**INFORMATION ON PERSONAL DATA PROCESSING**

**According to 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 95/46/EC (General Data Protection Regulation)**

**(hereinafter “GDPR”)**

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| **1. Controller and its contact data** |
| **REPLAST PRODUKT, spol. s.r.o.,** ID 25245945, VATID CZ25245945, reg. seat Ke Karlovu 1099/21, Skvrňany, 301 00 Plzeň, registered with the Regional Court in Pilsen, insert C 12469.  **Contact data**:  Tereza Klainová, e-mail: [tk@replast-plzen.cz](file:///C:\Users\tb\Desktop\Replast%20holding\GDPR\Replast%20holding\tk@replast-plzen.cz) |
| **2. Types and categories of personal data in relation to services provided** |
| 1) business activity in relation to natural persons  - name and surname, signature, ID, VATID, (identification data)  - e-mail address, phone number (contact data)  - bank account number (bank connection)  - name and surname, phone number, e-mail address (data of an authorized person acting on behalf of the data subject)  2) business activity in relation to legal entities  - name and surname, signature, (identification data) and e-mail address, phone number (contact data) of a person acting on behalf of the legal entity (contact person) |
| **3. Legal grounds and purposes of data processing** |
| 1. Performing the legal obligations of a Controller   * The purpose is given by legal regulations requiring the Controller to process personal data, especially Act No. 563/1991 Coll. (Accounting Act), Act No. 568/1992 Coll. (Income Tax Act), Act No. 634/1992 Coll. (Consumer Protection Act).   2. Performing the contractual obligations of a Controller   * Personal data is processed for the purpose of the definition of mutual rights and obligations and the performance of mutual rights and obligations ensuing from a contractual relationship.   3. Legitimate interests of the Controller   * for the purpose of protecting proprietary interests of the Controller, * for the purpose of possible enforcement of the Controller’s legal claims. |
| **4. Personal data receivers or categories thereof** |
| Personal data receivers are especially state administration bodies and the Controller’s processors (providers of legal, accounting, tax, audit, or IT services, debt recovery companies, etc.). |
| **5. Personal data retention period** |
| Personal data processed for the purpose of performance the duty of a Controller is retained for a period specified by the legal regulation requiring the Controller to process the data; according to currently applicable legal regulations, the Controller is obliged to record and retain such data for the period of 10 years from the end of the tax period in which the respective taxable supplies took place (Act No. 235/2004 Coll. – VAT Act), and accounting documents, books, etc. for a period 5 years starting as of the end of the respective taxable period (Act No. 563/1991 Coll. – Accounting Act), the periods are defined also by Act No. 499/2004 Coll. (Archival Act).  Personal data processed based on performing a contractual obligation is retained for the period of the validity and effectiveness period of the respective contract.  Personal data processed based on legitimate interests of the Controller, i.e. for the purpose of protecting proprietary interests of the Controller or the enforcement of the Controller’s legal claims, will be processed over the legal limitation period of claiming or protection of the respective Controller’s rights. |
| **6. Personal data source** |
| We process your personal data pursuant to Art 14 GDPR, having obtained your personal data in the course of our business relations with a company with which we do our business as the company performs the business through your involvement as an employee or through other legal or contractual representation. |
| **7. You have the following rights regarding the protection of your personal data** |
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| 7.1. You may require the access to your personal data relating to you as the data subject from the Controller.  Upon your application, you will be informed which your specific personal data we are processing, for what purpose, and based on which legal grounds. Upon request, you will also be informed on which receivers are provided access to your personal data, you will especially be informed about transferring your personal data to third countries or to international organization. |
| 7.2. You are entitled to correct your personal data processed by the Controller   Once you submit the request for performing a correction of inaccurate or incomplete personal data to the Controller, the Controller is obliged to perform the correction of the processed personal data; you will be informed of the performance of such correction.  If your personal data is corrected and your personal data is disclosed to other receivers, these and other receivers will also be informed of the performance or deletion of your personal data. |
