# Processing and protection of personal data

It is important to us that you are fully informed about what personal data we collect and how we use it.

#### Our website

When you send the inquiry form, we store only the data that you enter in the form yourself in the form of an e-mail.

We collect cookies as part of Google Analytics. This is just a basic implementation and usage. We do not send any information you provide to Google Analytics.

In the event that you would not agree to such a measurement method, we recommend that you use a browser plug-in (for example, the Opt-out Browser Add-on issued by Google).

You can enable or disable the use of cookies in your browser (including those that track movement on websites). Your browser also offers the option to delete cookies.

## Other purposes

We also process personal data that you give us voluntarily, e.g. when making an inquiry, ordering, invoicing, arranging an appointment, or when you order informational materials.

The data we collect about you is:

- first and last name, title, company name, or department name,
- e-mail, phone numbers, website address,
- ID number, VAT number, delivery address, correspondence address, billing address, bank account number,
- information about the purchased product range,
- information you provide to us when you contact us with questions about our products and services,
- Vehicle number plate and signature of the person who personally receives the goods in our warehouse.

In order to process data for receiving and processing your request, arranging an appointment or ordering goods, it is your contractual obligation to provide us with certain data. Without them, we are unable to process your request. You can withdraw your consent to the processing of personal data at any time.

# Transfer of personal data to third parties

In some cases, we use the services of other suppliers who process data on our behalf (e.g. IT, carriers or accounting services). These external suppliers are obliged to treat personal data in a strictly confidential manner and are not allowed to process it for any other purpose.

We will not sell your personal information to third parties and will not provide it to anyone for commercial purposes.

We do not transfer your personal data to third countries either.

## **Data security**

Our company takes appropriate technical and organizational measures to protect personal data against accidental and intentional manipulation or loss, unwanted damage and access by unauthorized persons. We constantly check the effectiveness of our data protection and constantly improve it in line with technological developments.

# Standard data retention period before deletion

Various conditions and obligations for the retention period of personal data are established by law. After the expiry of the prescribed periods, the data is deleted in the usual way or professionally shredded.

Data that are not covered by the aforementioned regulations are deleted as soon as the purpose according to this privacy statement ceases.

## Rights related to the processing of personal data

#### Right of access

You have the right, upon request, to obtain information from us about the personal data that we record and process about you.

## Right to edit

You have the right to correct incorrect personal data.

#### Right to erasure

You have the right to immediate deletion of personal data concerning you. You can do so if personal data are no longer needed for the purpose for which they were processed, if you wish to withdraw your consent to processing, or if the legal basis for data processing has expired.

## **Right to restriction of processing**

If the criteria set out in Article 18 of the GDPR are met, you have the right to request the restriction of the processing of your personal data. The article stipulates that this limitation may be requested in the case of illegal processing and the relevant person does not request erasure, but only a limitation of the scope of personal data processing, or in the event that the person does not consent to the processing pursuant to Article 21 (1) of the GDPR and there is no clear legitimate reason exceeding the interest of the person who is the subject of personal data.

## Right to portability

You have the right to portability of your personal data. This means that you have the right to receive your personal data provided to us in a structured, commonly used and machine-readable format and the right to transfer this data to another processor.

#### The right to object

You have the right to object to the processing of your personal data at any time, based on Article 6 (1) letter e or f GDPR, depending on the specific situation. If we cannot prove a legal basis for the processing that outweighs the protection of your interests, rights and freedoms, or if the processing is not based on the exercise or protection of legal claims, we will stop processing your personal data.

## Right to complain to a supervisory authority

If you believe that our processing of your personal data is illegal or impermissible, you have the right to file a complaint against our company with a supervisory authority. This is in the Czech Republic: Office for the Protection of Personal Data, E-mail: posta@uoou.cz, WWW: https://www.uoou.cz

Inquiries regarding the processing of your personal data, requests for information, claims and complaints should be directed to the local data protection coordinator:

Ivo Štefan, JUTEKO, spol. s.r.o.

Strážní 13, 130 00 Prague 3, Czech Republic

e-mail: juteko@juteko.cz