

INFORMATION ON PERSONAL DATA PROCESSING

In compliance with

- the Directive of the European Parliament and Council (EU) 2016/679 dated 27 April 2016 on the protection of natural entities in connection with the processing of personal data and on the free movement of such data and on the cancellation of the Guideline 95/46 EG (General Data Protection Regulation in the wording of later amendments later (further also referred to as “**General Data Protection Regulation GDPR**”),
- Law No. 101/200 Coll. of Laws, on personal data protection, in the wording of later amendments, further also referred to as “**the Law**”),

this document should provide basic information on your rights related to the processing of your personal data by the personal data administrator, herein the corporation **JIP – Papírny Větrník, a.s.**, Incorporation No. IČO 45022526, Papírenská 2, 382 11 Větrník.

WHO PROCESSES YOUR PERSONAL DATA?

The administrator of your personal data, i. e. the entity which determines the purposes and means and decides on the scope and mode of the processing of your personal data, is the corporation JIP – Papírny Větrník, a.s., a corporation you have submitted your personal data to. JIP – Papírny Větrník, a.s. processes particularly those data which relate to the services provided to the corporation as well as the goods distributed by them. JIP – Papírny Větrník, a.s. is further entitled to authorise a third party (an external personal data processor in compliance with the GDPR regulations).

JIP – Papírny Větrník, a.s. are responsible for the correctness and legality of the personal data processing.

FOR WHAT REASON YOUR PERSONAL DATA ARE PROCESSED?

Personal data may be processed on condition that at least one of the following legal reasons is given:

1. the entity has given the consent with personal data processing for one or more concrete reasons,
2. this data processing is a pre-requisite for the fulfilling of a contract the contractual party of which is the data entity as well as for measures taken prior to the conclusion of the contract required by this data providing entity,
3. the processing is a pre-requisite for meeting legal obligations the administrator is subject to,
4. the processing is a pre-requisite for the protection of vital interests of the data providing entity or another natural entity,
5. the processing is a pre-requisite for the fulfilling of a task conducted in public interest or within the execution of public powers the administrator has been authorised with,
6. the processing is a pre-requisite for the purposes of legitimate interests of the appropriate administrator or third party, with the exception of cases requiring personal data protection.

FOR WHAT PURPOSE AND FOR WHAT PERIOD OF TIME THE DATE WILL BE PROCESSED?

Personal data, such as name and surname, academic degrees, corporate name of the company, date of birth, place of residence, incorporated seat of the company, commercial licence, incorporation number, tax identification number, are processed for a purpose which is compliant with the duties and obligations resulting from the commercial (entrepreneurial) activities of these entities as well as with the requirements based in legal regulations, particularly in the field of accountancy, taxes, archives regulations etc.

Personal data, such as names and addresses of subsidiaries (delivery address), subsidiary specifications (specialisation, size and equipment of a particular subsidiary etc.), banking data, contact addresses and contact data (e.g. also phone numbers and e-mail addresses), data concerning previous entrepreneurial activities and activities related to JIP – Papírny Větrník, a.s., are processed for a purpose compliant with the duties and obligations resulting from the fulfilling of the appropriate commercial contract (fulfilling of contractual obligations).

Personal data, such as name and surname, academic degrees, corporate name of the company, date of birth, place of residence, incorporated seat of the company, commercial licence, incorporation number, tax identification number, the identification of subsidiaries, banking data, contact addresses and contact data (e.g. also phone numbers and e-mail addresses), data concerning previous entrepreneurial activities and activities related to JIP – Papírny Větrník, a.s., data related to payments, receivables and pecuniary commitments, shall be processed separately in compliance with a specifically given data processing consent for the purposes of marketing operations conducted by JIP – Papírny Větrník, a.s., particularly in connection with providing information (in writing, by phone, by SMS, e-mail etc.) on events, products, services and other activities and operations of JIP – Papírny Větrník, a.s., and of their trading partners including offers related to these services and products, among others, in form of commercial information provided by electronic means of communication in compliance with Law No. 480/2004 Coll. of Laws, as well as in form of marketing analyses conducted with the purpose of adapting the offers of JIP – Papírny Větrník, a.s. to your needs.

