Statement on the processing of personal data pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data, and information for data subjects (hereinafter "GDPR")

I. Personal data controller

ELEKTRO-LUMEN, s.r.o., Hranická 505, 753 61 Hranice IV, Czech Republic, Company ID No.: 47976446, VAT No.: CZ47976446, registered in the Commercial Register maintained by the Regional Court in Ostrava, Section C, Insert 5823 (hereinafter the "controller"), hereby informs you, in accordance with Article 12 GDPR, about the processing of your personal data and about your rights.
Contact for exercising your rights and for enquiries regarding the processing of personal data:
el-lumen@el-lumen.cz

II. Scope of personal data processing

Personal data are processed to the extent provided to the controller by the data subject in connection with the conclusion of a contractual or other legal relationship with the controller, or to the extent collected by the controller otherwise and processed in accordance with applicable legislation or in order to fulfil the controller's legal obligations.
The controller processes only data that are adequate for the specific purpose concerned. The individual categories of data differ depending on whether the data subject is an employee, a job applicant, a business contact, a website visitor or a natural person acting as a contractual partner; not all of the data listed below are processed about every person.

III. Sources of personal data

- directly from data subjects (registrations and purchases, e-mails, telephone, website forms, social networks, business cards, etc.),
- from business partners and distributors,
- from publicly accessible registers, lists and records (e.g. the Commercial Register, the Trade Register, the Land Register, publicly available business contacts, etc.).

IV. Categories of personal data processed

- address and identification data used for the clear and unambiguous identification of the data subject (e.g. first name, surname, company name, academic title, address of registered office or establishment, Company ID No., VAT No.; for employees and in cases stipulated by law also date of birth, birth number and data from identity documents) and data enabling contact with the data subject (e.g. contact address, telephone number, e-mail address),
- descriptive and payment data (e.g. bank details),
- technical and network data when visiting the website (e.g. IP address, cookies to the extent of the consent given),
- other data necessary for the performance of a contract,
- data provided beyond the scope of the relevant laws and processed on the basis of consent given by the data subject (e.g. processing of photographs, data provided in recruitment procedures, etc.).

V. Categories of data subjects

- customers of the controller,
- employees of the controller,
- carriers,

- suppliers of goods or services,
- other persons in a contractual relationship with the controller,
- job applicants,
- visitors to the controller's website.

VI. Categories of recipients of personal data and transfers outside the EEA

Personal data may be disclosed, to the extent necessary, to the following categories of recipients:

- wholesalers and business partners,
- carriers and transport companies,
- financial institutions (banks),
- personal data processors (e.g. providers of IT and cloud services, accounting and tax advisory services, providers of analytics and marketing tools on the website),
- public authorities in the performance of legal obligations laid down by the relevant legislation (e.g. financial administration authorities, courts, social security institutions or health insurance companies).

Transfers of personal data outside the EEA: In the course of our regular business and HR activities, personal data are not transferred outside the European Economic Area (EEA). Data may be transferred to third countries (in particular to the USA) only when analytics or marketing tools are used on our website, and exclusively on the basis of your prior consent given in the cookie settings. Any such transfer always takes place on the basis of a European Commission adequacy decision (EU-U.S. Data Privacy Framework) or on the basis of standard contractual clauses adopted by the European Commission pursuant to Article 46 GDPR.

VII. Purpose and legal basis of personal data processing

We process your personal data only to the extent necessary to fulfil the following purposes and on the following legal grounds:

- **Negotiating a contractual relationship and performance of a contract** (handling orders, delivery of goods and services, communication with customers and suppliers) – the legal basis is the performance of a contract pursuant to Article 6(1)(b) GDPR.
- **Compliance with legal obligations** (bookkeeping, tax records, employment and payroll administration, archiving as required by law) – the legal basis is compliance with a legal obligation pursuant to Article 6(1)(c) GDPR.
- **Protection of the controller's rights and property** (debt recovery, handling of complaints and legal disputes, ensuring security) – the legal basis is our legitimate interest pursuant to Article 6(1)(f) GDPR.
- **Recruitment for vacant positions** (recording and assessment of job applicants) – the legal basis is negotiation of an employment contract pursuant to Article 6(1)(b) GDPR or, where applicable, our legitimate interest pursuant to Article 6(1)(f) GDPR.
- **Marketing and sending commercial communications** (informing existing customers about our products and news) – the legal basis is our legitimate interest pursuant to Article 6(1)(f) GDPR in accordance with Act No. 480/2004 Coll., on Certain Information Society Services.
- **Purposes based on your consent** (e.g. inclusion in the applicant database after the end of a recruitment procedure, publication of photographs, sending newsletters to persons outside the circle of existing customers, or the use of analytics and marketing cookies on the website) – the legal basis is your voluntary consent pursuant to Article 6(1)(a) GDPR.

