

Your Personal Data in Kontakto

We're Kontakty s.r.o., IN:07346115, and we're the proprietors of Kontakto, a contact management software service that allow efficient usage of company contacts. Personal and contact data protection is our foremost concern.

Don't forget to read this document [if you write e-mails to someone already using Kontakto](#), or [if you're our client, or if you're in contact with Kontakto in any other way](#). You'll also find out about [your rights](#).

This document is subject to updates and changes.

1. When writing to Kontakto users:

What does Kontakto do?

Kontakto is a comfortable alternative to storing your contacts manually.

If you always send your e-mails with a longform signature, you automatically assume that the person on the receiving end might save your contact details. And if you publish anything on social media, it's as good as giving a business card to be stored in your rolodex.

Whoever installs Kontakto effectively automatizes the storing of these contact data. Kontakto automatically searches the e-mail for any contacts and saves them into the company database. It then searches across the Internet for publicly available information about the professional life of the addresses owner. This data is then available to the receiving address, and all other co-workers. The extent of the information stored is defined by your administrator.

Who manages the data?

The company that decides to use Kontakto is the one that defines Kontakto's uses, and their operating rules. That means it is the Administrator of all personal data that is stored. Kontakty s.r.o., Kontakto's proprietor works with the data in accordance to the Administrator's instructions, and is therefore the data's Processor. The Administrator should inform you about how the data is used, usually by a message on its website. Should these rules differ from this document, the Administrator's decisions are valid in your particular case. You can find any Administrator's contact details in their Data Protection documentation.

Why is your data stored?

The Administrator can use your personal data to the following purposes, without needing your approval:

- Negotiating about cooperation based on your initiative.
- Fulfilling their contractual obligations.
- Expanding and maintenance of business relations. Most business do this, and it is in their valid interest. Marketing and sales e-mails can be sent only if you're already the Administrator's client.

More information

The Administrator can use your data as long as the purpose and reason for its uses as defined in your contract remains valid, especially if you're engaged in active communication for business reasons.

Your data is shared voluntarily, and you yourself decide what data can be stored, either by signature revisions, or even social media activity.

The Administrator defines who they can share your data with in their Data Protection documentation. Usually this has to do with subcontractors, like us. And these subcontractors likely have subcontractors of their own. These relationships are governed by Data Processing contracts, and they usually stay within the EU. If they don't, they are still covered by the Privacy Shield programme in the US, and by other international agreements. These instruments are approved by the European Commission.

You have [various rights](#) to your processed data. You can refuse the Administrator access based on Legitimate Interest.

2. When already using Kontakto, or thinking about using it

Who manages this data?

This part of the document describes how Kontakty s.r.o., or just us for short, work with the personal data of our users, current and potential clients, and collaborators. Feel free to contact us via pavel@getkontakto.com.

What kind of data do we use?

We use data given to us for the purposes of our collaboration or its negotiation, or by using our service. It's mainly your contact data, and preferences in Kontakto's settings.

Why do we need to use your data?

The Administrator can use your personal data to the following purposes, without needing your approval:

- Negotiating about cooperation based on your initiative.
- Fulfilling our contractual obligations.
- Providing a service requested by your company -- this is our Legitimate Interest.
- Expanding and maintenance of business relations. Most business do this, and it is in their valid interest. Marketing and sales e-mails can be sent only if you're already the our client.
- Improving the quality of our services. This is our Legitimate Interest.
- Securing our property and rights. This is our Legitimate Interest
- Fulfilling our legal obligations.

3. Your Rights

Various laws and regulations guarantee your access to many rights that can be employed in your contact with any data Administrator:

You can request access to any stored data to the extent defined by various regulations, mainly the [GDPR](#). You can also request a reduction in the use of your data (meaning the Administrator shall not delete them, but will cease to use them), or their deletion (should all the legal requirements be met), or their revision.

You can also level an objection against the usage of your data, and use your right to transfer data. Should you believe that the Administrator breaks laws or regulations by utilizing your data, you should send a complain to the Office of Personal Data Protection (www.uoou.cz).

Processing objection:

If you disagree with the way your data is handled, e.g. if it is used to send marketing or sales propositions, you can put a stop to it. The easiest way by far is using the link found in any marketing or sales e-mail, or by sending a letter requesting this. You can also refuse other ways of processing your data, usually based on Legitimate Interest, and the Administrator will curtail processing, unless it is required by your contract.