

Information on Personal Data Processed and on Related Rights

(within the meaning of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", in association with the Act No. 110/2019 Coll., on personal data processing.

Integraf, s.r.o., Company ID No. 474 51 980, having its registered office at Myslbekova 273, Staré Město nad Metují, 547 01 Náchod, registered in the Commercial Register maintained by the Regional Court in Hradec Králové, Section C, Entry 2529 (hereinafter referred to as "**Controller**"), is a controller and processor of some personal data of yours or of personal data of your employees who it communicates with.

Personal Data and Purposes of Processing

The Controller processes your personal data or personal data of your employees, such as the name, surname, e-mail address, telephone number (hereinafter referred to as "**Personal Data**"). The list of particular data that we process in relation to you or to your employees may be requested at prace@integraf.cz (more information on your rights and on the request is provided below).

The Controller has obtained the Personal Data directly from you via mutual communication or from publicly available registers. Therefore, we process the Personal Data that you have provided only to the necessary extent and only for the purposes of the contract performance, and, in addition, in association with fulfilment of our statutory obligations (accounting and tax ones).

Your Personal Data are not transferred to third countries outside the EU or to international organisations.

Due to the fulfilment of your order (contract) and of statutory obligations, the Controller processes your Personal Data in the form of recording, collecting, arranging, storing, searching, viewing, using, handing over and publishing.

If, during the registration or later, you gave your consent to the sending of commercial communications, the Controller also processes Personal Data provided by you on the basis of your consent for the purpose of sending commercial communications to your e-mail address. You may cancel your consent at any time in accordance with Section 7 of the Act No. 480/2004 Coll., on certain services of information society and on amendments to certain acts (act on certain services and information society), specifically by means of a link sent to you along with every business communication.

The Controller processes your Personal Data for the period of time necessary for fulfilment of statutory periods for archiving documents concerning a contractual relationship (performance of a purchase contract according to an order) and related information, which is especially based on the Act No. 563/1991 Coll., on accounting, as amended, on the Act No. 499/2004 Coll., the act on archiving and filing service and on amendment to certain acts, and on the GDPR; in the event of your consent to the sending of commercial communications, this period of time is 3 years and is automatically prolonged if you do not cancel your consent to the sending of commercial communications.

List of Your Rights and the Rights of Your Employees with Regard to the Processing of Your (Their) Personal Data:

Right to information

- You have the right to obtain an overview of your Personal Data we process, including other related information.
- You have the right to receive information on a breach of the security of your Personal Data if the breach is likely to result in risk to your rights and freedoms.

Right of rectification and updating

- If you learn that we record incorrect or inaccurate data about you, you have the right to correct them. If you wish to do so, you are also entitled to complete or update incomplete information.

Right of change in or restriction of the extent of personal data processing

- You have the right to block or restrict certain methods of Personal Data processing if you raise an objection to the processing, if you believe the processing is illegal or if you object to accuracy of the data. However, this right of yours depends on the fulfilment of statutory obligations by the Controller.

Right of erasure

- If we process your Personal Data unlawfully or if you want us to stop processing your Personal Data, you are entitled to have them erased. However, this must take into account the fulfilment of legal obligations by the Controller, especially as regards archiving periods of time.

Right of transfer of Personal Data

- You have the right to the portability of your Personal Data we process to another personal data controller in a commonly used and machine-readable format.

The right to raise an objection or file a complaint

- If you have doubts about our procedures and the legitimacy of the processing of your Personal Data, you may object to such processing. If we fail to oblige you, you have the right to file a complaint with the supervisory authority - the Office for Personal Data Protection with its registered office at Pplk. Sochora 27, 170 00 Praha 7 or apply for judicial protection.

Ensuring Security of your Personal Data

Protection of your Personal Data is important to us; therefore, we protect your Personal Data in a sufficient manner using physical and software security measures. If you wish to exercise the right to transfer of your Personal Data, we are prepared to comply with your request as much as possible. However, we would like to inform you that we are not responsible for the level of protection of your rights by another controller of Personal Data you choose, and therefore we would like to encourage you to exercise caution when transferring your Personal Data.

Procedure of Handling Your Request of Your Employee's Request for Exercise of Rights

We are obliged to inform you of the measures taken without undue delay, but no later than **within one month** of receiving your request. If necessary, taking into account the complexity and number of requests, we may extend this period by two months. Should we fail to comply with your request, we will inform you of the reasons for the failure within one month at the latest.

We will provide you with the information your request **free of charge**, except for the case below.

In certain cases, we are not obliged to comply fully or partially with your request, particularly **if the request is obviously unfounded or unreasonable or recurring**. In such cases, **we are entitled to** reject your request or **charge a reasonable fee to you corresponding to the administrative costs** of handling your request.

If we receive a request and have **reasonable doubts about the identity of the request sender**, we are entitled to request additional information necessary to confirm the identity of the requesting party.

You can send your written requests to Myslbekova 273, Staré Město nad Metují, 547 01 Náchod, or by e-mail to: prace@integraf.cz.

Given in Náchod this day of 01 April 2021

**Integraf s.r.o.,
Josef Ťokan, Executive Officer**