

## **INFORMATION ABOUT RIGHTS AND DUTIES IN AREA OF PERSONAL DATA PROCESSING - FOR CUSTOMERS**

in the sense of 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**); (hereafter the "*regulation*")

### **1. Who will process your personal data (i.e., who is the personal data controller)?**

- **O.K. Trans Holding s.r.o.**, business ID No:06265456, having its registered office at the address Hlavní 182, Chýně, postcode: 253 03, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 279097 and all companies which are a member of the group:

- **O.K. Trans Praha spol. s r.o.**, business ID No:00473251, having its registered office at the address Hlavní 182, Chýně, postcode: 253 03, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 30

- **O.K. Trans Service spol. s r.o.**, business ID No:06697631, having its registered office at the address Hlavní 182, Chýně, postcode: 253 03, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 287320

- **O.K. Trans Logistics, s.r.o.**, business ID No: 06697640, having its registered office at the address Hlavní 182, Chýně, postcode: 253 03, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 287321

- **O.K. Trans Property, s.r.o.**, business ID No: 06697623, having its registered office at the address Hlavní 182, Chýně, postcode: 253 03, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 287319

- **O.K. SPV, s.r.o.**, business ID No: 06551777, having its registered office at the address Hlavní 182, Chýně, postcode: 253 03, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 283993

- **O.K. Trans Terrassa, S.L.U.**, VAT: ESB66120163, having its registered office at the address Avenida Santa Eulalia 288, Terrassa, postcode: 08223, Spain

- **ŠIMON & KOLMAN s.r.o.**, Business ID No: 27410897, having its registered office at the address Poděbradova 1751, Lysá nad Labem postcode: 289 22, company entered in the Companies Register kept by the Municipal Court in Prague in section C, insert 111397

hereafter also the "*controller*"; the representative of the personal data controller is Zdeněk Zderadička, e-mail: [gdpr@oktrans.cz](mailto:gdpr@oktrans.cz), telephone number: +420 311 608 220

### **2. What personal data about you will be processed?**

- **identification and invoicing data** (for example, given name, surname, business ID No, tax ID No), **contact data** (for example address of home or registered office, telephone number, identifiers for electronic communication), data about bank connection (for example, account number) and about shipping and other services used, including the above data about your (sales) representative or entrusted employee or other contact person

### **3. For what purposes will your personal data be processed even without your consent?**

- a) **for performance of obligations of the controller arising from a contract** concluded between you and the controller (for example, carriage contract, carriage brokerage contract)
- b) **for performance of obligations of the controller pursuant to legislation** in particular in connection with its activities, for example in the field of consumer protection, liability for faults or performance of accounting, tax or customs obligations, including obligations associated with performance of inspection from the part of the relevant authorities
- c) **for the exercise of the rights and legitimate interests of the controller**, inter alia during assertion of its rights and recovery of claims against you

#### **4. What is the legal basis for the processing of your personal data?**

- the right of the controller to process personal data for the aforementioned purposes (see 3rd question) even without your consent arises from article 6 paragraph 1b), c) and f) of the regulation

#### **5. For what period will your personal data be processed?**

- Your personal data will be processed for the entire duration of the contractual relationship between you and the controller, and after its ending for the duration of the limitation periods and periods designated for archiving according to legislation, but at most for five years from the end of the accounting period in which the last contractual relationship ended, unless legislation designates a longer period and after this period none of the purposes for which the personal data can still be processed (such as ongoing court or recovery proceedings) persist
- after the expiry of the above periods your data will be erased or destroyed irretrievably.

#### **6. Who can be a recipient of your personal data?**

- public authorities, tax advisors, accountants, auditors, lawyers, courts and other relevant supervisory and financial authorities, providers of postal services and carriers, companies in the holding "O.K. Trans", and in the case of international shipping also domestic and foreign customs authorities; with your consent also other persons; in order to comply with contractual or legal obligations, your data can also be transferred to recipients abroad, but only under the conditions designated in article 44 et seq. of the regulation, if a sufficient guarantee of protection of your personal data is ensured)

#### **7. From which sources is or will the processed personal data be gained, and how is it updated?**

- personal data is or will be gained mainly from you and your (sales) representatives or other entrusted persons and also from publicly accessible information, the internet and social networks, public lists and registers and also documents and communications submitted or delivered to the controller
- your personal data will be updated in particular on the basis of information obtained from you or your (sales) representatives or other entrusted persons, and also on the basis of publicly accessible information, the internet and social networks, public lists and registers

#### **8. What basic rights do you have in connection with personal data processing and how can you exercise them?**

- you have **the right to the processing** of personal data concretely and in a lawful and transparent manner, for legitimate purposes, in a commensurate essential scope and for the essential period, and the data must be secured against unauthorised processing, accidental loss, destruction or damage, which is ensured in particular by its mechanical and electronic

securing (including encryption during its transfer) and by the relevant methods and procedures that are introduced, including regular training of persons who have access to your personal data

- you have **the right to free access** to your personal data **and a confirmation** of whether your personal data is being processed (for the provision of further copies or further confirmation, you will be charged an administrative fee of CZK 50 (excluding VAT) for each A4 page of copy and of CZK 200 (excluding VAT) for each additional issued confirmation)

- you have **the right to the addition** of missing data **and the correction of** inaccurate personal data

- you have **the right to erasure** of personal data no longer necessary for the aforementioned purposes (see 3rd question); if you raise an objection to its processing, and there are no overriding legitimate reasons for its processing, the personal data was processed unlawfully, or if the law of the European Union or Member State thereof designates thus; however, you have no right to erasure if the personal data processing is essential, inter alia, in order to comply with legal obligations pursuant to the law of the European Union or a Member State thereof, for the purposes of archiving or for the establishment, exercise or defence of legal claims

- you have **the right to restriction of processing** of personal data (i.e., data will only be kept by the controller and will be processed only with your consent, or for the establishment, exercise or defence of legal claims or for protection of rights of another natural or legal person), this being if you contest its accuracy; if its processing is unlawful and you refuse its erasure; if the controller still needs the data only for the establishment, exercise or defence of legal claims; or if you object to its processing

- you have **the right to lodge a complaint** with the supervisory body, which is the Office for Personal Data Protection, having its registered office at the address Pplk. Sochora 27, 170 00 Praha 7 ([www.uoou.cz](http://www.uoou.cz))

- you have **the right not to be the subject of any decision** based exclusively on automatic processing, including profiling (i.e. evaluation of personal aspects based on an analysis or estimate of aspects concerning your working performance, economic situation, state of health, your personal preferences, interests, reliability, behaviour or place where you are or where you move); unless such a decision is essential for conclusion or performance of a contract between you and the controller; it is permitted by the law of the European Union or a Member State thereof; or it is based on your express consent (your personal data is not currently processed in this way by the controller)

- you can assert your **rights** (to access to personal data and confirmation about it, for addition to it, correction or erasure or to restriction of processing) **in person or in an email** sent to the address: [gdpr@oktrans.cz](mailto:gdpr@oktrans.cz), and your suggestions will be dealt with within the designated periods (generally within one month)

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Pursuant to article 21 of the regulation **you have the RIGHT at any time to lodge an OBJECTION** against the processing of personal data processed for the purposes of legitimate interests of the controller and for the purposes of so-called direct marketing.

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