

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF CUSTOMERS, WEBSITE USERS AND JOB APPLICANTS

Dear customers, website users and job applicants,

On the basis of this information, we would like to inform you about the conditions of processing of personal data as well as your rights regarding the processing of personal data, pursuant 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 referred to as "**GDPR**") and Act No. 110/2019 Coll., on the processing of personal data, as amended (hereinafter referred to as "**Processing Act**").

Details of the personal data controller and the contact person for issues relating to personal data protection

The company of **Digram-Ing s.r.o.**, ID No.: 26238993, with its registered office at Ječná 1218/42, Řečkovice, 62100 Brno, registered in the Commercial Register of the Krasko Court in Brno, Section C, File 3906. The following are the contact details of our company in respect of personal data protection:

Tel.: +420 724 174 101

Email: info@digram-ing.cz

Purposes, legal basis and personal data we process

1. For the purpose of entering into a contract and the performance of a product, service or cooperation contract, including the handling of any claims or service regarding the performance provided on the basis of such contracts, we process, if necessary, your personal data in the scope of, in particular, company/company name, first name, surname, contact address, e-mail, telephone number, date of birth, bank account number. The legal basis for this processing of personal data is the performance of pre-contractual measures or the performance of a contract or the legitimate interests of our company.
2. For the purpose of communication with our company via the contact form available on our company's website <https://www.digram-ing.cz/>, we process your personal data, in particular the personal data you fill in within this contact form, such as your name, surname, telephone number, e-mail, identification data about your company/company - registration number, VAT number, address.

The legal basis for the processing of personal data is the performance of pre-contractual measures or the fulfilment of a contract or the legitimate interests of our company.

3. For the purpose of the use of our company's website, <https://www.digram-ing.cz/>, including its functioning and settings, we process your personal data in particular:
 - personal data entered or filled in by you on our website, such as name, surname, telephone number, e-mail, identification data about your company/company - registration number, VAT number, address;

- personal data that will enable our company to ensure the proper functioning of our website, as well as to identify you and your user preferences. We use cookies to collect this type of information. In order for the website to display properly, we need to collect so-called technical cookies. For all other types of cookies, we require your consent and it is up to you whether or not you give us your consent and to what extent. You can set the extent of your permission to collect cookies via the cookie bar that appears on our website. Here you can also find detailed information on cookies. You consent to the use of cookies for a period of 12 months or until your consent is withdrawn.

The legal basis for the processing of personal data is the performance of pre-contractual measures or the fulfilment of a contract, the legitimate interests of our company or your consent (especially in the case of the use of non-technical cookies).

4. For the purpose of marketing and advertising activities, we process your personal data in the scope of name, surname, e-mail, telephone number. The legal basis for this processing of personal data is the legitimate interests of our company or your consent, if such consent is necessary in the given case.
5. For the purpose of conducting a recruitment procedure by our company for a specific job position within our company and to ensure your participation in this procedure, we process the personal data that you provide to us for this purpose, in your CV, in the context of an interview or in any other way, in particular your name, surname, title, date of birth, permanent residence, correspondence address, telephone number, e-mail, nationality, education, work qualifications, language and other knowledge and skills, previous work experience.

The legal basis for the processing of personal data is the implementation of the measures taken prior to the possible conclusion of a contract. In the event that you are not successful for this position, you may give our company your consent to the processing of this personal data for the purpose of approaching you with an offer to participate in a future selection procedure for another position in our company.

The legal basis for the processing of your personal data in this case will be your consent. You give this consent for a period of 24 months from the date of consent or until you withdraw your consent.

6. For the purpose of compliance with accounting and tax requirements (e.g. under the Accounting Act or the VAT Act), we process your identification and transaction personal data, such as your name, surname, telephone number, e-mail, identification data about your company/company - ID number, VAT number, bank account number.

The legal basis for the processing of personal data is the fulfilment of legal requirements.

7. For the purpose of exercising our company's rights and legal claims (e.g. for the purposes of recovering claims against you or if our company is involved in legal proceedings concerning you), we process your personal data to the extent necessary. The legal basis for the processing of personal data is the fulfilment of legal obligations or the legitimate interests of our company.

