

## PERSONAL DATA PROTECTION ADVICE

The information stated below is provided in accordance with the Ordinance of the European Parliament and Council (EU) 2016/679 on the Protection of Physical Entities in Connection with the Processing of Personal Data and on the Free Movement of This data and on the Cancellation of Directive 95/46/EC (in the text also as "GDPR").

**Administrator's identity:** STAVOBLOCK system, s.r.o., registered office: Lezník 133, 572 01 Polická, Co. ID. No: 03737446, registered in the Companies Register kept with the RCC in Hradec Kralove, Section C, Entry 34338 (hereinafter, only the "administrator").

**Administrator's contact data:** Mailing address: STAVOBLOCK system, s.r.o., Lezník 133, 572 01 Polická, email: [stavoblock@stavoblock.cz](mailto:stavoblock@stavoblock.cz), phone: 461 722 585.

**Contact data of the Personal Data Protection Commissioner:** Krivinkova Kvetoslava, e-mail: [stavoblock@stavoblock.cz](mailto:stavoblock@stavoblock.cz).

### Purpose of personal data processing:

Marketing and business purposes based on the granted consent of the data subject pursuant to Art. 6 par. 1 let. a) of the GDPR.

### A. Marketing Purposes:

For marketing, we file solely your e-mail, name and IP address, namely based on your consent that you show by ticking the boxes and clicking on the confirmation e-mail. This is called double opt-in (double confirmation). This is a measure to prevent you being subscribed by someone else. By ticking the choices in the inquiry form, you grant consent with the sending of:

- Our articles, advice, and tips from the construction area
- Invitations to demonstration assembly and trade-exhibition events.

We monitor what pages you visit in order to adapt their contents to your preferences. Furthermore, we monitor the data of your utilisation of e-mailing (delivery, opening, etc.) in order to prevent sending you an e-mail repeatedly.

We keep the data by the time you withdraw your consent with the sending of news and tips or business communications.

It is very simple to withdraw the consent, practically with one click, because the unsubscribing link is in the footer of every e-mail. you can also write to us via the contact form and we will unsubscribe you from all future e-mails. The unsubscribing is just as simple as subscribing.

### Facebook

We like facebook and other social networks, feel free to talk to me using multiple channels (phone, fb...). You grant consent with us contacting you also on fb. You become a page fan by clicking "I like the page". And unbecome by clicking "I no longer like it".

### Web Browsing – Cookies

In case you are browsing our website, we can collect data on the visits of our web pages and monitor their utilisation.

This data includes your IP address, behaviour on the website [www.stavoblock.cz](http://www.stavoblock.cz).

I.e. how long did you stay on the page, which page did you come from, and when did you leave.

This data cannot be assigned to a certain object. We obtain such information in an automated way via cookies or tracking technologies (e.g. clickBakers) because we want to provide you with the best possible service. We will process and file your data for a period of one year. You can ban cookies in your computer.

### B. Business Purposes:

Only if you decide to utilise some of our products or services, we file the contact data that you personally enter into the contact form.

First name, surname, address, e-mail, (possibly phone number), accounting and payment data (Co. ID. No., Tax ID. No., banking details, account number). The data is necessary for your identification as a purchaser, implementation of the trade including the necessary accounting operations, issuing of tax documents, and identification of your cashless payments.

The personal data stated below may be processed with your consent for the purposes of offering products and services and processing the accounting agenda, which the administrator mediates based on the contract of business representation and cooperation. This namely concerns the services of NOVABRIK CZECH, s.r.o., registered office: Lezník 133, 572 01 Polická, Co. ID. No.: 26474174, registered in the Companies Register kept with the RCC in Hradec Kralove, Section C, Entry 18077, VGD s.r.o., registered office Belehradská 314/18, Nusle, 140 00 Prague 4, Co. ID. No.: 25626311, registered in the Companies Register kept with the Municipal Court in Prague, Section C, Entry 55945, VGD payroll, s.r.o., registered office Belehradská 314/18, Nusle, 140 00 Prague 4, Co. ID. No.: 25626311, registered in the Companies Register kept with the Municipal Court in Prague, Section C, Entry 59200 (hereinafter, only the "Business Partners").

The provision of personal data for the aforementioned purpose is a lawful and contractual requirement necessary for concluding a business contract. You are not obliged to provide personal data. However, should you grant consent with the processing of your personal data, you can withdraw it at any time (see the section "What rights related to the processing of personal data do you have?").

Personal data may be processed in an automated or manual way. However, in connection with the processing of personal data for marketing and business purposes, you are not subject to any decision based exclusively on automated processing that would have any legal effects on you or significantly affect you in another way.

**Processed personal data recipient categories:** administrator, business partners, persons mediating and executing trades and services for the administrator. The administrator does not intend to hand over the personal data into a third country outside the European Union. The administrator has the right to entrust the processing of personal data to a processor who has concluded a processing contract with the administrator and who provides sufficient guarantees of protecting your personal data. Other entities are only allowed access for reason of fulfilment of legal obligations.

We assure you that our collaborators who will process your personal data are obliged to maintain reticence concerning the personal data and the safety measures, the publishing of which would endanger the security of your personal data.

This reticence lasts even after the termination of the liability relationships with us. Your personal data will not be handed over to any third party without your consent.

**Time of personal data storage:** We will process the data of you as customers throughout the handling of the order and pursuant to the law for the next ten years from the day of its termination. In our filing, your consent will stay by reaching 80 years of your age, however, you can withdraw it at any time.

