

## **INFORMATION OBLIGATION AND PRINCIPLES OF GDPR PROCESSING IN PILANA SB as**

The company PILANA SB as, IČO 08600503, with registered office at Hlavní 453, 768 32 Zborovice, registered in the commercial register maintained by the Regional Court in Brno, under file number B 8246, processes personal data **of customers/suppliers** who are natural persons and contact persons of legal entities, who cooperate commercially with the company PILANA SB as (hereinafter referred to as "Business Partners"), on the basis of and in accordance with the relevant legal regulations, in particular with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons in connection with the processing of personal data and the free movement of such data and the repeal of Directive 95/46/EC (General Regulation on the Protection of Personal Data), (hereinafter also referred to as the "**Regulation**"), for the specified purposes, as well as the methods and means of processing, which always correspond to the relevant legal title in the sense of Article 6 of the Regulation.

This Information on the processing of personal data of Business Partners contains both transparent information in the sense of the provisions of Articles 13 and 14 of the Regulation, as well as instructions on the rights of data subjects in the sense of the provisions of Articles 15 to 22 of the Regulation.

### **Personal data manager**

The company PILANA SB as, IČO 08600503, with its registered office at Hlavní 453, 768 32 Zborovice, acts in relation to the personal data of Business Partners in the legal position of the administrator of personal data (hereinafter the "Administrator").

The Administrator is responsible for the processing of personal data of Business Partners and other groups of data subjects and in this regard has adopted internal organizational, technical and other measures to secure and protect processed personal data, which are regulated in the internal directive Personal Data Protection Directive. (hereinafter referred to as the "Internal Regulation").

Business partners have the right to contact PILANA SB a.s. as the Administrator with all questions regarding the processing and protection of personal data and to exercise their data subject rights with the Administrator, namely:

- in writing in the form of a letter / notice to the address of the Administrator's seat
- electronically to the email address of the contact point for personal data: [pilanasb@pilana.cz](mailto:pilanasb@pilana.cz)
- by phone at + 420 571 113 587
- in person at the Administrator's address

### **Purposes of personal data processing**

The Administrator processes the personal data of Business Partners for the following purposes:

- fulfillment of the contract / negotiation of the contract
- fulfillment of the seller resulting from legal regulations
- protection of property and personal safety

## Categories of processed personal data

The Administrator mainly processes the following categories of Business Partners' personal data:

- name, surname / company name,
- address of residence / company,
- email address,
- telephone number,
- TIN birth number for the self-employed.

## Sources of personal data processing

We process the data that you provide to us as part of our cooperation with you on the basis of personal and written communication with you.

## Legal titles of personal data processing

The legal title to the processing of personal data of Business Partners in the sense of Article 6 of the Regulation in relation to the above purposes of processing are:

- fulfillment of the contract / negotiation;
- legitimate interests of the administrator;
- fulfillment of the administrator's legal obligations.

## Ways and means of personal data processing

Personal data of Business Partners are processed by the Administrator in the following ways and means:

- **automated processing**  
in the information and ERP system (address and identification data of business partners);
- **manual processing**  
in paper or electronic form - contracts (including orders/order confirmations), delivery notes, handover protocols, tax documents and accounting documents.

## CCTV

The camera system is operated by the Administrator of the company premises as a system equipped with the function of: **video recording** . Camera systems are made up of individual cameras that are placed to control and monitor the following areas: entrance/entrance to the establishment, selected internal areas.

The camera system is operated by the Administrator under the following conditions:

- purpose of processing: protection of property and personal safety;
- legal title: legitimate interests of the administrator;
- without the consent of the data subjects;

- affected data subjects: employees; buyers and suppliers (FOP); customers and other natural persons;
- categories of personal data: descriptive – image records (faces, figures);
- place of storage of records: directly at the company headquarters;
- processing time/retention of records: 14 days from the date of acquisition of the record
- technical security of the system and physical protection: dedicated room for record storage, records technically blocked, restriction of access rights.

Areas monitored by the camera system are visibly marked with **information boards** , which contain both a pictogram and a short informational text.

### **Period of storage of personal data**

Storage time, or the processing of personal data of Business Partners by the Administrator is as follows:

- for the duration of the contractual relationship;
- for the duration of obligations arising from tax legislation / 10 years;
- for a period of 14 days from the day the image recording was taken (camera systems).

### **Recipients of personal data**

The Administrator does not transfer the personal data of Business Partners to other entities, unless the data subject gives written consent.

The processed personal data are not transferred by the administrator to a third country or international organization.

### **Rights of data subjects**

The administrator hereby informs the data subjects of their right to request under the conditions set out in Articles 15 to 20 of the GDPR regulation:

- access to processed personal data,
- correction of processed personal data,
- deletion of processed personal data,
- restriction of the processing of processed personal data
- object to the processing of personal data
- and the right to portability of processed personal data.

The Administrator hereby informs data subjects of the right, under the conditions set out in Article 21 of the GDPR, to object to the processing of their personal data.

The complainant is entitled to exercise the above-mentioned rights and objections **in written document form, in person or in electronic form** using the contact details of the administrator listed above.

If you believe that the processing of your personal data violates the GDPR, you have the right to file a complaint with the Office for the Protection of Personal Data - [www.uouu.cz](http://www.uouu.cz).



**PILANA SB a.s.**

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