

## 1. General statement

1.1. **SPEDITREX s.r.o.** (hereinafter referred to as the **Company**) fulfils the obligations concerning the processing of personal data which have been transferred to it for the purpose of fulfilling contractual and legal obligations.

1.2. The protection of personal data results in particular from the EU Regulation on Personal Data Protection No. 2016/679 / EU GDPR (General Data Protection Regulation).

1.3. The company acts as a controller of personal data if it determines the purpose and means of processing personal data in accordance with Article 4 (7) of the GDPR.

1.4. The company acts as a processor of personal data when it processes personal data for controllers in accordance with Article 4 (8) of the GDPR.

## 2. Principles of personal data processing

2.1. When processing personal data, we meet the highest standards of personal data protection and observe in particular the following principles:

we always process personal data for a clearly and comprehensibly defined purpose, by specified means, in a specified manner, and only for the time necessary with regard to the purposes of their processing; we process only accurate personal data and their processing corresponds to the specified purposes and is necessary for the fulfilment of these purposes;

personal data is protected in a manner that is in line with current technological developments; the highest possible level of security of such data is ensured, which prevents any unauthorized or accidental access to, modification, destruction or loss of personal data, unauthorized transfers, their other unauthorized processing, as well as other misuse;

data subjects are informed of the processing of personal data and of claims for accurate and complete information on the circumstances of such processing, as well as on other related rights;

The company shall take appropriate technical and organizational measures to ensure a level of security commensurate with all possible risks; all persons who come into contact with personal data are obliged to maintain the confidentiality of information obtained in connection with the processing of such data.

## 3. Information on the processing of personal data

3.1. General information about the company:

**SPEDITREX s.r.o., IN: 09730834, VAT number: CZ09730834 with its registered office at Smetáčkova 1487/8, 158 00 Prague 5**

3.2. The company processes personal data for the purpose of:

fulfilment of statutory obligations, when he acts as a controller of personal data;

fulfilment of contractual obligations where personal data have been transferred to data subjects;

fulfilment of contractual obligations where personal data have been transferred to the Company by the personal data controller;

protection of the rights and legitimate interests of the Company;

### 3.3. Scope of processed personal data:

The company processes personal data to the extent necessary to meet the above objectives. In particular, the following personal data are processed:

name and surname;

address;

email address;

telephone number;

birthdate;

and other personal data which the Company is obliged to manage on the basis of a legal regulation or the performance of the contract, and which it has obtained from data subjects or on the basis of its own activities.

### 3.4. Method of personal data processing:

The manner in which the Company processes personal data includes both manual and automated processing in the Company's information systems.

Personal data is processed primarily by the Company's employees and, to the extent necessary, by third parties. Prior to any transfer of personal data to a third party, a contract is concluded with this person, which contains the same guarantees for the processing of personal data as the Company observes in accordance with its legal obligations.

### 3.5. Receivers of personal data

Personal data is made available in particular to the Company's employees in connection with the performance of their job duties, in which it is necessary to handle personal data, but only to the extent necessary in that case and in compliance with all security measures.

Personal data may be provided to third parties involved in the processing of personal data, or such personal data may be made available to them for another reason in accordance with the law.

Prior to any transfer of personal data to a third party, a written contract is always concluded with this person, which regulates the processing of personal data to include the same guarantees for the processing of personal data as the Company itself observes in accordance with its legal obligations.

In accordance with the relevant legal regulations, the Company is entitled or directly obliged to transfer your personal data:

the competent public authorities, courts and law enforcement authorities for the purpose of carrying out their duties and for the purpose of enforcing decisions;

payment service providers, where necessary for the prevention, investigation or detection of payment fraud;

other persons to the extent provided by law, such as third parties for the purpose of recovery; entities providing outsourcing services to the Company.

### 3.6. Transfer of personal data abroad

Personal data is processed on the territory of the Czech Republic and on the territory of other states of the European Union, which share the same standards of personal data protection as the Czech Republic. Entities involved in the processing of clients' personal data do not transfer clients' personal data to countries outside the European Union.

### 3.7. Time of personal data processing

Personal data is processed by the Company only for the time necessary for the purposes of their processing.

The retention period of personal data results from individual legal regulations, on the basis of which the Company processes personal data.

In the event that personal data are processed due to the fulfilment of a contractual obligation, it is necessary to process personal data for a period of 5 years from the date of termination of the contract in order to protect the rights and legitimate interests of the Company.

### 3.8. Right of data subjects

In particular, data subjects have the following rights in relation to individual GDPR articles:

the right to information about the personal data controller, the processor and the personal data protection officer;

the right to information on the purpose of the processing of personal data;

the right of access to personal data and whether or not personal data are processed;

the right to lodge a complaint;

the right to rectify personal data;

the right to delete personal data (right to be forgotten);

revoke consent to the processing of personal data;

the right to restrict processing;

the right to the portability of personal data;

the right to object;

all other rights granted by the Regulation.

#### 4. Final statement

The company takes a responsible approach to the protection of personal data, which it processes as part of its activities. In case of questions or suggestions from data subjects, it is possible to contact the company's management.