

**Guidance about personal data processing according to European Parliament and Council of the European Union decree No. 2016/679 from 27.04.2016, effective from 25.05.2018, about personal data protection and free movement of information and cancellation of directive 95/46/ES**

### 1. Data administrator and contact:

## e-POINT COMMUNICATIONS, Ltd,

registered at: Companies House at county court in Brno, section C, insert 84 801  
IČ: 03421571  
based: Havlíčkova 392, Zlín – Malenovice, 763 02  
represented by CEO: Ing. Zbyšek Čížmařem

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### 2. Purpose of personal data processing and legal source of processing:

Personal data can be processed for purpose of goods or services supply and for purposes of contract or order fulfilment.

In case of contract deal, personal data will be processed further in extent as specified in contract and by particular law legislation, mainly in accounting and archival scope.

Administrator's interest to contact you as data subject for purpose of sending you recent information about administrator's activities (newsletter) can be justified as personal data processing by law as well. Then also personal data processing by law can be contract or order fulfilment and also legal regulations in accounting and archival scope.

### 2. Source of personal data:

Personal data are gathered from data subjects at contract talks and deals. Personal data in extent of e-mail address are collected from freely accessible sources – for example from web sites. From these sources can administrator obtain personal data for purpose of their own justified interest of processing – sending offer.

### 3. Categories of data that administrator can process:

For purpose of contract execution, administrator will process the following:

name and surname, address, identification and contact information.

For self-employed person also:

company registration number and VAT identification number.

For purpose of sending recent information about administrator's activities (newsletter), only:

e-mail address will be processed.

#### **4. Categories of personal data recipients:**

At the point of contract execution, personal data can be provided to third parties – to subcontractor, accounting company etc. Data can be also provided to public authorities based on requirement from particular rule of law, for example for revenue office or business inspection as part of audit activities.

Data of data subjects can be stored in datacentres of companies Google LLC and The Rocket Science Group LLC, within Mail Chimp service. Operation of these services is in accordance with European standards of Data protection act.

#### **5. Duration of keeping personal data:**

Personal data will be stored with administrator for duration of contract execution and after its termination for period required by particular rules of law, especially in accounting and archival area.

E-mail address for purposes of justified interest of administrator – sending of recent information about administrator's activities (newsletter) – will be processed for unlimited period, until data subject will express their disapproval with sending of offers or until their rights will be claimed as described below, e.g. claiming the right for deletion.

#### **6. Guidance about rights of data subject:**

Data subject can ask administrator for access to data, they can request their correction or deletion.

Data subject can request from administrator restriction of processing of personal data, they have right to make an objection to processing of personal data and they have right for data portability. If data processing will be based on agreement, data subject has the right to cancel agreement any time without violation of data processing law based on agreement granted before its withdrawal.

#### **7. Guidance about right to make a complaint:**

Data subject can submit a complaint to enforcement office - Data Protection Office.

Supply of data by data subject for purposes of contract is contract requirement. If data is not supplied, contract cannot be closed.

Administrator cannot perform automatic decision making and profiling.

In Zlin, date: 01.08.2018