| 7.3 You are entitled to restrict processing of you data in the following cases:  You are entitled to a restriction od data processing by the Controller in any of the following cases:   1. you deny the accuracy of your personal data for the time necessary for the Controller to verify the accuracy thereof; 2. the processing is unlawful, and you reject the deletion of your personal data and require the restriction of the data processing instead; 3. the Controller does not need the personal data for the purposes of its processing, however you require it in order to identify, exercise, or protect your legal claims; 4. you have objected against the processing pursuant to art. 21 par. 1 of GDPR (see below), until it is verified whether the legitimate interests of the Controller prevail over your legitimate interests.   If data processing was restricted according to the above mentioned reasons, your personal data may, with the exception of the retention thereof, processed only upon your consent or for the purposes of another physical or legal person’s rights identification, exercise, or protection or for the purposes of a major public interest of the Union or some of its member states. |
| 7.4. You are entitled to object against the processing of your personal data  If you object against the processing of your personal data, the Controller does not process the data unless it proves the existence of material legitimate grounds for its processing which prevail over your interests or the rights and freedoms or the processing is required for the identification, exercise, or protection of legal rights.  If your private data is being processed for the purposes of direct marketing, you are entitled to object against your personal data processing for the purposes thereof, which also includes profiling if it is related to such direct marketing. Once you have objected against your personal data processing for the purposes of direct marketing, your persona data will not be used for such purposes any longer.  In case of personal data processing based on the legitimate interest of the Controller you are entitled to object against your personal data processing by reasons described in your objection. When the objection is accepted we will cease processing your personal data (we will only retain them) and we will assess whether we have material legitimate reasons for its processing which prevail over your interests or rights and freedoms or for the identification, exercise, or defence of legal claims. If we arrive to the conclusion that we have such reasons, you will be informed accordingly, we will inform you of your further defence and continue such personal data processing. If, to the contrary, we arrive to the conclusion that we do not have sufficient reasons for such personal data processing, you will be informed accordingly, and cease such personal data processing and delete your personal data. |
| 7.5. You are entitled to have personal data deleted  You are entitled to have your personal data involving your person deleted by the Controller without unreasonable delay and the Controller is obliged to erase your personal data without unreasonable delay if one of the following reasons applies:   1. the personal data is not required for the purposes for which it was collected or otherwise processed any longer; 2. you revoke the consent, based on which it was processed pursuant to art. 6 par. 1 letter a) or art. 9 par. 2 letter a) of GDPR, and there is no further legal reason for such processing; 3. you have objected against such processing pursuant to art. 21 par. 1 of GDPR, and there exist no prevailing legitimate reasons for data processing; or you have objected against such processing pursuant to art. 21 par. 2 of GDPR (data processing for the purposes of direct marketing); 4. your personal data was processed unlawfully; 5. your personal data must be deleted to comply with a legal obligation stipulated in the legislation of the Union or its member state applicable to the Controller; 6. your personal data was collected in relation to an offer of an information company services under art. 8 par. 1 of GDPR.   Should the Controller make personal data public, the Controller is obliged to delete it with regard to the available technologies and the costs of the performance thereof and make any reasonable steps, including technical measures, to inform other Controllers processing personal data the deletion of which you have requested and of the deletion of any links to such personal data, or its copies or replications. |
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| 7.6. The right of personal data transferability  You are entitled to obtain the personal data relating to you which you have provided to us in a structured, generally used, and machine-legible format and transfer such data to another Controller should such data be processed based on your consent or on a contract performance and should such processing be automated.  You are entitled to require us to transfer your private data directly to another Controller if it is technically feasible.  Please note that the exercise of the transferability right must not interfere with the rights of other persons. |
| 7.7. You are entitled to file a complaint with the supervisory authority  You may file a complaint against processing your personal data as well as against the way of handling your requests under GDPR with the supervisory authority which is:  Úřad pro ochranu osobních údajů (The Office for Personal Data Protection)  Pplk. Sochora 27  170 00 Praha 7  Website: www.uoou.cz  Should you not be content with the way your complaint with the supervisory authority was handled, you are entitled to require a judicial review of the decision. |
| 7.8. You may claim your right personally at the registered office of the Controller, in writing at the registered address of the Controller stated in the heading of this document or via [replast@replast-plzen.cz](mailto:replast@replast-plzen.cz) |

In Pilsen, 25 May, 2018

**REPLAST PRODUKT, spol. s.r.o.**