Information on the processing of personal data by Technické služby Adršpach, s.r.o.

This document provides information on the processing of personal data by Technické služby Adršpach, s.r.o., Company ID No.: 252 99 115, with its registered office at Horní Adršpach 128, 549 52 Adršpach, registered in the Commercial Register maintained by the Regional Court in Hradec Králové under file No. C 14110 (hereinafter the "Company"), in connection with the use of the web portal at www.adrspasskeskaly.cz/online-nakup (hereinafter the "Web Portal").

1. BASIC TERMS

1.1 At the outset, we would like to inform you about certain basic terms used in this information notice, which are also defined in 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 94/46/EC ("GDPR").

1.2 "Personal data" means any information relating to an identified or identifiable natural person. This is a person who can be identified, directly or indirectly, in particular by reference to an identifier (name, Company ID No., location data, online identifier).

1.3 "Data subject" means the specific person whose personal data are concerned in a given case.

1.4 "Processing" means any operation or set of operations performed on personal data (e.g. recording, organisation, storage, etc.).

1.5 "Controller" means the person who determines the purposes and means of the processing of personal data.

1.6 "Processor" means a person who processes personal data on behalf of the controller.

1.7 "Recipient" means a person to whom personal data have been disclosed.

1.8 "Consent" of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which the data subject signifies agreement to the processing of their personal data.

2. PURPOSES AND LEGAL BASIS OF PERSONAL DATA PROCESSING

2.1 We process your personal data for the following purposes and on the following legal bases:

1. for the purpose of performing contractual obligations under the contract entered into with you by the Company (a contract concluded on the basis of your order placed through the Web Portal);

2. for the purpose of maintaining our customer database, based on the Company's legitimate interest in maintaining such database;

3. for the purpose of complying with legal obligations arising from applicable legislation (accounting, etc.);

4. for the purpose of enforcing the Company's legal claims, based on the Company's legitimate interest in protecting its rights;

5. where you grant us your consent (by subscribing via the link sent to you together with your order), for the purpose of sending commercial communications promoting the Company and/or the Company's goods or services (e.g. special offers, information about events or similar communications) in an occasional newsletter.

2.2 Where personal data are processed for the purpose of performing contractual obligations and on the basis of a contract, providing your identification and contact details is necessary for the conclusion and performance of the contract.

2.3 The Company generally obtains personal data directly from the data subject, i.e. from you.

3. COMPANY CONTACT DETAILS

3.1 In matters relating to the processing of personal data, you may contact the Company using the following contact details:

- email: info@adrspasskeskaly.cz
- telephone: +420 731 151 656
- contact address: Horní Adršpach 128, 549 52 Adršpach

4. CATEGORIES OF PERSONAL DATA

4.1 For the purposes set out in Article 2, the Company processes in particular the following data:

1. identification data (first name, surname, Company ID No., etc.);

2. contact details (delivery address, email address, telephone number, etc.);

3. other data necessary for the performance of the contract (e.g. information on the payment method, delivery method, quantity and type of ordered goods, etc.);

4. other data for which the data subject has given consent.

5. RETENTION PERIOD

5.1 Your data will be processed:

1. for the purpose of performance of the contract for the duration of that contract;

2. for the purpose of maintaining the Company's customer contact database for 2 years from your last order;

3. for the purpose of complying with legal obligations for the period required by the applicable legislation imposing such obligation on the Company;

4. for the purpose of defending the Company's legal claims for at least one year after the expiry of the limitation period for such claims;

5. for the purpose of sending commercial communications in an occasional newsletter for 2 years from the date consent to receive the newsletter was granted, or, if you withdraw your consent before that period expires, until the consent is withdrawn;

in all cases, however, no longer than the period for which such data may be processed in accordance with applicable and effective legislation.

6. RECIPIENTS AND PROCESSORS OF PERSONAL DATA

6.1 The personal data you provide may also be transferred or made available to other recipients. These may include, for example, the Company's contractual partners (carriers, IT service providers, or providers of tax, legal or other services), public authorities (authorities, courts, law enforcement authorities) and others.

7. COOKIES

7.1 When you visit the Web Portal, we automatically process so-called cookies relating to you. Cookies are small text files that websites store in your browser. Cookies allow websites to function properly and record information about a customer's visit (for example settings, preferred language, etc.).

