

## PRINCIPLES OF PERSONAL DATA PROTECTION WOODYLAND s.r.o.

Inspired by the Regulation (EU) 2016/679 General Data Protection Regulation ("GDPR")

Contact e-mail: [recepce@woodyland.cz](mailto:recepce@woodyland.cz), (hereinafter referred to as "we")

### **What types and to what extent will personal data be processed?**

To provide our services to you, we need to know the below personal data:

- Name and surname (business name),
- Address (registered office of the company),
- Identification number (or, VAT number if you are a VAT payer),
- E-mail and telephone number
- Date of birth (for employees and agreements to perform work)

### **For what purposes are your personal data processed?**

Your personal data that you provide us will be used to make a contract with you, and if there is a contract in place between you and us, your personal data will be used to perform the contract.

Within legitimate expectations and in a non-obtrusive manner, we may send our business partners that we have a contract in place with additional information and relevant electronic commercial messages for the purposes of our legitimate interests. In the case we send you any such messages, it will only be communication that you might be interested in.

If you do not wish to receive such information, or you were not asked by us to confirm your consent to receiving electronic communication, please contact us at the above email address.

### **What is the lawful basis for processing your personal data?**

For the purposes of entering into and performing a contract, the lawful basis for processing your personal data lies in the very contract.

As soon as the contract is mutually performed, we must archive/keep your personal data for retention periods as foreseen by the relevant law. The lawful basis for processing your personal data is then the performance of a legal obligation.

If there is an existing relationship between you and us which allows us to send you electronic mails for direct marketing, the lawful basis for processing your personal data our legitimate interests.

**For how long will your personal data be kept?**

Your personal data will be kept for a contract period of performance. Upon the expiration of the contractual relationship, your personal data will be kept for as long as necessary to meet the retention obligation set forth in the specific law where this retention is foreseen (including, for example, the Accounting Act, and the Value Added Tax, or the Archives and Recordkeeping Act).

Personal data processed for the purposes of our legitimate interests will be kept for a statutory period and if retention periods are not set forth by law, than for a period of 5 years. This period will start to run from the date on which a contract is made between you and us.

**What rights do you have during the processing of your personal data?**

You have the following rights:

- a) Right of access – On your request, we must inform you whether your personal data are processed or not. If we do process them, then you have the right to be informed as follows:
- For what purpose do we process your data,
  - To what extent are your data processed,
  - For how long will they be kept,
  - Who can they be disclosed to,
  - Whether you may lodge a complaint with the Office for Personal Data Protection.

b) Accuracy – If you suspect your personal data that we process are incomplete / inaccurate, then you have the right to rectification. If you should identify that your personal data are incomplete or inaccurate, please let us know at: [recepce@woodyland.cz](mailto:recepce@woodyland.cz). We must provide rectification without any unnecessary delay.

c) Right to erasure – We must erase your personal data if:

- They are no longer necessary;
- All lawful grounds for processing cease to exist;
- You raise an objection against the processing and there is no prevailing justified reason to continue the processing; or
- Our obligation to erase your personal data is enforced by law.

d) Right to object – You have the right to object at any time to the processing of your personal data for the purposes of direct marketing and legitimate interests. We must immediately stop processing your personal data for the purposes of direct marketing and legitimate interests.

e) Right to restriction of processing – Your personal data will be processed in the restricted mode until discrepancies concerning the processing of your personal data are reconciled.

If you want to exercise your rights, please contact us via email at: [recepce@woodyland.cz](mailto:recepce@woodyland.cz)

**Who will your personal data be transferred to? Your personal data may be disclosed to the below categories of recipients:**

- Providers of legal, tax, HR and accounting services;
- Public and financial institutions;
- Banks, insurance companies, monitoring companies if our legitimate interest exists; or
- Providers of technical solutions (in particular, cloud service, information system and webhosting providers).

Your personal data will only be disclosed to our processors under a data processing agreement in compliance with the minimum required standard of personal data protection foreseen by GDPR.

**Who can you contact if you suspect that your personal data are not processed in accordance with law?**

If you suspect that your personal data are processed contrary to the relevant law, please notify us at: [recepce@woodyland.cz](mailto:recepce@woodyland.cz) and we will jointly resolve the issue.

If we fail to reach agreement, you can lodge a complaint with the Office for Personal Data Protection. For more details visit <https://www.uoou.cz/>.

**What else should you know?**

If our services are provided to persons under the age of 16, personal data of children will only be processed if consent is given by their legal guardian to the extent necessary for our contractual relationship and for the purposes of our legitimate interests.

Since these principles of personal data protection may have to be amended or completed in future, for example, to comply with revised legal provisions, they will be subject to regular review.

These principles of personal data protection are in full force and effect from: May 25, 2018