

Personal data processing information

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 (hereinafter the "Regulation")

KAYSER s.r.o., having its registered seat at Voctářova 2449/5, Libeň, 180 00 Prague 8, Company ID: 271 00 472, incorporated in the Commercial Register at the Municipal Court in Prague under File No. C 96237, e-mail: office@kayser.cz (hereinafter also referred to as the "**controller**"), as the controller of the personal data within the meaning of the Regulation, hereby take the liberty to notify their customers about the method and scope of the processing of their personal data, including the scope of the rights related to the processing of their personal data by KAYSER s.r.o.

This personal data processing information is related to all the processing of personal data of the controller's customers.

The controller processes the personal data in compliance with the legislation of the European Union, particularly, in compliance with the Regulation, also in compliance with the applicable international treaties binding the Czech Republic, and in compliance with the relevant intra-state regulations.

I.

Which personal data does the controller process, to what purpose and on what basis?

The controller only processes personal data obtained in compliance with the applicable legal regulations, whereas the controller collects and processes such personal data only for a stipulated purpose, to the extent and for the period necessary to fulfil such stipulated purpose taking into consideration the practical functioning of the controller and its information and personnel capacities. The processed personal data, its purposes and legal basis of processing differ according to the individual areas of the controller's activities, such as the cases described in the tables below:

You are registered with us / You have ordered goods from us	
The source from which we obtained your personal data	<ul style="list-style-type: none">We obtained your personal data directly from you or we obtained them within the scope of fulfilment of our business relationship, or from publicly accessible sources (ARES, etc.).
Processed personal data	<ul style="list-style-type: none">The client's identification data and the data necessary for purchase of the goods.
Legal basis of processing	<ul style="list-style-type: none">We obtain the above-stated personal data from you and process it under the legal title of conclusion and performance of the contract.

Purposes of processing	<ul style="list-style-type: none"> We process the above-stated personal data for the purpose of concluding and performing the goods purchase contract.
Information on the obligation to provide personal data	<ul style="list-style-type: none"> Provision of the above-stated personal data, which we request directly from you is a contractual requirement. It is not possible without these personal data to conclude a purchase contract with you.
For how long will your personal data be processed?	<ul style="list-style-type: none"> We shall process your personal data for the period stipulated by Act No. 536/1991 Coll., on accounts.
To whom do we provide your personal data?	<ul style="list-style-type: none"> Your personal data may be provided to external providers of accounting services within the scope of processing of accounts. Our personal data may be arbitrarily provided within the scope of provision of the information systems administration services to external companies, which provide us with these services. These companies do not process your personal data.

The goods shall be delivered to you at the address of your choice

The source from which we obtained your personal data	<ul style="list-style-type: none"> We obtained your personal data directly from you.
Processed personal data	<ul style="list-style-type: none"> The data necessary for dispatch of the goods and their delivery to the customer (for instance, address for delivery of the goods).
Legal basis of processing	<ul style="list-style-type: none"> We obtain the above-stated personal data from you and process it under the legal title of performance of the contract.
Purposes of processing	<ul style="list-style-type: none"> We process the above-stated personal data for the purpose of dispatch and delivery of the ordered goods.
Information on the obligation to provide personal data	<ul style="list-style-type: none"> Provision of the above-stated personal data is a contractual requirement and we cannot deliver the ordered goods to you without your personal data.
For how long will your personal data be processed?	<ul style="list-style-type: none"> The above-stated personal data are kept for the period stipulated under Act No. 563/1991 Coll., on accounts, Act No. 235/2004 Coll., on VAT and Act No. 586/1992 Coll., on income taxes, for a minimum

	<p>period of potential exercise of defect or other claims according to the legal regulations, particularly Act No. 89/2012 Coll., The Civil Code.</p>
<p>To whom do we provide your personal data?</p>	<ul style="list-style-type: none"> • We share your personal data with the delivery companies that deliver the goods for us to the address you have specified. • Our personal data may be arbitrarily provided within the scope of provision of the information systems administration services to external companies, which provide us with these services. These companies do not process your personal data.

