store your personal data?**

Your personal data is only stored if necessary for our services. According to the General Data Protection Regulation (GDPR), storing personal data comes with certain rights. If you want to know more about these rights and how we store your personal data please contact us on the email address below.

### **Sharing of your personal data?**

PHOMI will not share your personal data to other companies or institutions. Personal data will always stay within PHOMI and PHOMI Holding.

**Placing an order**

When you place an order with us, we use your personal data in order to process the order. We may share limited personal data with an external delivery service to deliver the order to you. In this case we also receive information from your bank about your payment. We process your payment details, contact details and billing address to process your order properly. We store this information until the legal retention period expires.

**Privacy statement & Contact**

We could change our privacy statement. We recommend to read this statement on a regular base to stay informed about any newer versions. If you want to know more about how we use your data, please contact us on: [os@phomi.eu](mailto:os@phomi.eu).