

# PERSONAL DATA PROCESSING

## I. General Information

1. In accordance with Article 4(7) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (**GDPR**), the controller of your personal data is SVITAP s.r.o., Business ID: 465 097 55, TIN: CZ 465 097 55, a company based in the city of Svitavy (**Controller**).
2. Contact Information for the Controller

Address: Boženy Němcové 499/10, 568 02 Svitavy, Czech Republic

E-mail: [svitap@svitap.cz](mailto:svitap@svitap.cz)

Telephone: +420 461 568 111

3. Personal data means any and all information relating to an identified or identifiable natural person. An identifiable natural person is a natural person that can be identified, directly or indirectly, particularly by a reference to an identifier, such as a name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
4. The Controller has not appointed a data protection officer.

## II. Sources and Categories of Processed Personal Data

1. The Controller processes personal data you have provided thereto and personal data obtained by the Controller based on the completion of the contact form.
2. The Controller processes your identification and contact information needed for responding to your inquiry by means of the contact form.

## III. Legal Basis and Purpose of Personal Data Processing

1. The legal basis for processing personal data includes:
  - responding to an inquiry you have submitted through the contact form pursuant to Article 6(1)(b) GDPR,
  - the Controller's legitimate interest in carrying out direct marketing (particularly distributing commercial messages and newsletters) pursuant to Article 6(1)(f) GDPR.
2. The purpose of processing personal data is:
  - responding to your inquiry; personal data are required solely for the purposes of communication between you and the Controller (name, surname, and e-mail address). Providing personal data is a prerequisite required by the Controller for responding to your inquiry.
3. The Controller does not carry out automated individual decision-making within the meaning of Article 22 GDPR.

#### IV. Data Storage Period

1. The Controller stores personal data for a necessary period, specifically:
  - Personal data are kept in a database for a period of three years after an inquiry is submitted. Subsequently, data in the database are anonymized.
  - Databases are subject to a regular backup regimen. Backup data older 14 days and older are regularly deleted.

#### V. Recipients of Personal Data (Subcontractors of the Controller)

1. Recipients of personal data are the Controller's authorized staff.
2. The Controller has no intention to transfer personal data to a third country (a country outside the EU) or to an international organization.

#### VI. Your Rights

1. Subject to the conditions laid down under GDPR, you have:
  - the right to access your personal data pursuant to Article 15 GDPR,
  - the right to request correction of personal data pursuant to Article 16 GDPR and the right to request restriction in processing pursuant to Article 18 GDPR.
  - the right to request the erasure of your personal data pursuant to Article 17 GDPR,
  - the right to raise objection to processing pursuant to Article 21 GDPR, and
  - the right to the portability of personal data pursuant to Article 20 GDPR.
1. Furthermore, you have the right to file a complaint with the Office for Personal Data Protection if you believe that your personal data protection rights have been violated.

#### VII. Personal Data Security

1. The Controller declares to have adopted a comprehensive set of appropriate technical and organizational measures to ensure the security of personal data.
2. The Controller has adopted technical measures to protect data repositories in the form of strong passwords, antivirus software, and other software security solutions.
3. The Controller declares that access to personal data is permitted solely to thereby authorized persons with whom the Controller has entered into agreements binding such persons to comply with personal data protection requirements as per GDPR.

#### VIII. Miscellaneous

1. By submitting an inquiry through the contact form, you certify to have acquainted yourself with and to fully accept the present personal data protection conditions.
2. The Controller has the right to amend the conditions. If applicable, a new version of the personal data protection conditions will be posted on the Controller's website and sent to the e-mail address you have provided to the Controller.

These conditions enter into force on 30 April 2021.