<p>We issued an invoice to you for the goods / You paid the price of the goods and transport costs</p>	
<p>The source from which we obtained your personal data</p>	<ul style="list-style-type: none"> • We obtained your personal data directly from you, or we obtained them from your activities within our information systems (including the e-shop) and also from the bank handling the given payment.
<p>Processed personal data:</p>	<ul style="list-style-type: none"> • The customer's identification data and other data necessary for recording of the executed payment, including the information about the ordered goods.
<p>Legal basis of processing</p>	<ul style="list-style-type: none"> • We obtain the above-stated personal data from you and process it under the legal title of performance of the contract and also from the title of fulfilment of the legal obligations according to Act No. 563/1991 Coll., on accounts, Act No. 235/2004 Coll., on Valued Added Tax and Act No. 586/1992 Coll., on income taxes.
<p>Purposes of processing</p>	<ul style="list-style-type: none"> • The above-stated personal data processed for the purpose of invoicing and recording of the payment of the purchase price.
<p>Information on the obligation to provide personal data</p>	<ul style="list-style-type: none"> • Provision of the above-stated personal data is a contractual requirement and also a contractual requirement and we cannot allow the purchase of the ordered goods to you without your personal data.
<p>For how long will your personal data be processed?</p>	<ul style="list-style-type: none"> • The above-stated personal data are kept for the period stipulated under Act No. 563/1991 Coll., on accounts, Act No. 235/2004 Coll., on VAT and Act No. 586/1992 Coll., on income taxes, i.e. for a minimum period of 5 years.

To whom do we provide your personal data?	<ul style="list-style-type: none"> Your personal data may be provided to external providers of accounting services within the scope of processing of accounts. Our personal data may be arbitrarily provided within the scope of provision of the information systems administration services to external companies, which provide us with these services. These companies do not process your personal data.
---	---

You have lodged a complaint concerning the purchased goods	
The source from which we obtained your personal data	<ul style="list-style-type: none"> We obtained your personal data directly from you.
Processed personal data:	<ul style="list-style-type: none"> The customer's identification data and information about his order, respectively, purchase.
Legal basis of processing	<ul style="list-style-type: none"> We process the above-stated personal data from the title of fulfilment of the legal obligations according to Act No. 89/2012 Coll., Civil Code and Act No. 634/1992 Coll., on consumer protection.
Purposes of processing	<ul style="list-style-type: none"> We process the above-stated personal data for the purpose of clearing your complaints related to the purchased goods.
Information on the obligation to provide personal data	<ul style="list-style-type: none"> Provision of the above-stated personal data is a statutory requirement. Your complaint cannot be cleared without provision of these personal data.
For how long will your personal data be processed?	<ul style="list-style-type: none"> The above-stated personal data are kept for duration the guarantee period on defects and other claims according to the legal regulations, particularly Act No. 89/2012 Coll., Civil Code.
To whom do we provide your personal data?	<ul style="list-style-type: none"> Your personal data may be provided to external providers of accounting services within the scope of processing of accounts. Our personal data may be arbitrarily provided within the scope of provision of the information systems administration services to external companies, which provide us with these services. These companies do not process your personal data.

Above the framework of the above-stated, we are authorised to process any of your stated personal data and other personal data that we collect to the necessary extent for the purpose of successful handling of any

litigation between you and us. The legal title of such processing is ion such case our justified interest consisting in exercise and defence of our rights. All your personal data processed for this purpose are provided to our legal representatives.

II.

What are the rights of the data subject?

The data subject is within the meaning and under the conditions of Article 15 GDPR entitled to request the controller for access to own personal data, which are the subject-matter of processing. In such case, the controller shall provide a copy of the personal data in *.pdf format.

If the personal data changes or are processed inaccurately and the legal regulations, internal regulations of the controller, contracts or other documents do not stipulate the obligation to report and prove the change of the personal data to the controller, the data subject is entitled to request the controller to correct the incorrect personal data or addition of incomplete personal data. The controller is entitled to request proof of the correctness of the proposed data.

The data subject also has the right to request the controller to delete his/her personal data, or restrict their processing. The controller has perform the requested deletion, or restriction of the processing, unless the Regulation or other legal regulation stipulates otherwise.

The data subject is further entitled to obtain the personal data that he/she provided to the controller and that the controller processes on the basis of the necessity of their processing for the purposes of fulfilment of the contract or on the basis of the consent of the data subject is automated, i.e. in electronic format in a structured, standard and machine readable format and submit such data to another controller (right to portability of personal data). In case of exercise of such right, the controller shall send the data subjects a list of the personal data in *.pdf or other suitable format.

The data subject has the right to object to the processing of all his/her personal data, if they are not processed from the legal title of justified interest. The controller shall stop processing these personal data.

The data subject may exercise the above-stated rights through the form available at <http://eshop.kayser.cz/> in the business terms and conditions which the subject shall complete and send to the address: office@kayser.cz

The data subject has the right to file a complaint with the supervisory authority, which is the Office for Personal Data Protection in the Czech Republic (www.uoou.cz).