

## **Information for business partners – processing of personal data**

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### **1) Processing of personal data**

In pursuance of the conclusion or negotiation of a contract between you and the company LIFTEC CZ a.s., registered in the Commercial Register administered by the Municipal Court in Prague, section B, file no. 22650, with registered office in: Praha 10, Počernická 272/96, post code 10803, identification number: 264 96 101, your personal data are processed. With regard to such processing, the company LIFTEC CZ a.s. is the data controller.

### **2) Which of your personal data are processed?**

The aforementioned processing concerns your personal data, i.e. mainly identification, contact and invoicing data, or the history of our business cooperation. The scope of personal data being processed includes your name, surname, e-mail address, telephone number, or identification number, tax identification number, information about the company you represent, etc.

### **3) What is the purpose of the processing of your personal data?**

Your personal data are processed for the purpose of negotiating and concluding business contracts, fulfilling obligations and exercising rights arising from such contracts, or maintaining business relations of the company LIFTEC CZ a.s.

### **4) What is the reason for the processing of your personal data?**

Your personal data are processed based on several legal grounds. Firstly, your personal data are processed because it is necessary in order to conclude and execute business contracts with the company LIFTEC CZ a.s.

Personal data may also be processed in connection with the fulfilment of obligations imposed on the company LIFTEC CZ a.s., e.g. tax obligations.

Another reason for the processing of personal data involves legitimate interests of the company LIFTEC CZ a.s. Such interests include mainly the company's interest in keeping records of its business partners for the purposes of further cooperation. For that reason, the company LIFTEC CZ a.s. may contact you e.g. in connection with business and advertising messages which are directly related to previously concluded contracts.

The last reason for the processing may be your consent given to the company LIFTEC CZ a.s., if applicable. On the grounds of consent, personal data are processed e.g. for marketing and advertising purposes, even if they are not related to any originally concluded contract.

**5) What method is used to process your personal data?**

Your personal data are processed both manually and automatically in the information system of the company LIFTEC CZ a.s.

**6) How long do we process your personal data?**

Your personal data are processed for a period which is necessary given the purpose of the processing. Once the period has elapsed, your personal data are deleted.

**7) Who are the recipients of the personal data?**

Your personal data are transferred to a limited extent only, i.e. provided that it is necessary to meet the purpose for which the personal data are processed. Personal data may be provided particularly to state authorities, but also to business partners who are in charge of administration of the accounting and tax agenda for the company LIFTEC CZ a.s., etc.

**8) Are you obliged to provide your personal data?**

You provide your personal data on a fully voluntary basis. However, some personal data need to be provided so that they can be specified in a contract or in order to exercise the rights and meet the obligations arising from concluded business contracts. If you do not provide such data, you may not be able to conclude a contract or some rights/obligations arising from such contracts cannot be exercised/fulfilled.

**9) Your rights in connection with the processing of personal data**

In connection with the processing of personal data, you have certain rights towards the company LIFTEC CZ a.s. Such rights include e.g.:

a) Right of access

Under this right you are entitled to receive information about what data about you are processed, the purposes and duration of the processing, the sources of the personal data, the recipients, who processes the data besides the company LIFTEC CZ a.s. and what other rights connected with the processing of your personal data you have. Although all the information should be contained in this document, do not hesitate to contact the company LIFTEC CZ a.s. in case of any doubts or should you require any further information.

b) Right to rectification

If you find out that any of your personal data processed by the company LIFTEC CZ a.s. are inaccurate or incomplete, you are entitled to have them rectified or amended without undue delay.

c) Right to erasure

In certain cases you are entitled to obtain the erasure of your personal data. Your personal data will be erased without undue delay if one of the following grounds applies:

- Your personal data are no longer necessary in relation to the purposes for which they were processed,
- You withdraw consent on which the processing of personal data is based, while this regards data the processing of which requires your consent and there is no other reason why further processing of such data should be allowed,
- You exercise your right to object to the processing (see section “Right to object” below) of personal data based on legitimate interests of the company LIFTEC CZ a.s. and it is ascertained that such legitimate interests which would warrant the processing no longer exist, or
- You believe that the processing of personal data by the company LIFTEC CZ a.s. is no longer in compliance with generally binding legal regulations.

This right shall not apply if the processing of your personal data remains to be necessary for compliance with a legal obligation of the company LIFTEC CZ a.s. or in order to determine, exercise or defend legal claims.

#### d) Right to restriction of processing

In addition to the right to erasure, you can exercise the right to restriction of processing of personal data in some cases. Under this right, you can request your personal data to be marked and exclude such data from any further processing operations in some cases - however, in such a case not for ever (as in the case of the right to erasure), but for a limited period only. The company LIFTEC CZ a.s. shall restrict the processing of personal data if:

- if you contest the accuracy of the personal data, for a period enabling verification of the accuracy of the personal data,
- your personal data are processed unlawfully (e.g. beyond the permitted scope of processing), but you prefer restriction of the personal data to erasure (e.g. if you expect that you might provide the data to the company LIFTEC CZ a.s. in future anyway),
- your personal data are no longer needed for the aforementioned purposes of the processing, but you require them for the establishment, exercise or defence of your legal claims, or
- you object to the processing. The right to object is described in more detail below in chapter “Right to object”. For the time during which it is being verified whether your objection is legitimate, the company LIFTEC CZ a.s. shall restrict the processing of your personal data.

#### e) Right to data portability

You have the right to receive all your personal data from the company LIFTEC CZ a.s. which you provided to the Company and the processing of which is based on your consent. Your personal data will be provided to you in a structured, commonly used and machine-readable format. So that you

requested data are easy to transfer, this may only involve machine-controlled data in electronic databases.

f) Right to object

You have the right to object to the processing of the personal data which is based on a legitimate interest of the company LIFTEC CZ a.s. The company LIFTEC CZ a.s. shall no longer process the personal data unless there are compelling legitimate grounds for the processing.

g) Right to lodge a complaint

You have the right to lodge a complaint in connection with the processing of your personal data at any time with a supervisory authority, i.e. the Personal Data Protection Authority, Pplk. Sochora 27, 170 00 Praha 7.

**10) Exercising the rights connected with the processing of personal data**

You can exercise any of your rights in relation to us by sending an e-mail to [•].

Your request will be processed without undue delay, but no later than within one month. In exceptional cases, especially if your request is complex, the company LIFTEC CZ a.s. shall be entitled to extend the period by another two months. You shall be notified of such an extension and reasons for it.