

# CHARVÁT CTS a.s.

Okřínek 53, 290 01 Poděbrady, IČO 28207505

Dear all,

Welcome to the website of CHARVÁT CTS a.s. We appreciate your interest in our company. Protection of personal data you share with us is our priority and we have taken all the steps for you to feel safe when visiting our website and sending offers or any further transferring of personal data within the framework of the products provided by us. It is important to us that you are fully informed about what personal information we collect and know how we use it.

Please note that for more transparency and control over the information that we collect about you we have updated our privacy policy. Those principles correspond to the requirements for the processing of personal data stipulated in the GDPR Regulation.

## **Instruction on Personal Data Protection**

The below information was provided in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing of the Directive 95/46/EC (herein also as the "GDPR").

### **Identity of the controller:**

CHARVAT CTS a.s., ID No.: 28207505, with the registered office at Okrinek 53, Podebrady, Czech Republic, Postcode 290 01

**Contact details of the controller:** CHARVAT CTS a.s., ID No.: 28207505, with the registered office at Okrinek 53, Podebrady, Czech Republic, Postcode 290 01

### **Person responsible for the protection of personal data:**

Ing. Andrea Jirakova, email: [jirakova.andrea@charvat-cts.cz](mailto:jirakova.andrea@charvat-cts.cz)

**Purpose of personal data processing:** marketing and business activities.

We process personal data you provide to us voluntarily, e.g. for inquiries, for ordering services, when you visit our website and so on. The legal title to the processing is in this case Art. 6 (1) letter b, GDPR.

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In this context, we process information about customers, employees and suppliers to the extent necessary for the purposes set out in this Statement of Privacy.

If you give us consent to the processing of personal data (under Art. 6 (1) letter a, GDPR), you can withdraw it at any time. Withdrawal of the consent does not affect the legitimacy of processing based on consent given before the withdrawal.

To that end, we process your:

- identification data (first name, surname, title, business address, address of the establishments, address of the company-employer);
- contact details (contact address, telephone, e-mail address);

The provision of personal data is the prerequisite to the activities we carry out and is required only for the needs of marketing and business activities. In relation to the processing of personal data for these purposes you are not subject to any decision based on automatic processing that would have any legal effects or affect you in another significant way.

**Categories of recipients of processed personal data:** controller. Controller does not intend to transfer personal data to a third country outside the European Union. Controller provides sufficient guarantees for the protection of your personal data. The

Your personal data may be transferred in order to promote the use of terms or contractual acts. We are also required by law to pass information upon request onto some public institutions. Those include criminal justice authorities, bodies authorised to impose criminal penalty punishments for offences and financial institutions.

**Period of storing personal data:**

The legal regulations lay down various conditions and obligations for the periods of retention of personal data. After the lapse of the prescribed periods, data is deleted in the usual way. The data not covered by those provisions are deleted or made anonymous as soon as the purpose of this Statement of Privacy ceases.

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Unless the Statement on the protection of personal data states otherwise, we retain collected data for the time required for the above purposes.

## **Our website**

To be able to send the content of our websites you visit (e.g. texts, images and downloads) to your computer, we record and store its IP address within the understanding of Art. 6 (1) letter b of the General Regulation on the Protection of Personal Data (the “GDPR” hereinafter). We process the data also for the purposes of detecting and monitoring its potential abuse. The legal grounds to that is Art. 6 (1) letter of GDPR. In this context our legitimate interest in relation to the processing of data is ensuring the proper functioning of our website and running our business through it.

## **Data security**

Protection of your data is key to us, therefore we make every effort to ensure it is secured. We fully use the technical and organisational measures to prevent unauthorised access to the data and prevent its destruction or misuse. The ways of securing your data are regularly checked.

## **Right to withdraw consent to the processing of personal data**

You have the right to withdraw consent to process your personal data for the purposes of certification after the completion of the certification process. You can do this by a signed written notice sent to the mailing address or email contact of the controller stated above. Withdrawing your consent shall not affect the processing of personal data prior to that withdrawal.

## **Right of access to personal data:**

You have the right to obtain confirmation from the controller whether your personal data is or is not processed by the controller. If your personal data is processed, you are also entitled to access this information along with the following information on:

- the purpose of the processing;
- the categories of the personal data concerned;
- the recipients or categories of recipients to whom personal data have been or will be made available;

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- the scheduled time during which personal data will be stored, or if that time is not possible to determine, the criteria used to determine that period;
- the existence of the right to request from the controller rectification or erasure of personal data, limiting of the processing or the rights to object to that processing;
- all available information about the source of personal data;
- whether there are automated decisions being made, including profiling, the procedure used, as well as the importance and the anticipated consequences of such processing.

## **Right of correction**

You have the right to request that the controller promptly corrects any inaccurate personal data relating to you. With regard to the processing purposes, you are also entitled to supplement any incomplete personal data, also by providing an additional statement.

## **Right of erasure**

You have the right to request that the controller erases personal data concerning you without undue delay, if any of the following reasons is given:

- personal data is no longer needed for the purpose for which it was collected or otherwise processed;
- you have appealed the consent, under which the data was processed, and there is no other legal ground for the processing;
- personal data was processed unlawfully;
- personal data must be deleted to comply with a legal obligation;
- personal data has been collected in connection with the offering of services.

The right of erasure is not effective if a legal exception is given, especially because the processing of personal data is necessary to:

- comply with a legal obligation, that requires processing under the law of the European Union or the law of a Member State that applies to the controller;

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- determine, exercise or defend legal claims.

## **Right to limit processing**

You have the right to request that the controller limits the processing of personal data in any of the following cases:

- you deny the accuracy of the processed personal data, the processing will be limited to the time necessary to enable the controller to verify the accuracy of personal data;
- the processing is unlawful and you refuse the erasure of personal data and ask that its use is limited instead;
- the controller no longer needs the personal data for processing, but you want it to determine, exercise or defend legal claims.

If the processing was limited, personal data may be, with the exception of its storage, only be processed with your consent, or in order to determine, exercise or defend legal claims, or to protect the rights of another natural or legal person or for reasons of substantial public interest of the European Union or any Member State.

## **Right to data portability**

You have the right to request that the controller forwards your personal data processed automatically based on your consent to another controller in a structured, conventional and machine-readable format. In exercising your right to data portability you have the right to have personal data passed directly by one controller to another, if that is technically feasible.

## **How can you enforce your rights?**

As a data subject, you can enforce your rights arising from the processing of personal data at any time by contacting the controller at the below mailing address:

CHARVAT CTS a.s., Okrinek 53, Podebrady, Czech Republic, Postcode 290 01;  
person in charge: Ing. Andrea Jiráková, [jirakova.andrea@charvat-cts.cz](mailto:jirakova.andrea@charvat-cts.cz)

## **Method of providing information**

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Controller provides written information electronically via e-mail of the person in charge. If you contact controller electronically to his/her e-mail address, you will be given information electronically, unless you request it in paper form.

## **Right to file a complaint**

You can file a complaint in writing against the activity of the controller or the recipient of personal data to the postal address of the controller. It shall be clear from the complaint who files it and what is the subject of it. Otherwise, or if it is necessary to process, controller prompts to complete it within a set deadline. The complaint will not be processed until completed. The deadline for resolving complaints is 30 calendar days and begins on the first working day following its delivery or completion. Complaints are handled without undue delay.

Complaint can be filed with the Office for Personal Data Protection against the procedure of the controller.

**In Okrinek, May 23 2018**