

PERSONAL DATA PROTECTION

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I. Content and purpose of the document

1. This document contains information regarding the protection of personal data provided by visitors to our website, our clients and those interested in our services and products.
 2. The purpose of this document is to acquaint you (the data subjects) with your rights and provide comprehensible information on how personal data will be handled.
 3. We value the trust with which you provide us your personal data, and therefore we proceed in the processing of personal data not only in accordance with Act No. 101/2000 Coll., but we also adapt the handling of personal data to Regulation (EU) 2016/679, i.e. the General Data Protection Regulation, which is generally known as the GDPR.
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II. Personal data controller - who are we and how can you contact us?

Name: MLÝN PERNER SVIJANY, spol. s r. o.

Company ID: 40232239

Registered office: Svijany 17, Svijany, Czech Republic (hereinafter referred to as the "**Controller**")

Contact e-mail: info@mlynperner.cz

Contact phone: +420 606 947 304

Website: www.mlynperner.cz

III. What personal data do we process and how do we obtain it?

We process the data that you provide to us. In specific cases, it may be, in particular, the provision of data by filling in one of the forms on the website, entering data into an established user account on our website, providing data during the preparation of contracts and related documents and in connection with the implementation of contracts (i.e. in connection with the delivery of goods, with the providing of services), in personal contact, by phone, in writing, by e-

mail or other means of communication (SMS messages, messages in applications such as Skype, FB messenger).

We also process data that you publish yourself on the Internet and especially on social networks (e.g. Facebook, Instagram, LinkedIn) and data from public registers (especially for entering or checking your identification data in contracts).

If we have to have your consent for the processing of certain personal data for specific processing purposes, then we process such data for that purpose only with your consent.

You provide the data to us in principle voluntarily, while it is only in some cases that we would not be able to deliver the ordered goods without providing the data (e.g. if we need to send them to a specific address and you would not specify it) or provide a service (e.g. certain input data are necessary for advice). We will always notify you about such cases in advance. You are obliged to provide us with data only in cases where this is directly required by law.

We process only ordinary personal data:

Name, surname, title, address, telephone number, e-mail, IP address, cookies, information about the ordered goods and services, information about what goods you bought from us, information about what services we have provided to you.

We do not process personal data of a special category (sensitive personal data).

IV. For what purposes do we process personal data, for how long and what entitles us to do so?

A. Processing of personal data for the purpose of concluding a contract and fulfilling contractual obligations

In order to be able to conclude a contract with you and deliver the goods / products or services ordered by you and to maintain the related communication with you, we process the following common personal data: name, surname, title, address, telephone number, e-mail.

The legal title (authorization) for the processing of this data is the direct fulfilment of contractual obligations under the contract concluded between us. Such an obligation may be the delivery of goods, the sending of specific instructions before a seminar, etc. At the same time, it does not have to be a contract concluded in the classic printed form, signed by hand. This can e.g. also concern a contract concluded orally, by phone or by filling in and sending the order form on the website and our confirmation of such an order.

For this purpose, we process personal data for the duration of the contractual relationship between us. After the termination of the contractual relationship, some data are then stored for the purpose of fulfilling legal obligations or for the purposes of legitimate interest, as you will read in the following sections of this document.

B. Processing of personal data for the fulfilment of obligations from accounting, tax and other legal regulations

In order to comply with the obligations arising from valid legal regulations, especially in the field of accounting, tax law and archiving, we process the following data:

The period for which the data are processed is determined directly by the relevant legal regulations, which impose on us the obligation to process them.

C. Processing of personal data for the purposes of the legitimate interests of us or a third party

A legitimate interest can cover a wide range of situations. Therefore, we inform you about the legitimate interests for which we process personal data:

A legitimate interest is the protection and establishment of our rights and legal claims, especially from concluded contracts or damage caused. For these purposes, we process personal data for a period of 4 years after the termination of the contractual cooperation or our last contact, if the contract was not concluded. This period is set in view of the limitation periods for claims, taking into account the fact that we do not have to find out about a possible claim in court immediately at the moment of its application by the other party. For these purposes, data from contracts and our mutual communication are stored.

D. Processing of personal data with your consent

If you give us your consent, we will process your personal data to send you an offer of our services / products. We will need your consent for this processing if you are not our client. Before you give us your consent, we will inform you of what data and for what specific purpose of processing the consent will apply. You can revoke your consent at any time. However, if we also process some of your personal data on the basis of another legal title (see under letters A to C above), we will process personal data for these purposes even after revoking your consent, as consent is not required for such specific purposes.

V. Disclosure of personal data to other persons

Other persons who are in the position of processors help us to secure some of our contractual or legal obligations. In particular, they are cooperating accountants, law firm (s), providers of data storage and software applications. We have written agreements with the processor, in which it is agreed to fulfil the obligations in the field of personal data protection, so that your data remains secure.

Personal data will also be made available to the relevant administrative authorities if such an obligation is imposed on us by law (i.e. in particular in the case of an inspection during which the authority is entitled to request the submission of personal data).

VI. Information about your other rights in the area of personal data protection

A. The right of access to personal data

This is the right to confirm whether we process your personal data and, if so, to access this data and information about its processing.

B. The right to the correction of personal data

This concerns the right to have us correct inaccurate personal data concerning you without undue delay. Taking into account the purposes of processing, you have the right to supplement incomplete personal data, even by providing an additional statement (in which you state the complete data).

C. The right of erasure of personal data (the right to be "forgotten")

In cases provided by law or the GDPR, you have the right to request that we delete your personal data without undue delay (the GDPR contains the reasons set out in Article 17, including the exceptions where the erasure will not take place).

D. The right to restrict processing

In the cases provided for in Art. 18 GDPR you have the right to request that we limit the processing of your personal data.

E. The right to data portability

Under the conditions set out in Art. 20 GDPR you have the right to obtain your personal data and pass it on to another controller. If technically feasible, you have the right to request direct transfer to another controller.

F. The right to object

In cases where we process personal data for legitimate interests, you have the right to object to such processing and then we will no longer process the data unless our legitimate interest outweighs your interests or your rights and freedoms.

G. The right to lodge a complaint with the Supervisory Authority

If you believe that your personal data protection rights are being violated, you have the right to lodge a complaint with the Office for Personal Data Protection. More information about the office and personal data protection can be found directly on the office's website www.uoou.cz

VII. Other important information for exercising your rights

If you have further questions about the processing of your personal data with us, you can contact us at the above-mentioned contact e-mail of the controller. By sending a message to this e-mail or by sending a written request to our address stated in the introductory part of this document, you can also directly exercise your rights, which we write about in Article VI. Please note that in order to verify that the request is indeed made directly by you, we may then contact you and verify your identity and request in an appropriate manner. The same applies to any telephone and similar communication.

The wording of this document is effective from 25.5.2018