Processing and sharing of personal data

Your personal data will not be used for purely automated decision-making or profiling.

Within the framework of the processing of personal data, technical and organisational measures have been taken by our company to ensure the protection of personal data, in particular to prevent unauthorised or accidental access to personal data, their alteration, destruction or loss, unauthorised transfers, other unauthorised processing as well as other misuse of personal data, even after the processing of personal data has been completed.

To the extent necessary, your personal data may be disclosed to third parties, in particular to individual data processors or other data controllers, but only to the extent necessary for the fulfilment of the individual purposes and on the basis of the corresponding legal basis for the processing of personal data. These include, for example:

- external persons providing accounting, payroll or HR services;
- external persons providing operation of technical (in particular software and hardware) equipment of our company;
- external persons providing server, web, cloud or IT services;
- external persons providing marketing and advertising services;
- external auditors;
- external law firms.

All recipients of personal data provide sufficient guarantees regarding the organisational and technical security of personal data. Under certain conditions, your personal data may be further disclosed to public authorities (courts, police, notaries, tax authorities, etc., in the exercise of their legal powers) or our company may directly disclose it to other entities to the extent provided for by specific law.

Where we store personal data

Our company processes, either directly or through its processors, your personal data primarily on the territory of the Czech Republic, or on the territory of the European Union and the European Economic Area, where the same conditions of protection and security of personal data processing are in place through the GDPR.

For cookies, we use the services of Google Inc., which is based outside the EU in the USA. According to a decision of the European Commission published in the Official Journal of the EU, this country belongs to the group of countries with adequate protection of personal data and a regime of free transfer of personal data.

Personal data storage

Our company retains your personal data for as long as necessary to provide products and services or perform a contract or as long as necessary to comply with any of its legal obligations or as required by law.

Exceptionally, for example in the case of litigation, documents containing your personal data may be kept for longer periods of time to protect the legitimate interests of our company. This is particularly the case should we have to provide evidence in litigation, administrative proceedings or for the enforcement of a decision.

We keep the data we process on the basis of your consent for as long as the consent is validly given. For the avoidance of doubt, we retain the consent itself and any modification or

withdrawal of your consent on the grounds of our legitimate interests for as long as the consent is valid and for a maximum of 5 years after it has lapsed.

Your rights to data protection

Under the conditions set out by law, in particular the GDPR, you have the following rights in relation to our processing of your personal data:

1. The right to access to personal data

You shall be entitled to request confirmation from our company at any time as to whether or not the personal data concerning you are processed and, if so, for what purposes, to what extent, to whom they are disclosed, how long we will process them, whether you have the right to rectification, erasure, restriction of processing, to object or lodge a complaint with a supervisory authority, where we obtained the personal data from and whether or not automated decision-making, including possible profiling, occurs on the basis of the processing of your personal data. In this context, you also have the right to obtain a copy of your personal data, the first provision of which is free of charge, and we may require reasonable administrative costs for further provision.

2. The right to rectification

You shall be entitled to request from us the rectification of inaccurate or incomplete personal data.

3. The right to erase

You shall be entitled to request us to erase your personal data if we no longer have any legal basis for further processing and our company is obliged to do so if it is no longer necessary for the purposes for which it was collected or otherwise processed, if the processing is unlawful, if you object to the processing and there are no legitimate overriding reasons for the processing, or if our company is under a legal obligation to do so.

4. The right to restriction of processing

Pending the resolution of any disputed issues regarding the processing of your personal data, our company must restrict the processing of your personal data so that we can only hold the personal data and, where appropriate, use it to establish, exercise or defend legal claims.

5. The right to object

You shall be entitled to object to the processing of your personal data processed by our company on the grounds of its legitimate interests.

6. The right to lodge a complaint

If you consider that your personal data is being processed unlawfully, you also have the right to lodge a complaint with the state supervisory authority, which is the Office for Personal Data Protection.

You can exercise the above rights with our company by sending an e-mail to the e-mail address of the contact person in matters of personal data protection, or by sending a written letter to our company's address marked "GDPR". You can also contact the above-mentioned contact details of our company in case of any further questions, requests or complaints regarding the processing of your personal data.