The authorisation to process your personal data results exclusively from the titles (reasons) as provided by the GDPR regulations and the Law, i. e. this authorisation is based particularly on your written personal data processing consent (given in compliance with the law – also when, at least partly – given prior to the date of the legal effect of the GDPR Directive), on a concluded commercial contract or on the fulfilment and compliance with the duties and obligations of the company JIP – Papírny Větrník, a.s. as laid down by the law, or in compliance with the legitimate interests of JIP – Papírny Větrník, a.s. as the personal data administrator.

The personal data shall be processed solely and exclusively for the period of time which is absolutely necessary for the fulfilment of the processing purpose, for the period of time of longer than ten (10) years following the date of signing the written personal data processing consent (if granted), further for the period of time of the duration of the commercial partnership (if concluded) or for the period of time as laid down by the appropriate legal regulations.

This does not affect your right as the entity of these data to require a termination of the personal data processing any time (compare as below).

IN WHICH WAY WILL YOUR PERSONAL DATE BE PROCESSED, STORED AND PROTECTED?

Personal data can be processed, stored and protected manually or automatically (computer processing). Personal data shall be stored safely in electronic or documentary form including their storage in the appropriate software. Personal data shall be processed by specifically

authorised and duly trained persons and shall be protected electronically or physically against loss or misuse.

Only those employees of JIP – Papírny Větrník, a.s. shall have access to the processed personal data whose access is absolutely necessary for the fulfilment of the stipulated processing purpose and who are under the pledge of confidentiality in respect of the content of these data, even after the date of the termination of their employment contract.

On condition that personal data are provided to third parties outside JIP – Papírny Větrník, a.s. (particularly to a personal data processor as stipulated by the GDPR Directive), a due agreement shall be concluded with the aforementioned party (processor) on the basis of which the personal data protection in compliance with the GDPR Directive shall be guaranteed.

In connection with the termination of a trading relationship, a complete liquidation of personal data of commercial nature shall be carried out, the processing purpose of which has ceased to exist; even after the date of the termination of a trading relationship, written documents shall be processed, the storage of which by JIP – Papírny Větrník, a.s. is compliant with specific legal regulations in the field of accountancy, taxes and archives regulations etc. as well as those documents which are essential for the protection of the rights of JIP – Papírny Větrník, a.s.

HOW CAN YOU EXERCISE YOUR PERSONAL DATA PROTECTION RIGHTS?

As a subject of personal data processing you have especially the rights specified below:

- a) to disclose your personal data solely and exclusively on the basis of your own free will and decision (the right not to disclose your data),
- b) to withdraw your data processing consent (if granted) any time and in the same mode as when the consent was granted (in writing, per e-mail or orally); in case of doubt, this withdrawal is to be delivered in written form to the registered seat of the company JIP – Papírny Větrník, a.s.

This consent withdrawal does not affect the right of the administrator to process personal data in compliance with another legal reason.

- c) to require the information whether and which personal data are processed,
- d) to require an explanation in respect of the processed personal data,
- e) to require an access to these processed personal data,
- f) to raise objections against this personal data processing,
- g) to require and actualisation of personal data, their amendment, supplementation, restriction of direct deletion,
- h) to require a complete deletion of personal data (the right to be forgotten),
- i) to exercise the right not to be subject to automated individual decision and profiling,
- j) to require a transfer of personal data to another administrator,
- k) in case of doubt in respect of the legality of personal data processing and in compliance with the Law, to address the Personal Data Protection Authority (Úřad pro ochranu osobních dat), Incorporation No. IČO: 708 37 627, based at Pplk. Sochora 27, 170 00 Praha 7, with a petition regarding corrective measures.

Your rights may be claimed in the mode identical with the that applied when disclosing your personal data; in case of doubt, your rights are to be claimed by a written petition delivered to the registered seat of the company JIP – Papírny Větrník, a.s.