VIII. Method of processing and protection of personal data

Personal data are processed by the controller. Processing takes place at the controller's registered office by individual authorised employees of the controller or, where applicable, by a processor. Data are processed by means of computer technology and, for personal data in paper form, also manually, in compliance with all security principles for the management and processing of personal data. To this end, the controller has adopted technical and organisational measures to ensure the protection of personal data, in particular measures to prevent unauthorised or accidental access to personal data, their alteration, destruction or loss, unauthorised transfers, unauthorised processing, as well as any other misuse of personal data. All entities to which personal data may be disclosed respect the data subjects' right to privacy and are obliged to act in accordance with the applicable legislation on personal data protection.

IX. Period of personal data processing

We process and retain personal data only for the period strictly necessary to secure all rights and obligations arising from the contractual relationship and from the relevant legislation. Specific retention periods are determined by the individual areas of activity:

- **Contracts and related business communication:** For the duration of the contractual relationship and for a further 4 years after its termination in order to protect our legal claims (limitation period), or for 10 years where required by tax legislation.
- **Accounting and tax documents:** For the period stipulated by the relevant legislation (as a rule 5 years under the Accounting Act and 10 years under the VAT Act from the end of the tax period in which the transaction took place).
- **HR and payroll documents:** For the duration of the employment relationship and subsequently for the period stipulated by the relevant employment and insurance legislation.
- **Job applicants:** For the duration of the specific recruitment procedure (on the basis of pre-contractual negotiations) or, where applicable, for 1 year from the granting of consent to inclusion in the applicant database for future job offers.
- **Marketing contacts and commercial communications:** For the duration of the contractual relationship and for a further 3 years after its termination (on the basis of legitimate interest), or for as long as your consent remains valid, until you withdraw it or object to the processing.

X. Information on the legal bases for processing

The controller processes personal data only if it has at least one of the following legal grounds for the given purpose pursuant to Article 6(1) GDPR:

- the data subject has given consent for one or more specific purposes (consent may be withdrawn at any time without affecting the lawfulness of processing prior to its withdrawal),
- processing is necessary for the performance of a contract to which the data subject is a party, or in order to take steps at the request of the data subject prior to entering into a contract,
- processing is necessary for compliance with a legal obligation to which the controller is subject,
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

XI. Rights of data subjects

In connection with the processing of your personal data, you have the following rights under the GDPR:

- **Right of access to personal data (Article 15 GDPR):** You have the right to obtain confirmation as to whether we process your personal data and, if so, the right to access them and to information on the purpose of processing, the categories of data, the recipients, the envisaged retention period and the source of the data.
- **Right to rectification (Article 16 GDPR):** You have the right to have inaccurate personal data concerning you rectified, or incomplete data completed, without undue delay.
- **Right to erasure – "right to be forgotten" (Article 17 GDPR):** You have the right to request that we erase your personal data if they are no longer necessary for the purpose for which they were collected, if you have withdrawn your consent and there is no other legal ground, or if the data are being processed unlawfully.
- **Right to restriction of processing (Article 18 GDPR):** In cases stipulated by the GDPR (e.g. if you contest the accuracy of the data), you have the right to request that we temporarily restrict the processing of your data.
- **Right to data portability (Article 20 GDPR):** If we process your data by automated means on the basis of consent or a contract, you have the right to receive them in a structured, commonly used and machine-readable format and to transmit them to another controller.
- **Right to object (Article 21 GDPR):** If we process your data on the basis of our legitimate interest (including direct marketing), you have the right to object to such processing at any time.
- **Right to withdraw consent:** If processing is based on your consent, you have the right to withdraw it at any time without affecting the lawfulness of processing before its withdrawal.
- **Right to lodge a complaint with a supervisory authority:** If you believe that the processing of your data infringes the law, you have the right to lodge a complaint with the supervisory authority, which in the Czech Republic is the **Office for Personal Data Protection** (Úřad pro ochranu osobních údajů, Pplk. Sochora 27, 170 00 Prague 7, website: www.uoou.cz), or to seek judicial protection.

Automated decision-making and handling of requests

No automated individual decision-making or profiling within the meaning of Article 22 GDPR takes place in the processing of personal data.

You may exercise your rights using the contact details provided at the beginning of this document. We will respond to your request without undue delay and in any event within one month of its receipt. In exceptional cases (taking into account the complexity and number of requests), we may extend this period by a further two months, of which we will inform you within the first month together with the reasons for the delay.

This statement is publicly available on the website www.el-lumen.cz