

# PERSONAL DATA PROTECTION PURSUANT TO GDPR

## 1. Introductory Provisions

**1.1.** This principles of Personal Data Protection shall govern the way how to acquire, use and dispose the personal data of suppliers and customers who are natural persons (hereinafter referred to as „Business Partner“).

## 2. Administrator

**2.1.** The Personal Data Administrator is:

**KOVO - PLAZMA s.r.o.**

IČO 255 50 926

DIČ CZ25550926

having its registered office at Běly Pažoutové 980/30, Komín, 624 00 Brno and kept with the Regional Court in Brno under file No. C 32780.

## 3. Legal Regulation

**3.1.** When dealing with the personal data we proceed according to the laws of the Czech Republic and directly applicable European Union legislation, in particular with the regulation of the European Parliament and the Council (EU) 2016/679 as of April 27, 2016 on the protection of natural persons with regard to personal data processing and on free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as the „GDPR“) and generally binding personal data legislation.

## 4. Acquisition of Personal Data

**4.1.** You provide us your personal data, in particular, when placing an order and entering into a contract.

If there is any change to your personal data, please inform us.

**4.2.** In addition, when you go to the web interface and use it, some personal data may be retrieved and saved via cookies.

## 5. Personal Data

**5.1.** We process the following personal data:

- a)** name and surname, where appropriate also company;
- b)** where appropriate ID number (IČO) and tax ID (DIČ);
- c)** registered office and contact address, where appropriate also invoice and delivery address;
- d)** contact person details;
- e)** e-mail address;
- f)** telephone number;
- g)** bank account number.

## 6. Purpose of personal data processing

**6.1.** The purpose of personal data processing is:

- a) performance of a contract** – for the purpose of contract conclusion and dully performance of a contract or provision of services. Such data processing shall be under Article 6, par. 1, letter b) of the GDPR and shall be used for the performance of the contract;
- b) compliance with statutory obligations** – in particular registration obligation, archiving of tax documents, etc. This data processing is under Article 6, par. 1, letter c) of the GDPR and shall be used for the compliance with legal obligations;
- c) legitimate interest** – sending informative communications concerning material, manufacturing resources, packaging, price movement and operation restrictions. The informative communication shall be sent via your e-mail. This processing of personal data shall be under Article 6, par. 1, letter b) and f) of the GDPR and shall be used for the performance of the contract and legitimate interest.

## **7. Processing of Personal Data with the Aim to Send Informative Communication**

**7.1.** In order to send you our informative communication, we process the following personal data: name and surname and e-mail address.

**7.2.** The informative communications only relate to notification of any changes, which may have an impact on the performance of the contract between the administrator and a business partner; and the administrator presumes that the business partners should be informed about such changes properly and in advance with regard to fair business relationships.

**7.3.** The above personal data shall not be provided to third parties.

## **8. Period of Processing**

**8.1.** For the period of duration of mutual contractual relationship or for the period set out by law.

**8.2.** We process the personal data for the purpose of sending informative communication only for the period of the duration of mutual contractual relationship.

## **9. Processors and Recipients of Personal Data**

**9.1.** To provide services and process personal data we use personal data processors who provide website administration, cookie handling and delivery services.

**9.2.** The processors shall process the data solely per our instructions, the agreement for personal data processing was concluded with them and they shall be obliged to comply with generally binding regulations on protection of personal data.

**9.3.** All processors have been carefully selected and shall have access to your personal data only to such extent and for such period that is necessary to provide the service or to the extent that you have permitted concerning processing and using of your personal data.

## **10. Personal Data Security**

**10.1.** We have committed to adopt appropriate measures preventing unauthorized or accidental access to the personal data, their alteration, destruction or loss, unauthorized transfers, other unauthorized processing of the data, and other misuse of the personal data.

This obligation shall apply even after termination of personal data processing.

**10.2.** Our employees or other natural persons, who process personal data under the contract, and other persons shall maintain confidentiality of personal data, even after termination of employment contract or contractual relationship.

## **11. Your Rights**

**11.1.** As a data subject, you shall have all rights ensuing from generally binding legal regulations for the protection of personal data, in particular the right to:

**a)** withdraw your consent to process personal data,

**b)** access the personal data,

**c)** correct the personal data,

**d)** delete the personal data,

**e)** restrict processing of the personal data,

**f)** object to processing of the personal data,

**g)** transfer the personal data to another administrator,

**h)** file a complaint with the Office for Personal Data Protection, if you presume that in the course of personal data processing, the administrator proceeds contrary to generally binding legal regulations for protection of personal data.

## **12. Cookie Files**

**12.1.** Cookies are text files that are saved on a computer or other electronic device of each visitor of <http://www.kovoplazma.cz/index.php> and allow functioning of web interface. A cookie is a small piece of information that the visited website sends to your device where it is saved. The next time you visit this specific webpage, using the saved cookies, the website recognizes if you have already

visited it and what parts of the web you are viewing. In addition, thanks to cookies you can save your settings.

**12.2.** Not all cookies collect personal data. Some only allow proper functioning of the web interface. You can refuse to use cookies by selecting this option in the setting in your Internet browser.

**12.3.** However, if you refuse to use cookies, you may not be able to fully use all functions of the web interface.

**12.4.** The web interface uses, in particular, the following services that work with the information acquired via cookies: Google Analytics and, if appropriate, other services provided by Google and Sklik provided by Seznam.cz, a.s.

### **13. Contact**

**13.1.** Any questions you may have regarding the processes connected with the processing of personal data, please contact:

**KOVO - PLAZMA s.r.o.**, having its registered office at Běly Pažoutové 980/30, Komín, 624 00 Brno

Web: <http://www.kovoplazma.cz/index.php>

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

Telephone: +420 531 010 101