

Privacy statement

The company **HVM Plasma, spol. s r.o.**, ID No.: 453 09 787, with its registered seat at Praha 5, Na Hutmance 347/2, Postal Code 15800, registered in the Commercial register maintained by Municipal Court in Prague, Section C, Insert 8318 as personal data controller (hereinafter the “**controller**”) wishes to inform you how it process personal data in accordance with Regulation of the European Parliament and of the Council (EU) 2016/679 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 the “**GDPR**”) in order to fulfil legal informational and instructional obligation towards persons whose personal data are processed (hereinafter the “**data subject**”).

Purpose and legal basis of the processing

Personal data are processed by the controller based on consent with personal data processing or on another legal basis, in particular when the processing is necessary for the performance of the contract of which contracting party is data subject or for the purposes of the legitimate interest of the controller or third party. The controller further process personal data based on its legal obligation pursuant to relevant legislation. In case of the consent, the purpose is always explicitly stated in the text of the consent. If the processing is necessary for conclusion or performance of the contract with the controller, your identification details, contact details and information regarding the subject of the contract (e.g. identification of the service, payment information etc.) will be processed to the necessary extent.

In cases when the controller processes personal data for another purpose than for the purpose of conclusion and performance of the contract or based on its legal obligation, it processes personal data based on legitimate interest, in particular:

- in case of our customers we process personal data for the purpose of future collaboration, development of our services and for eventual market analysis;
- in case of our suppliers, we process their personal data for the purposes including in particular administration, security, risk management etc.;
- in case you send us a prompt, feedback, comment etc., we process personal data to answer or handle such reactions;
- in case of job seekers we process personal data required for selection procedure, and if the applicant is selected, for the purposes of the conclusion of employment agreement;

For the purposes of protection of property, the controller uses in its premises and/or seat CCTV systems with the recording which monitor in particular outdoor and entrance areas of the controller’s premises. These systems record and save recordings of their records which are kept by the controller for up to the aforementioned period and then they are overwritten by new records. In case of an accident, safety incident, suspicion of a crime or an administrative delict such records may be transferred to third persons, in particular to prosecution authorities and administrative offices or they may be used in accordance with relevant legislation.

If the controller process personal data for another purpose than the purpose for which they were originally processed, it will provide you with information of such other purpose prior to the commencement of the processing together with other relevant information in accordance with relevant legislation.

Content of processed personal data

The controller process only such personal data that are necessary for performance pursuant to legal basis on which it collected your personal data, in particular the following categories of personal data:

- First name and surname
- Shipping address
- ID number & VAT identification number

- Billing address
- Phone number
- E-mail address
- History of your purchases
- Recordings of CCTV systems

Information on recipients of personal data

Recipient means a natural or legal person, public authority, agency or other subject, to whom the personal data are provided. Recipient is in any case data subject and controller. Controller further provide personal data to following categories of recipients:

- shipping companies
- external lawyers, accountants or similar advisers
- third parties to whom we are required to provide your personal data pursuant to relevant legislation
- third parties that provide us support etc. in IT
- third parties that assist us with providing of goods or services
- third parties that ensures security of our premises, systems and persons

The controller has no intention to transfer personal data to third countries, i.e. countries outside of European Union or to international organisations. In case the controller will transfer the personal data in such way, it will inform you with written notification together with other information pursuant to Article 13 para. 1, letter f) of the GDPR.

Retention period of personal data

When you provide consent with the processing of personal data, the retention period is based on purpose and extent of the processing and it is always expressed in the text of the consent. In case of withdrawal of the consent, the controller shall process your personal data for the period of up to 30 days after the withdrawal. In case the processing is necessary for conclusion and performance of the contract, your personal data shall be kept for the period necessary for such performance.

For the purpose of ordering, your personal data shall be kept for the period of up to 3 years following issuance of VAT invoice, for the purposes of warranty claim up to 1 year after the end of warranty process. Invoices issued by the controller are in accordance with Section 24 of the Act No. 235/2004 Coll., on Value Added Tax archived for the period of 10 years after their issuance. Due to the requirement to provide a legal basis for issuance of invoices, related contracts are archived for the period of 10 years after termination of the contract.

In case of purchase of goods is the controller authorised to process basic personal, identification and contact details of the customer, data regarding goods and data from communication between customer and controller for the period of 3 years after the end of warranty period.

Abovementioned periods shall not apply in cases when we are authorised to process personal data for the purposes of the establishment, exercise or defence of legal claims in connection with statutory limitation or preclusion periods. If there are different periods stated in relevant legislation, such different statutory period shall apply.

CCTV records shall be kept for the period of up to 2 weeks.

Rights of data subjects

You have right to request information on purpose of processing of personal data, on extent of personal data that are subject of processing and its categories including information about the source from which the personal data were collected, planned period of processing, information whether there is automated

decision-making including profiling and information on eventual recipients or categories of recipients of personal data. You also have a right to request rectification or erasure of your personal data if they are inaccurate or if the purpose of processing has ceased as well as a right to request restriction of processing of your personal data.

If the processing is based on consent, you have a right to withdraw the consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal.

If the personal data are transferred to third countries or to international organisations, you have a right to be informed about the appropriate safeguards in relation to the transfer.

You have the right to obtain from the processor personal data regarding you that you provided to it based on your consent or for the purpose of the conclusion of the contract. The controller shall provide you such data without undue delay in structured, common and machine-readable form upon request. This shall not apply to the data that are processed by automated means.

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her. The controller informs you that it does not carry out any automated decision-making without the impact of human assessment that would legally affect data subjects.

If you consider the processing to be in contradiction with the protection of your private and personal life or contrary to applicable legislation, you are authorised to object, request an explanation and/or removing of such processing, in particular, to request restriction of processing, rectification, completion or erasure of personal data.

In case of any questions, inquiries, objections or complaints, you may contact us on the e-mail info@hvm.cz.

If you consider that the processing of your personal data is unlawful, you may contact us as a processor or you may lodge a complaint with a supervisory authority, which is for the Czech Republic the Office for Personal Data Protection (www.uoou.cz).