



INFORMATION ON THE PROCESSING OF PERSONAL DATA

We process personal data in accordance with 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 (hereinafter referred to as the "Regulation") and in accordance with the applicable Czech legislation.

Our contact details

euroAWK s.r.o., with its registered office at V Parku 2336/22, Postal Code: 148 00, Company ID No.: 241 96 819, File No. C 187727 kept by the Municipal Court in Prague;

Contact e-mail address in connection with personal data protection: gdpr@euroawk.cz.

Processed personal data

- Identification data – e.g. name, surname, academic title, function, job title;
- Invoicing information – e.g. billing address, correspondence address, ID number, VAT number, bank details;
- Contact details – e.g. telephone number, fax number, e-mail address;
- Data relating to the services we provide – e.g. the implementation of advertising campaigns and the provision of related services; provision of other work and services provided by us in accordance with valid business licenses;
- Data relating to goods/services from suppliers – e.g. personal data provided by suppliers as part of the delivery of goods and/or services received by us;
- Data relating to landlords – e.g. identification of immovable property owned by them, restriction of their ownership of the property;
- Communication Data – e.g. personal data contained in communications of clients, prospective clients, landlords, potential landlords, suppliers, service providers, employees, agents and any third parties, including the content of such communications, regardless of the form in which the communication takes place;

Use of Personal Information

In particular, we use personal data for the following purposes:

- Performance of a contract – we process personal data for the purpose of performing concluded contracts or on the basis of our legitimate interests; without providing the personal data specified in the contract, we will not be able to properly perform our obligations under the contract or exercise the relevant rights;
- Compliance with legal obligations – we process personal data for the purposes of fulfilling our legal obligations, especially in the area of accounting and taxes;
- Relationships with business partners – we process personal data in the form of contact details of business partners, their statutory representatives, employees or other contact persons for the purposes of establishing, maintaining and deepening relationships with business partners, sending gifts, congratulations, wishes, invitations, business offers; we process such personal data on the basis of our legitimate interests; in this case, the provision of personal data is not a statutory or contractual obligation and failure to provide them does not have negative consequences for you;
- Archiving - we will keep documents related to our contractual cooperation and communication for the purpose of protecting our legitimate interests, in particular to prove our claims, for the duration of our contractual cooperation and for a further 5 years after its termination; this is not a contractual or legal requirement, but the protection of our legitimate interests; furthermore, according to the Value Added Tax Act, we must keep tax documents from you for a period of 10 years from the end of the tax period in which the supply took place; after this period, we are entitled to process your personal data only for compatible purposes or for special purposes such as archiving or statistics; at the same time, we guarantee that our personal data processing does not involve their transfer to third countries outside the European Union (or EEA) or to international organizations; at the same time, we do not carry out automated individual decision-making or profiling when processing personal data;
- Contact form on the website – potential and existing business partners have the opportunity to contact us via the form on our website; in such a case, we process the personal data provided as part of this communication; we process such personal data on the basis of our legitimate interests; the provision of personal data is not a statutory or contractual obligation, but failure to provide them or their provision to a limited extent may affect the handling of a request sent via the contact form;

Sharing Personal Information

We share personal data within the scope of applicable legal regulations and relevant concluded contracts only with trusted entities that are in the position of personal data processors. We share personal data with them only for the purpose of processing it for us. The processing of personal data is based on our instructions. These processors must comply with a strict confidentiality obligation in accordance with applicable law and/or contracts we have with them. Our processors are mainly persons and companies that provide us with the operation of security systems, delivery of consignments, legal and other consulting services, provision of technical and IT services.

We also share personal data with legal and natural persons, government authorities and public institutions if we have a good faith belief that access, use, preservation and disclosure of such information is reasonably necessary in particular to:

- Compliance with the relevant legal regulation or enforceable request of the state administration,
- Enforce applicable terms and conditions, including investigation of potential violations;
- A procedure aimed at dealing with fraud, embezzlement, technical complications or security incidents,
- Protect against harm to the rights, property or safety of our company, our clients or the public as required or permitted by law.

We always make sure that we do not provide more data than is necessary to achieve the given purpose of processing.

Rights of the data subject

The data subject (i.e. the person whose personal data we process) has the right to decide on the handling of their personal data to the specified extent.

They can exercise their rights (i) by data box, (ii) electronically with an electronically verified signature via the e-mail address: gdpr@euroawk.cz or (iii) in writing at the address of our registered office with a certified signature.

The Regulation and the applicable Czech legislation grant the following rights to persons who have provided us with their personal data:

- Right to information and access – the right to obtain information from us as to whether or not personal data concerning them are being processed and, if so, they also have the right to access such personal data;
- Right to rectification or completion – the right to obtain from the controller without undue delay the rectification of personal data concerning him/her; taking into account the purposes of the processing, the data subject has the right to have incomplete personal data completed, including by providing a supplementary statement;
- Right to erasure (right to be forgotten) – the right to obtain from the controller the erasure of personal data concerning the person concerned without undue delay, and the controller is obliged to erase personal data without undue delay if one of the reasons listed in Article 17 of the Regulation applies;
- Right to restriction of processing – the right to restriction of processing in the following cases: (i) the data subject contests the accuracy of the personal data, for a period enabling the controller to verify the accuracy of the personal data, (ii) the processing is unlawful and the data subject refuses the erasure of the personal data and requests the restriction of use instead, or (iii) the controller no longer needs the personal data for processing, but they are required by the data subject for the establishment, exercise or defence of legal claims, and (iv) the data subject has objected to the processing until it has been verified whether the legitimate grounds of the controller override those of the data subject.
- Right to portability – the right to receive personal data concerning him/her, provided to the controller in a structured, commonly used and machine-readable format, and the right to transmit those data to another controller without hindrance from the controller to whom the personal data have been provided;
- Right to object – the right to object at any time to processing on grounds relating to its particular situation, in the following cases: (i) the processing is carried out under the legal title "legitimate interest" (ii) the personal data is processed for the purposes of direct marketing.

If you believe that we are processing your personal data in violation of the Regulation, you have the right to lodge a complaint with one of the competent supervisory authorities, in particular in the Member State of your residence, place of work or place of the alleged infringement. For the territory of the Czech Republic, the supervisory authority is the Office for Personal Data Protection, with its registered office at: Pplk. Sochora 27, Holešovice, 170 00 Prague 7, Czech Republic, web: www.uoou.cz, tel.: +420 234 665 111.