7.2 What types of cookies are there?

essential (technical) cookies – these cookies ensure the proper functioning of the website and help it display correctly during your visit. Without them, the website would not function properly or its functionality would be limited;

functional cookies – these cookies allow the website to remember your choices or the current state of the website (e.g. language selection or other preferences), thereby improving the website's functionality. These cookies may also remember changes to font size, font and other parts of the website as customised by the user. Information collected through these cookies does not track your activity when visiting other websites. In order to recognise repeat visits and display the website as configured by the user, these cookies cannot be deleted after the session ends (when the browser is closed), but remain stored on the device;

performance (analytics) cookies – information collected using these cookies is used primarily to better understand how the website is used and to optimise the website. These cookies can

be used to determine which parts of the website a user clicked on, what website content was displayed and the number of visits;

advertising cookies – these cookies collect information about your browsing habits and use it to target advertising messages relevant to your interests and to you personally.

These cookies are used to better target advertising to users. They are also used to limit the number of advertising messages shown to one user and to make advertising campaigns more effective. These cookies are usually placed on websites by third parties with the consent of the website operator. Cookies remember that a user has visited a website and then share this information with other entities. Very often, these cookies are linked to website functionality provided by another entity (e.g. Google);

third-party cookies – where content from other websites is embedded on the website (e.g. Facebook, YouTube, etc.), or where third-party analytics or marketing targeting tools are used (e.g. Google tools), cookies from these third parties may be stored. These third parties are responsible for storing such cookies and the displayed website has no control over them.

7.3 In connection with the Websites, we store and process on your device technical cookies, functional cookies, performance (analytics) cookies and advertising cookies. We have also enabled Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, and Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA, to store their cookies through the Websites, i.e. so-called third-party cookies.

7.4 Please note that blocking cookies may have a negative impact on the functionality of the websites. You can change your preferences in your web browser at any time (see below).

7.5 If cookies are enabled in your web browser, our Company assumes that you consent to the processing of cookies and processes the behavioural information contained in the cookies.

7.6 The collected cookie files may be processed by other processors, in particular persons providing IT services to the Company. In connection with the Websites, the Company uses Google Analytics and the Facebook pixel. Cookies may therefore be processed by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, and Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA. The Analytics policy can be found at the following link: https://support.google.com/analytics/answer/4597324. The Facebook pixel policy can be found at the following link:

https://www.facebook.com/business/help/742478679120153?id=1205376682832142

7.7 How can cookies be prevented?

Cookie storage can be configured in your web browser settings, where you can allow or prevent visited websites from storing and reading cookie data, or delete all cookies stored on your device. Web browsers generally allow you to block third-party cookies. Some web

browsers allow you to set preferences for specific websites (e.g. to block or allow cookies only for selected websites). More information on these settings is available on your web browser's website.

7.8 Below you will find links to instructions for cookie settings in the most commonly used web browsers:

- Google Chrome
- Internet Explorer
- Microsoft Edge
- Mozilla Firefox
- Opera
- Seznam.cz browser
- Safari

8. RIGHTS OF DATA SUBJECTS

8.1 The Company processes personal data in relation to the data subject fairly, lawfully and transparently. Data are collected for specified, explicit and legitimate purposes. The Company ensures that personal data are accurate and, where necessary, kept up to date. The Company takes all reasonable measures to ensure that personal data which are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

8.2 The Company is committed to protecting the rights of data subjects and ensuring proper security of personal data. Therefore, when processing personal data, it uses appropriate technical and other measures to ensure the highest possible level of security corresponding to the potential risks of the relevant processing.

8.3 The data subject may request information and access to personal data from the controller in accordance with Articles 13 and 14 of the GDPR, in particular the right to request:

1. the identity and specific details of the controller,

2. information on the purposes of processing for which the personal data are intended,

3. access to personal data,

4. rectification, erasure or restriction of the processing of personal data,

5. termination of the processing of personal data.

8.4 The data subject may also object to processing. Where processing is based on consent (Article 6(1)(a) or Article 9(2)(a) GDPR), the data subject has the right to withdraw consent to the processing of personal data without affecting the lawfulness of processing based on consent before its withdrawal.

8.5 If you have given the Company consent to the processing of personal data, you may withdraw that consent at any time, free of charge.

8.6 If you believe that your data are being processed by the Company in breach of applicable legislation, you may lodge a complaint with the supervisory authority – the Office for Personal Data Protection. However, in the interest of resolving the matter as quickly as possible, we recommend contacting the Company first.

8.7 If you have any questions regarding the processing of your personal data, wish to update or correct your personal data, request their erasure or restriction of processing, or wish to object to processing, please contact the Company using the contact details set out in Article 3.