

INFORMATION ON THE RIGHTS AND RESPONSIBILITIES IN THE AREA OF PERSONAL DATA PROTECTION

Pursuant to **REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on free movement of such data, and repealing directive 95/46/EC (GDPR)**

1. Identification of the Controller.

The company **ALBIS PLASTIC CR s.r.o.**, with its principal office: Dr. Stejskala 111/6, České Budějovice 1, 370 01 České Budějovice. The company is incorporated in the Commercial register, administered by the Regional court in České Budějovice, file No. C 5232, contact data for GDPR matters: <https://www.albis.com/en/welcome/cz>, authorized representative of the Controller is Ing. Radek Zýka, e-mail: Radek.Zyka@albis.com

2. Extent of processed personal data.

- a) Identification and invoice data (especially first name, surname, date of birth, ID, VAT reg. No.).
- b) Contact data (especially permanent address or the place of business and the principal office, phone contact, fax contact, identifiers of electronic communication), bank connection data (e.g. account number).
- c) Other data of standard category (e.g. facial image and physical appearance of persons from the records taken by an industrial camera, data on goods purchased or services used, or data about your prospective representative or authorized representative or another contact person).

3. Purpose of personal data processing.

- a) For the purpose of fulfilment of duties resulting from the agreement concluded between you and the Controller (e.g. purchase contract, contract for work, loan or lease agreement, employment contracts or agreements).
- b) For the purpose of fulfilment of duties according to valid legal regulations, especially with respect to the business activities of the Controller, e.g. in the area of consumer protection, liability for defects or fulfilment of accounting, tax or customs duties, including duties related to the performance of inspections from relevant state authorities.
- c) For the performance of rights and legitimate interests of the Controller or a third party, especially for the purpose of exercising claims of the Controller, arrangement of occupational safety, protection of assets (use of camera records), for the fulfilment of duties within warranty or liability for defects or for the purpose of increasing the level of sales of goods and provision of services or so-called "direct marketing" purposes performed by the Controller or by a third party.

4. Legal basis for personal data processing.

The Controller always processes the personal data in compliance with the legal reason specified in the GDPR, and this is pursuant to Article 6, par. 1 letter a), b), c) and f) or in the case of special categories of personal data pursuant to the Article 9, par. 2, letter a):

- a) If the agreement with the personal data processing for one or more particular purposes was granted.
- b) If the processing is necessary for the fulfilment of the contract or for the performance of provisions adopted upon your request before conclusion of the agreement.
- c) If the processing is necessary for the fulfilment of the legal duties related to the Controller.

- d) If the processing is necessary for the protection of vital interests of the natural person.
- e) If the processing is necessary for the fulfilment of the task carried out in the public interest or during the performance of the official authority which is assigned to the Controller.
- f) If the processing is necessary for the purpose of legitimate interests of the relevant Controller of a third party, except in cases when the interests of the fundamental rights and liberties of the data subject, especially if the data subject is a child, take precedence.

5. **Period of processing of personal data.**

Your personal data shall be processed for the entire duration of the contractual relationship between you and the Controller. The data shall be processed after the termination of the contractual relationship for the period of duration of limitation periods and periods specified for archiving in compliance with the legal regulations. This shall be for a period of ten years at the most from the end of the accounting period when the last contractual relationship was terminated, unless the legal regulations specify a longer period and if any of the purposes persist, when the personal data can be processed (e.g. judicial or enforcement proceedings) after the termination of this period. After the termination of the aforementioned periods, your personal data shall be liquidated.

6. **Specification of prospective recipients of personal data.**

Public authorities, tax consultants, auditors, courts of justice and other relevant inspection and financial authorities. In the case of transportation of goods also recipients of postal services or contractual carriers. In the case of international transport also customs authorities and the company which arranges customs proceedings and with your agreement also other persons. Your personal data can be handed over for reasons of the fulfilment of contractual or legal duties to recipients abroad under the conditions stipulated in Article 44 and the following of GDPR, if sufficient guarantees of your personal data protection are ensured.

7. **Sources of processed personal data and their updates.**

- a) Personal data is or will be obtained by the Controller's activity, from you and your representatives or other authorized persons from publicly available information sources, the Internet, public lists, registers and the debtors' records as well as documents and communication presented and delivered to the Controller.
- b) Updates of your personal data shall be performed based on the information received from you or your representatives or other authorized persons and from publicly available information sources, the Internet and social networks, public lists and registers.

