

PERSONAL DATA PROCESSING PRINCIPLES

FOR CUSTOMERS, SUPPLIERS, MARKETING AND WEBSITE VISITORS

In SENSIT s.r.o., having its registered office at Školní 2610, 756 61 Rožnov pod Radhoštěm, Czech Republic, Company ID: 64087484, registered in the Commercial Register administered by the Regional Court in Ostrava, Section C, Entry 13728 (hereinafter also referred to as the “Company”), we pay great attention to personal data processing. Consequently, we decided to issue these Personal Data Processing Principles (hereinafter referred to as the “**Principles**”), in accordance with Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data (hereinafter also referred to as the “**Regulation**” or “**GDPR**”).

This document **aims** primarily at **providing information** about the following: which personal data **are processed in relation to natural persons** by the Company as the controller **when carrying out business activities**, how they are processed, for which purposes and for how long, to whom these data can be transmitted and for which reasons, as well as at advising on the rights pertaining to natural persons in connection with the processing of their personal data.

These Principles concern the processing of personal data of:

- our customers and service users;
- our suppliers and business partners;
- representatives of these customers (users), suppliers and business partners or their contact persons;
- persons interested in our services or goods;
- persons who receive our commercial messages;
- persons visiting our website.

SENSIT s.r.o.

Školní 2610, 756 61 Rožnov pod Radhoštěm, Company ID 64087484, VAT ID CZ64087484, phone: +420 571 625 571, Fax: +420 571 625 572

The company is registered in the Commercial Register administered by the Regional Court in Ostrava, Section C, Entry 13728, sensit@sensit.cz, www.sensit.cz



I. PERSONAL DATA CONTROLLER

The Company (see the Company identification data above) acts as the controller of your personal data. Your questions and requests concerning personal data processing can be addressed to the following contact details:

Postal address: SENSIT s.r.o., Školní 2610, 75661 Rožnov pod Radhoštěm, Czech Republic

The person in charge of GDPR matters and of information processing in general is the Company Executive, Mr. Gustav Bartík, e-mail: g.bartik@sensit.cz, phone: +420 602 706 557

II. CATEGORIES OF PERSONAL DATA

“Personal data” means any information related to a natural person that is identifiable to the Company.

In connection with its business activities, the Company handles the following **types (categories)** of personal information:

1. IDENTIFICATION DATA AND CONTACT DETAILS FOR CONTRACTUAL RELATIONS

Such data are necessary for the entering or performance of a contract between the Company and you or for negotiations about such a contract. These include, in particular, your academic degree, first and last name, trade name, date of birth, company ID, VAT ID, permanent residence address, address of the registered office or place of business, signature, etc. This covers also the academic degree, first and last name, position and signature of your representatives or authorized persons.

Contact details are processed by our Company so that we can contact you in connection with a contract, if necessary; these include, in particular, your phone number and e-mail address or those of your representatives or authorized persons.

2. DATA ABOUT GOODS AND SERVICES AND DELIVERY DATA

We process data about the services or goods you ordered from us and the address where the goods are to be delivered.

3. PAYMENT DATA

We process your bank account number and data from your payment card in order to be able to identify your payments.

4. INVOICING DATA

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We process data such as your first and last name, the invoicing address, data concerning the purchased goods or services and their price that are necessary for us in order to be able to issue an appropriate invoice for the goods or services and comply with the statutory account keeping obligations.

5. DATA FROM COMMUNICATION BETWEEN THE COMPANY AND THE CUSTOMER

These data arise from communication between the Company and the customer in relation to the provision of services and goods. These include records of personal communication with the customer, written and electronic communication with the customer and phone call records.

6. CAMERA VIDEO FOOTAGE FROM THE COMPANY PREMISES

For security reasons and for protection of the Company's legitimate interests, the Company premises and plants are supervised by a camera system. The premises where the cameras are located are always marked with an appropriate notice.

7. DATA OBTAINED WHEN AN INQUIRY IS PLACED ON OUR WEBSITE

These include data you have entered when placing an inquiry through our website, such as the first and last name, company name and e-mail address.

8. CUSTOMER AND SUPPLIER DATABASE

If we have already established business contacts with a person, we keep their identification data and contact details in our database, such as the academic degree, first and last name, title, trade name, company ID, address of the registered office or place of business, phone number and e-mail address. These data are used for communication, performance of contracts, entering into new contracts, handling of claims and service.

9. DATA FOR MARKETING PURPOSES

For marketing purposes, we use the database of our existing customers, as well as a list of persons who can potentially become our customers in the future. This list includes the first and last name and the e-mail address. Commercial messages are sent in the form of paper correspondence and e-mail messages.

As regards commercial messages sent by electronic mail to the Company's existing customers in relation to identical or similar products or services offered by the Company, we use personal data, for which your consent is not required.

In other cases, these data are used based on your consent to receiving commercial messages.

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10. DATA CONCERNING EMPLOYMENT CONTRACT NEGOTIATIONS

If you decide to apply for a job in our Company, we will need your identification data and contact details, as well as information about your education, capabilities and skills and previous experience, which you submit to us in the form of your curriculum vitae and your motivation letter, to have at our disposal throughout the period of negotiations about an employment contract or other labour-law agreement.

III. PURPOSE AND LEGAL BASIS FOR PROCESSING


Your data are processed solely in the scope as necessary for the relevant purpose – e.g. in order to be able to supply goods or provide services. There are also cases when we negotiate a new contract. In addition, the obligation to process your data is also imposed by a number of legal regulations, such as the Accounting Act, the VAT Act, the Income Tax Act, etc.

The scope of the processed data depends on the purpose of their processing. For certain purposes, it is possible to process data directly based on a contract, the Company's legitimate interest or by operation of law; for other purposes this can only be done subject to your consent. Your consent is not required for the processing of personal data that is required as a result of performance of a contract, fulfilment of legal obligations or due to the Company's legitimate interests. Personal data for these activities are processed in the scope necessary to meet the purpose and for the period necessary to achieving that purpose. After that, the personal data are deleted or rendered anonymous.

In Rožnov pod Radhoštěm on 25 May 2018



Gustav Bartík
Executive

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DIČ: CZ64087484
tel.: 571 625 571, fax: 571 625 572 

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