### What rights related to the processing of personal data do you have?

**The right to withdraw the consent with the processing of personal data.** You have the right to withdraw the granted consent with the processing of your personal data for the purposes of offering trade and services at any time. You can do so by a signed written notice sent to the mailing address or the contact e-mail of the administrator stated above. The withdrawal of your consent does not affect the processing of personal data before its withdrawal.

**The right to access personal data.** You have the right to obtain a confirmation from the administrator whether your personal data is or is not processed by the administrator.

If your personal data is processed, you have the right to gain access to it together with the following information on the:

- Purposes of processing,
- Categories of affected personal data,
- Recipients or categories of recipients, to whom the personal data has been or will be made available,
- Planned period, for which the personal data will be stored or if it is impossible to determine, the criteria used for the determination of this period,
- Existence of the right to request from the administrator a correction or deletion of the personal data, limitation of its processing or the right to raise an objection against this processing,
- Right to file a complaint with the supervisory authority,
- Entire available information on the personal data source, the fact whether automated decision making takes place, including profiling, on the procedure used as well as the meaning and expected consequences of such processing.

The administrator will provide you with a copy of the processed personal data.

For the second and every further copy, the administrator is entitled to charge an adequate fee based on administrative costs.

**The right to a correction.** You have the right to have the administrator correct inaccurate personal data related to you without unnecessary delay.

With regard to the purposes of processing, you have also the right to complement incomplete personal data, namely also by providing an additional declaration.

**The right to a deletion.** You have the right to have the administrator delete the personal data related to you without unnecessary delay if one of the following reasons exists:

- The personal data is no longer needed for the purposes, for which it was collected or otherwise processed,
- You have withdrawn the consent, based on which the data has been processed, and there is no further legal reason for processing,
- The personal data has been processed illegally,
- The personal data must be deleted in order to fulfil a legal obligation,
- The personal data has been collected in connection to an offering of services of an information company.

The right to a deletion shall not be applied if a legal exception exists, especially because the processing of the personal data is necessary for:

- Meeting a legal obligation requiring the processing according to the law of the European Union or a member state that applies to the administrator,
- Determining, executing, or defending legal titles.

**The right to a processing limitation.** You have the right to have the administrator limit the processing of personal data in any of the following cases:

- You dispute the accuracy of the processed personal data where the processing shall be limited to the period needed for verifying the accuracy of the personal data by the administrator,
- The processing is illegal and you reject the deletion of personal data and request the limitation of its use instead,
- The administrator no longer needs the personal data for the purposes of processing but you require it for the determination, execution, or defending of legal titles.

If the processing has been limited, the personal data, with the exception of its storage, may only be processed with your consent or for the reason of determining, executing, or defending the legal titles or for the reason of protecting the rights of another physical or legal entity or for the reason of an important public interest of the European Union a member state.

**The right to data transferability.** You have the right to have the administrator hand over your personal data processed in an automated way based on your

consent to another administrator in a structured, regularly used, and machine-legible format. During the execution of your right to data transferability, you have the right to have the personal data handed over directly by one administrator to another, if technically feasible.

**How can you apply your rights?** You can apply your rights resulting from the processing of personal data as the subject of the personal data at any time by contacting the administrator at the mailing address: STAVOBLOCK system, s.r.o., Lezník 133, 572 01 Polická, by e-mail at the address [stavoblock@stavoblock.cz](mailto:stavoblock@stavoblock.cz), by fax at phone number: 461 721 553 or by phone at phone number: 461 722 585.

**Manner of information provision.** The administrator provides the information in writing in a deed form. Should you contact the administrator electronically at his e-mail address, the information shall be provided to you electronically, unless you request its provision in a deed form.

**The right to file a complaint.** Concerning the activity of the administrator or the recipient of the personal data, you can file a complaint, namely in writing at the mailing address of the administrator STAVOBLOCK system, s.r.o., Lezník 133, 572 01 Polická, by e-mail at the address [stavoblock@stavoblock.cz](mailto:stavoblock@stavoblock.cz), by fax at phone number: 461 721 553 or by phone at phone number: 461 722 585, also in person at the registered office of the administrator. The complaint must make it clear who is filing it and what is its subject. In the opposite case or if it is necessary for the dispatch, the administrator shall invite for an amendment within the determined period.

If the complaint is not amended, it shall not be dispatched. The deadline for the dispatch of the complaint is 30 calendar days and begins to lapse on the first working day after its delivery or amendment.

Complaints are dispatched without unnecessary delay.

You also have the right to file a complaint with the supervisory authority, which is the OPDP.

**Personal data administrator's declaration:**

**We declare that as the administrator of the personal data of our consumers, we meet all the legal obligations required by valid legislation, namely the law on personal data protection, i.e.:**

- We process the personal data of our consumers solely based on the consent or lawful legal title,
- We do not work with sensitive personal data such as the personal data concerning the national, racial, or ethnic origin, political positions, membership in union organisations, religion and philosophical beliefs, criminal convictions, health condition, and sexual life, genetic data or biometric data of the data subject,
- We meet the information obligation towards our consumers pursuant to the law on personal data protection,
- We allow our consumers the execution of their rights pursuant to the law on personal data protection,
- We fulfil all further obligations of the personal data administrator pursuant to the law on personal data protection,
- We do not and shall not hand over the data to third countries.

In Lezník on 6 February 2018