8. **Fundamental rights provided by the GDPR in connection with personal data processing.**

- a) You have the **right for personal data to be processed** in a correct, legal and transparent way, for lawful purposes, to the appropriate extent and for the necessary period. The data must be secured against unlawful processing, accidental loss, destruction or damage, and secured especially mechanically and electronically (including encryption during transmission). Relevant measures and procedures, which are implemented, include regular training of persons who have access to your personal data.
- b) You have the **right to free access** to your personal data **and for confirmation** of whether your personal data is processed. For the provision of another copy or another confirmation, you will be charged an administrative fee covering the costs related to the producing of these documents.

- c) You have the **right to the completion** of missing data **and to the correction** of inaccurate personal data.
- d) You have the **right to the deletion** of personal data which is not needed for the aforementioned purposes; if you raise objections against its processing and there are no reasons for its processing; if the data was processed illegally; or if it is stipulated by the EU law or the law of the EU member state. However, you have no right for deletion if the processing of necessary data is needed for the fulfilment of the legal duties according to the European Union law or its member state for the purpose of archiving or for the determination, performance or for the defence of legal claims.
- e) You have the **right to limit processing** of personal data which will especially mean the temporary transfer of selected data into another processing system, the disallowing of selected personal data to the user or temporary removal of published data from Internet sites.
- f) Pursuant to Article 21 of the GDPR **you have the right to raise an objection** against personal data processing which is processed for the purpose of legitimate interests of the seller and the purpose of so-called direct marketing.
- g) You have the **right to file a complaint** at the supervising authority which is the Office for Personal Data Protection, head office: Pplk. Sochora 27, 170 00 Praha 7 (www.uoou.cz)

9. **Processing of personal data of job seekers.**

- a) The Controller processes the personal data of job seekers who applied for a certain position and in particular those who sent their CV and a cover letter. The Controller processes their personal data to the following extent: name and surname of the applicant, permanent address, e-mail, phone number and other information contained in the submitted CV and cover letter.
- b) Legal title for personal data processing of the job seeker is the performance of the agreement. This performance also contains the phase of pre-contractual actions.
- c) The Controller processes personal data for the duration of the interview process for the position which the job seeker is interested in. After the end of the interview process, the Controller shall delete the personal data. The Controller does not pass on the personal data of applicants to any recipient and does not use it for automated decision making or profiling.

10. **Principles of personal data processing by the Controller**

During the processing of personal data of data subjects, the Controller always proceeds in compliance with the below-mentioned principles resulting from Article 5 of the GDPR:

- a) Principle of lawfulness, correctness and transparency in processing – personal data of data subjects is processed based on the valid legal title, correctly and in a transparent way – i.e. to the extent and for the purpose shown in this information document;
- b) Principle of purpose limitation of processing – personal data of data subjects is processed solely for certain, explicitly expressed, legitimate purposes. The personal data is not processed in a way that is incompatible with these purposes;
- c) Principle of minimization of processed personal data – the Controller processes personal data only to a proportionate, relevant and necessary extent with respect to the purpose for which they are processed;
- d) Principle of accuracy of processed personal data – the Controller processes personal data in exact and updated form, and implements reasonable measures to delete or correct the personal data that is inaccurate with respect to the purposes for which it is processed.

- e) Principle of limitation of storage and processing of personal data – personal data is processed in a form which allows the identification of the data subject for a period not longer than it is necessary for achieving the purposes for which it is processed;
- f) Principle of integrity and confidentiality of processed personal data – the Controller processes personal data in a way which ensures appropriate security of personal data including its protection by using suitable technical or organizational measures against unauthorized or illegal processing and against accidental loss, destruction or damage;
- g) During personal data processing, the employees and staff of the Controller, who maintain secrecy, follow the rules and procedures stipulated in the internal regulation about the personal data protection, including safety measures implemented to the personal data protection.

11. **Exercise of rights**

You can exercise your rights specified in Article 8, points a) to f) in person at the address of the head office of the Controller or via e-mail sent to the address shown under point 1 above. Your objections shall usually be dealt with within thirty days, but in reasonably justified cases this period can be prolonged to two months.

Under the conditions stipulated in Article 79 of the GDPR you may claim judicial protection if you feel that your rights were breached as a result of the personal data protection by the Controller who failed to act in compliance with the GDPR rules.

In České Budějovice, on 25 May 2018

ALBIS PLASTIC CR s.r.o.

Elaborated by:

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