

GDPR - information on the processing of personal data

ELPOR k.s, hereinafter 'the Controller', considers your privacy and the protection and confidentiality of your personal data very important. We process and use your personal data in compliance with the data protection laws. As a data controller, we hereby inform you about the manner and scope of processing of personal data, including the rights of data subjects related to the processing of personal data.

The Controller processes personal data in accordance with the EU legislature, in particular the EU General Data Protection Regulation (GDPR), as well as the relevant national legislation.

This information will be updated regularly.

Purposes of processing your personal data

The Controller processes your data to the extent necessary for the relevant purpose, such as provision of service. Instances such as making a new contract or fulfilling an existing contract terms typically involve subject identification.

The Controller is required to process data under a number of legal regulations (e.g. tax and accounting regulations). A big amount of data has to be processed for archiving purposes. Some data is processed by the Controller as this is necessary for the protection of its rights and legally protected interests as well as those of third parties. However, data processing for this purpose is restricted; the Controller carefully assesses the presence of a legitimate interest.

In all other cases, the Controller only processes your data with your consent.

The main purposes of processing personal data by the Controller are as follows:

- performance of contracts and provision of services
- keeping records of suppliers and customers
- accounting and tax purposes
- personnel and payroll agenda
- compliance with other legal obligations
- security of both physical assets (e.g. via the installation of CCTV cameras on the premises) and data.

Categories of personal data processed

The Controller only processes data which enables it to perform its contractual obligations properly, provide a professional service, comply with its legal obligations and protect its legitimate interests. In particular, the Controller collects data about its suppliers and customers (including data on members of statutory bodies and employees).

The Controller mainly processes the following categories of data:

- identification data: degree, name, surname, date of birth, identity card number;
- contact data: permanent residence, delivery or other contact address, telephone, email;
- other personal data: bank account number, specific contract data or data required by law, images or visual data.

Data storage time

The Controller only keeps your data for as long as is strictly necessary, as required by law.

The Controller only retains the data processed with your consent for as long as this consent is validly granted to it.

Sharing of personal data

The sharing of the data that you consent to provide the Controller with is voluntary. You can revoke your consent at any time. The Controller requires the sharing of personal data as its processing is necessary for the performance of a contract, the fulfilment of its legal obligations or the protection of its legitimate

interests. If you do not share this information, the Controller cannot provide you with the relevant product, service or other performance for which it requests personal data from you.

Sources of personal data

The Controller obtains personal data mainly from the data subject in the context of contract negotiations, or from third parties.

The Controller also obtains personal data from public records (e.g. trade register), from state administration authorities, or on the basis of special legal regulations.

In order to protect property and people, CCTV systems are installed on the Controller's premises. When entering camera monitored areas, data subjects are always informed about the presence of the CCTV systems by means of information signs and pictograms. The camera recordings are archived for the necessary period of time and are not processed in any way beyond the stated purpose.

Processors and recipients of personal data

Your personal data is for the internal use of the Controller only. The Controller only shares your data outside its company group if you allow this, or if it is required by law. Should any of the purposes listed above so require, and an external entity demonstrates a high level of professionalism and expertise in the field, your data is processed by the suppliers involved on the basis of personal data processing contracts concluded in accordance with the GDPR. The processor is entitled to handle the data exclusively for the purposes of performing the activity for which it has been authorized by the relevant data controller. In this case, your consent is not required for the purpose of data processing activities, as these are explicitly permitted by law.

Common processors of personal data:

- suppliers or service providers, e.g. print and postal service providers, including couriers, IT service providers
- suppliers of camera, access control and attendance systems located on the Controller's premises,
- other persons involved in the conclusion, administration and archiving of contracts and related documents,
- other third parties providing or receiving services in connection with the performance of contractual or legal obligations.

The Controller processes personal data both manually and automatically. It guarantees the security of personal data via technical and organizational measures in accordance with the GDPR. The Controller requires the same level of data security from other processors of your personal data.

Some state administration authorities and other organizations are entitled to request information about you. These include, for example, the courts of justice and the Police of the Czech Republic. The Controller only provides data if the right to request this data is supported by law.

Rights of data subjects

You have the right to request information about the processing of your personal data, the purpose of the processing of personal data, the scope or categories of personal data subject to processing, the sources of personal data, the nature of automated processing and the processors, recipients or categories of recipients of personal data.

In the event that you discover or believe that the Controller or its contracted processor are carrying out processing of personal data that is contrary to the protection of the privacy and personal life of the data subject or in violation of the law, you are entitled to:

- request an explanation;
- demand that the Controller or its contracted processor remedy the situation; in particular, you are entitled to request the blockage, editing, addition or removal of your personal data.

To exercise the rights listed above, please contact your Controller at elpor@elpor.cz. You will be informed about the processing of your request as soon as possible. You also have the right to contact the Office for Personal Data Protection with your complaint at any time.

Definition of terms

- **personal data:** any information concerning a designated or identifiable data subject; a data subject is considered to be designated or identifiable if it can be directly or indirectly identified;
- **data subject:** a natural person to whom the personal data relate;
- **controller:** any entity which determines the purpose and means of personal data processing, performs the processing and is responsible for it;
- **processor:** any entity which processes personal data for the controller on the basis of law or authorization by the controller;
- **recipient:** any entity to which personal data is disclosed;
- **processing of personal data:** any operation or set of operations which the controller or processor systematically performs on personal data, whether by automated or other means; processing of personal data means, in particular, its collection, storage on a medium, disclosure, modification or alteration, retrieval, use, transfer, dissemination, publication, keeping, exchange, classification or combination, blocking and disposal;
- **public register:** for the purposes of this document, public register means (i) the public register pursuant to Act No. 304/2013 Coll., on Public Registers of Legal Entities and Natural Persons, as amended, i.e. the Register of Associations, the Register of Foundations, the Register of Institutions, the Register of Homeowners' Associations, the Commercial Register and the Register of Public Benefit Societies; (ii) and other registers within the meaning of Act No. 111/2009 Coll., on Basic Registers, as amended.