

## **Information about the processing of personal data of natural persons in our company in supplier-customer relations**

### **I. Personal data manager**

Personal data manager according to Article 4 of European parliament and Council Regulation (EU) 2016/679 about the protection of natural persons regarding to the processing of personal data and about the free movement of such data (hereinafter referred to as “GDPR”) is:

DONAU LAB, s.r.o.

IČ: 45244651

Based in Třebostická 3069/14, 100 00 Prague 10

registered in the Commercial Register maintained by the Municipal Court in Prague, Sec. C, vl 8703 (“the manager”)

hereby inform the data subjects in accordance with Article 12 of the GDPR about the processing of their personal data and their rights.

### **II. Scope of processing personal data**

Personal data shall be processed to the extent that the relevant data subject has provided to the manager in connection with entering into a contractual or other legal relationship with the manager or which manager collected otherwise and processes them in accordance with applicable law or to fulfill legal requirements duties of the manager.

The processing of personal data takes place at the manager:

- based on the consent or explicit consent of the data subject for one or more specific data subjects purposes
- in the performance of the contract with the data subject or in the implementation of pre-contractual measures contracts at the request of this data subject
- to fulfill the legal obligation applicable to the manager (including legal archiving)
- to protect the vital interests of the data subject or other natural person
- due to the legitimate interest of the manager or of a third part, unless they have a prior interest the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data.

### III. Sources of personal data

- directly from subjects data (e.g., email, phone, web contact form, business cards, contracts, consents, etc.)
- from public records - public records for the purposes of this document are:
  - Public Register according to Act No. 304/2013 Coll., On Public Legal and Physical Registers persons, as amended, ie. federal register, foundation register, register of institutes, the Register of Associations of Unit Owners, the Commercial Register and the Public Benefit Register companies;
  - other registers within the meaning of No. 111/2009 Coll., On basic registers, as amended

### IV. Categories of personal data that are subject to processing by the manager

These types of personal data are:

- identification and contact information,
- details of products that have been purchased or purchased services that have been provided,
- data from mutual communication (whether it was in person, in writing, by telephone or otherwise),
- payment information (such as the amount paid or due, account number, etc.)
- only in selected cases data on creditworthiness and credibility.

### V. Method of processing and protection of personal data

Processing is carried out at the headquarters of the manager by individual authorized employees of the manager. The processing is done through computer technology or either manual way about personal information in paper form, in compliance with all management security policies and processing of personal data. To this purpose the manager has taken technical and organizational measures to ensuring the protection of personal data, in particular measures to prevent unauthorized occurrence or accidental access, alteration, destruction or loss of personal data by unauthorized persons transmissions, unauthorized processing and other misuse of personal data. All those to whom personal data may be disclosed shall respect the right of data subjects to privacy and are required to comply with applicable laws and regulations regarding protection of personal data.

## VI. Processors and other beneficiaries

We give personal data in justified cases and only to the extent necessary recipient categories:

- our contractual partners, which we need for our normal functioning and implementation of the contractual relationship with the relevant entity eg. IT suppliers, providers courier or postal services, etc.,
- other entities in cases where the provision of personal data to the entity is required by law or if necessary to protect our legitimate interests (eg. courts, Police of the Czech Republic, etc.),
- personal data may be due to the need to transfer, backup and archive electronic data provided to other recipients outside the EU (verified cloud services with servers outside the EU).

## VII. Processing time of personal data

The data manager shall keep personal data in accordance with the deadlines specified in the relevant contracts, in the administrator's internal regulations or in the relevant legislation. This is a necessary period to safeguard the rights and obligations deriving from both contracts, legitimate interests and from relevant legislation. An exception may be the retention of personal data for marketing purposes.

Upon expiry of the retention period, the personal data of the subject shall be in writing shredded and deleted in electronic form.

## VIII. Rights of the data subject

- Right of access to personal data - the data subject has the right of access to personal data, concerning them, the data controller is obliged to provide a copy of the personal data processed data.
- Right to correct and complete personal data - the data subject has the right to have a controller of data who without undue delay corrected or added inaccurate personal data to him concern.
- Right of erasure - the data subject has the right to have a data controller who without undue delay deleted personal data concerning him if:
  - personal data are no longer needed for the purposes for which they were collected or otherwise processed;
  - the data subject withdraws the consent on the basis of which the personal data were processed and there is no other legal reason for processing them;
  - the data subject objects to the processing of personal data;
  - personal data were processed illegally;
  - the retention of personal data is not prescribed by other relevant legal regulations;
  - there is no public interest;

- it is not a performance or defense of legal claims
- The right to restrict processing - the data subject has the right to a data manager limit the processing of personal data where warranted.
- The right to data portability - in the cases foreseen by the GDPR the data subject has the right to obtain personal data relating to him which he has provided to the manager in a structured, commonly used and machine-readable format, with this right it shall not adversely affect the rights and freedoms of others and shall have the right to transmit such data to another manager.
- Right of withdrawal the consent - if the processing of personal data is based on consent, the data subject has the right the consent to the processing of personal data for the purpose for which he has given consent, withdraw at any time.
- Right to object - the data subject has the right to object to the processing of personal data to the manager for the purposes of direct marketing conducted on the basis of the authorized administrator's interest.
- Right to lodge a complaint - the data subject has the right to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7, Czech Republic [www.uoou.cz](http://www.uoou.cz).

## IX. Final Provisions

The data subject must provide personal data for legal reasons or listed in the business otherwise the performance of the commercial contract would be impossible.

The manager has the right to request adequate compensation not exceeding the costs for providing the information necessary to provide.

In case of questions regarding the processing of personal data of subjects it is possible to contact manager in writing, electronically or by telephone using the following contact details:

DONAU LAB, s.r.o., Třebostická 14, 100 00 Prague 10  
Email: [office-cz@donaulab.com](mailto:office-cz@donaulab.com), phone: +420 261 305 321

The terms of personal data protection are publicly accessible on the administrator's website [www.donaulab.cz](http://www.donaulab.cz)

The conditions come into effect on 25.5.2018.

Version 1. The last conditions update was made on 24.5.2018.