

Website Data Privacy Policy

WEBSITE COPY

GENERAL PROVISIONS

UAB “Guruma” (hereinafter called GuruMA), registration address Knygnesiu str. 79, LT-47258 Kaunas, Lithuania, is committed to protecting the privacy of visitors of our website www.gurumedicalaffairs.com and www.guruma.eu.

- Website Data Privacy Policy is an external document reflecting the General Data Privacy Policy of the company and provides you with information on how we handle your personal data collected through our website.
- By addressing your personal data to us through our website you expressly agree to such transfers of data.
- We will ensure that the personal data you submit to us via our website is only used for the purposes set out within this policy.

POLICY

This Policy explains when and why we collect personal data about people who enquire about the services we provide and advertise through our website. This policy also explains how we use personal data, the conditions under which we may disclose the data to others and how we keep personal data secure. At GuruMA we are committed to protecting and respecting your privacy and are transparent in everything we do. We may change this Policy from time to time so please check this page to ensure that you are happy with any changes. By using our website and/or by communicating with us through our website, you are agreeing to be bound by this Policy. We ensure that the data you supply to us is processed fairly and lawfully.

What information will we collect through our website if you use our website only to search for information?

If you use our website only to search for information, i.e., if you do not provide us with information, we only collect the personal data that your browser transmits to our server. If you want to view our website, we may collect data that we technically need to ensure stability so that you can see our website.

- IP address.
- Date and time of the request.
- Time zone difference from GMT.
- Request content (specific page).
- Access status / HTTP status code.
- Sending URL (website address).
- Browser type.
- The language of the browser and the system used.
- Operating system and its interface.
- Browser software language and version.
- Screen resolution.

In addition to the data listed above, cookies are stored on your computer when you visit the website. Cookies are small text files stored on your computer's hard drive, in the browser you use, and through which specific information is sent to the organization that set the cookies. Cookies cannot run programs or transmit viruses to your computer. Cookies help to provide visitors with an optimal user experience.

This website uses the following types of cookies, the functions, and operation of which are explained below:

- Temporary cookies (see "a").
- Persistent cookies (see "b").
- Technically necessary cookies (see "c")
- Analytical cookies (see "d")

(a) Temporary cookies are automatically deleted when you close your browser. This is especially true for session cookies. They store a so-called session ID with which different browser requests can be assigned to a common session. This allows your computer to be recognized when you return to the website. Session cookies are deleted as soon as you log out or close your browser.

b) Persistent cookies are automatically deleted after a specific period, the duration of which depends on the cookie. You can delete cookies at any time in your browser settings.

c) Technically necessary cookies are necessary for the operation of the website, e.g., to protect it against hacker attacks and to ensure a consistent and demand-oriented appearance of the site

d) Analytical cookies are used to further optimize the user experience. This includes statistics provided to the website operator by third parties and the display of personalized advertising by tracking user activity across different websites. You can configure your browser settings according to your preferences and, for example, refuse to accept all or only cookies sent by third parties. Please note that you may not be able to use all features of this website.

Your browser does not collect Flash (local generic object) cookies, but your Flash plug-ins do. We also use HTML5 objects that are stored on your mobile device. These objects store the necessary data independently of your browser and do not have an automatically set expiration date. If you do not want Flash cookies, you must install the appropriate add-on. You can avoid using HTML5 objects by selecting private mode in your browser. We also recommend that you regularly delete cookies and browsing history manually.

In general, you can use our websites without cookies. Internet browsers are regularly set to accept cookies. You can disable cookies at any time if you wish. You just need to change your browser settings. Use your web browser's help function to help you find the settings you need. Please note that some functions of the website may not function properly or at all if you refuse the use of cookies.

The legal basis for processing data under the provisions of the above-mentioned paragraphs is provided in Article 6 (1) (f) GDPR. By processing data, we aim to make it possible to use the website by ensuring its stable operation and security of the website. Except when specifically stated, we store personal data only for as long as it is necessary to fulfill the intended purpose.

The website may use may offer content or functionality that is provided by third parties on their own responsibility. These third parties may set their own cookies. Certain third-party content is only displayed if "Third Party Content" is enabled.

What information will we collect through our website if you contact us online?

If you contact us (e.g., by filling out a contact form or by email) through our webpage, we store your data to be able to respond to the request and ask questions related to it. We delete the data received in this context when it is no longer necessary to store it or limit its processing if the law imposes an obligation to store it.

In some jurisdictions, we are restricted from processing some of the data outlined below. In such cases, we will not process the data in those jurisdictions.

- Name, Surname
- E-mail
- Phone/Mobile number
- Extra information you choose to tell us of your free will.

We store and continue to use personal data if you give consent or if this is permitted by law without specific consent. Depending on the relevant circumstances and applicable local laws and requirements, we may collect some or all the information listed above to enable us to respond to your request and offer you the service proposal or the employment opportunities, which are tailored to your circumstances and interests.

What information will we collect for other features and offers on our website?

We offer to use our website not only for information but also for various services, possibly at the expense of the owner, which you can use if you are interested in them. Generally, you are required to provide more personal data that we use to provide specific services and that are subject to the data processing principles listed above. To provide paid services, we ask for additional data, i.e., payment information, as such data is necessary for us to provide services. We store such data in our systems until the statutory retention period expires.

