

GDPR Principles of Personal Data Protection - Regulation (EU) 2016/679

The company PAARTS ADDITIVE s.r.o., ID No: 087 64 417, with its registered seat at: Stodolní 1428/9, Moravská Ostrava, postal code: 702 00 Ostrava (hereinafter the "PAARTS ADDITIVE"), respects the protection of personal data. Here you can find information about what personal data the company processes about its clients, whether the company processes data on the basis of consent or on another legal ground, for what purposes uses the data, to whom may be the data transferred and what are the rights in connection with the processing of the personal data. This information relates exclusively to the processing of personal data of individuals, not legal persons.

PAARTS ADDITIVE processes and stores the following personal data:

- **identification data**, ie in particular name and surname, date of birth, birth number, number and period of validity of the identification document and nationality,
- **contact details**, ie in particular e-mail address, telephone number, residential address,
- **a copy of an identity card, driver's license, passport or other proof of identity,**
- **sensitive data**, ie data classified in special categories of personal data within the meaning of Article 9 of Regulation (EU) 2016/679 (GDPR).

Purpose and scope of personal data processing

PAARTS ADDITIVE processes personal data for various purposes and to different extents depending on provided consent. The purpose of personal data processing is to fulfill the contract for work or the provision of services (the existence of which you have confirmed by order) or for marketing purposes, according to the legitimate interest of PAARTS ADDITIVE, or to fulfill legal obligations arising in particular from the relevant legislation governing PAARTS ADDITIVE obligations.

Personal data is processed by PAARTS ADDITIVE only to the extent necessary for the above purposes, and only by duly trained persons.

Means and method of personal data processing

PAARTS ADDITIVE processes your personal data as an administrator. The administrator determines the purposes defined above for which the administrator collects your personal data and also determines the means of processing and is responsible for their proper implementation. The administrator is entitled to pass on your personal data to other entities that are in the role of administrator, in particular banks, external tax and accounting collaborators and others, in particular with regard to the contract for work concluded and the necessary scope and purpose of data processing. The scope of personal data processing is expressed in paper documents and electronic documents processed by PAARTS ADDITIVE employees.

Security

Your personal data is adequately protected against misuses and is handled only by trained persons.

Sources of personal data

The sources of personal data within the activity of PAARTS ADDITIVE are primarily clients or persons acting in the bodies of clients (as legal persons) or any other persons who are authorized to perform activities in relation to the contract. The sources of personal data

within the activities of PAARTS ADDITIVE are employees of PAARTS ADDITIVE, third parties whose personal data are related to the performance of the contract for work or third parties providing services to the client, and persons working in courts, state administration and self-government.

Transfer of personal data

Personal data may also be transferred to an EU Member State. Any copies of an identity card, driver's license, passport or other identity document are processed for the purpose of cooperation with a third party, such as a bank. Personal data may then be transferred to third parties for the purpose of performing the work, as follows from the concluded contract.

Your rights in the processing of personal data

Only individuals are data subjects therefore only individuals may exercise the following rights in relation to their personal data.

- The right to access personal data and the right to obtain confirmation of the processing of personal data;
- The right to correct personal data;
- The right to delete personal data;
- The right to restrict the processing of personal data;
- The right to the portability of personal data;
- The right to object to the processing of personal data;
- The right to file a complaint with the Office for Personal Data Protection, located at: Pplk. Sochora 27, postal code: 170 00 Prague 7.

To realise your rights it is necessary to submit an application to PAARTS ADDITIVE. The activities of PAARTS ADDITIVE are bound by legal regulations stipulating many obligations, especially accounting and tax obligations. With reference to legal obligations, the exercise of the data subject's rights may be refused. Please submit applications and objections electronically by email to info@paarts.com or by mail to the address: Stodolní 1428/9, Moravská Ostrava, postal code: 702 00 Ostrava. PAARTS ADDITIVE will process your request without undue delay.