In our routine daily work, we use the services of external suppliers, third-party service providers, or contractors. We may share your personal data with them to assist our processes and administer our activities. We carefully select such external suppliers, third-party service providers, or contractors, and hold them accountable to our instructions and regularly oversee them.

In addition, we may transfer your personal data to third parties if, together with our partners and clients, we offer participation in promotions, contests, or similar services. You will receive more detailed information after submitting your personal data.

If our service providers, partners, or clients are located outside the European Economic Area, we will inform you of the consequences of such circumstances in the description of the offer.

Plugins

Social plugins, such as Facebook, Twitter, or LinkedIn, are used by social networks on our website. The widgets, such as the Apply with LinkedIn button, or interactive programs that run on our sites, such as QuestionPro, may also be enabled from time -to -time.

To strengthen the protection of your data when visiting our website, plugins and widgets are not unlimited but only integrated into the page via the HTML interface (the so-called Shariff solution). Such integration ensures that no connection is made to the servers of the respective social network providers when the pages of our website containing such plugins are called up. After pressing the buttons, a new browser window opens and the page of the respective service provider is called up, where you can (if necessary, after entering login data) press the "share" button, for example.

The purpose and scope of data collection, processing, and use by suppliers on their pages, your respective rights, and the options for determining your privacy protection are described in the data protection information of these suppliers.

How will we use your personal data collected through our website?

The personal data will be stored, processed, used, and disclosed by us in the following ways:

- To respond to the request and to ask questions related to it.
- To provide our request for proposals on your services.
- To provide our recruitment proposals to you and to facilitate the recruitment process.
- To compare your data against client requests that we deem suitable for you.
- To send your information to the client(s) to assess your eligibility for the services.

From time to time we may seek your consent to process, use or disclose your information for any other purpose not listed above.

How long will information be held for?

We only retain personal data for as long as is necessary for a continuous customer relationship with you. We delete the data received in this context when it is no longer necessary to store it or limit its processing if the law imposes an obligation to store it.

How do we safeguard your personal data?

Data security is of great importance to GuruMA and to protect your data we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure data collected. We endeavor to do our best to protect your personal data. However, the transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your data transmitted to the website.

Keeping Children Safe

We are concerned to protect the privacy of children aged 18 or under. If you are aged 18 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information. If we learn that we have collected the personal information of a child under the relevant minimum age without parental consent, we will take steps to delete the information as soon as possible. Parents who believe that their child has submitted personal information to us and would like to have it deleted may contact us at dataprivacy@gurumedicalaffairs.com.

How do we store and transfer your personal data?

Data, which we collect from you, will be stored, and processed within European Economic Area (EEA). We also share information with our clients, some of which are located outside the EEA, therefore in rare circumstances, the data may be transferred to countries outside of the European Economic Area (EEA). These countries may not have data protection laws equivalent to those in force in the EEA. If we transfer data in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy policy and GDPR. You expressly agree to such transfers of data.

Profiling

We may analyze your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

Your data privacy rights

We would like to inform you about your rights under the General Data Protection Regulation:

Right to receive data

You have the right to request confirmation as to whether your data is being processed and to request information about this data under Art. 15 GDPR. provisions.

The right to correct data

Under the provisions of Article 16 of the GDPR, you have the right to request the addition or correction of inaccurate data relating to you.

The right to delete data

Under the provisions of Article 17 of the GDPR, you have the right to request that specific data be deleted if no statutory requirements are preventing the deletion of data.

The right to restrict data processing

Under the provisions of Article 18 of the DBAR, you can request the restriction of data processing.

Right to data portability

Under the provisions of Article 20 of the GDPR, you have the right to request to receive the data provided to us and to additionally demand that they be transferred to other processors.

The right to object

Under the provisions of Article 21 of the GDPR, you can object to future data processing at any time.

Right to withdraw consent

Under Article 7(3) of the GDPR, you have the right to withdraw your consent to future data processing at any time.

Right to report to supervisory authorities

Under the provisions of Article 77 of the GDPR, you have the right to file a complaint with the competent supervisory authority.

You may request your rights at any time. We will require you to verify your identity and may ask for more information about your request. Where we are legally or contractually permitted to do so, we may refuse your request and will give you reasons for doing so. We will seek to act on your request in the timescale required by applicable data protection laws.

If you wish to contact us concerning the above matters, please email us at dataprivacy@gurumedicalaffairs.com

CHANGES TO THIS POLICY

We reserve the right to change this Website Data Privacy Policy as we may deem necessary from time to time or as may be required by law. Such changes may be necessary due to technical improvement. Any changes will be immediately posted on the website. Therefore, we ask you to review the data privacy statement from time to time and follow its most recent version.

RESPONSIBILITIES AND AUTHORITIES

GuruMA Managing Director is responsible for the review of this Policy and implementation of any changes if necessary.

CONTACT DETAILS

If you have any questions or concerns about your personal data, please contact us by designated data protection e-mail dataprivacy@gurumedicalaffairs.com

If you are not satisfied with our response or believe we are not processing your personal data following the law, you can complain to the <https://www.ada.lt/>