# neit:group

## GDPR Privacy Policy

Your data is handled in accordance with Act 101/2000 Coll. on the protection of personal data, and also according to the expanding and unifying regulation GDPR in the form of Directive (EU) 2016/679, which the original Act 101/2000 Coll. and replaces Directive 95/46 / EC.

#### PERSONAL DATA CONTROLLER

The controller of personal data is a company with its registered office at Washingtonova 1624/5 110 00 Prague 1, Czech Republic, IČ 27369871 DIČ CZ27369871, entered in the Commercial Register kept by the Municipal Court in Prague, Section C, Insert 108964, and as a controller we process your personal data.

### WHAT ARE YOUR RIGHTS REGARDING THE PROTECTION OF YOUR PERSONAL DATA?

#### The right to access the processed personal data

It is your right to request Neit Consulting s.r.o. for information, what personal data and to what extent and for what purpose we process about you. We will provide you with this information free of charge within 30 days at the latest, and within 90 days at the latest in emergency situations. We will inform you in good time about the extension of the deadline in exceptional cases. If you require disclosure of the information we record about you, we will first need to verify that you are indeed the person to whom this information belongs. Therefore, state sufficient identification of your person in your application. If necessary, we have the right to request additional information to identify you before we provide you with personal data that we process on your person. It is our right to reject requests for information that are unreasonable or unreasonably repetitive, or that obtaining them requires disproportionate effort or would be difficult to obtain (typically from backup systems, archives, etc.).

#### The right to correction, modification, addition

As personal data may change over time (for example, a change of surname), we will be happy if you inform us that you have made a change, so that your personal data is up-to-date and there are no mistakes. Submitting information about a change in data is essential for us to be able to properly perform our activities as Administrator. This is also related to your right to correct personal data that we record about you. If you find that our information is no longer up to date, you have the right to request its correction.

#### The right to erasure, so-called to be forgotten

If you have ever given us consent to the processing of your personal data (for example, the email address within the newsletter), you have the right to revoke it at any time and we are obliged to delete data that we process solely on the basis of your consent. The right to deletion does not apply to the processed data within the obligation to perform the contract, legal reasons or legitimate interests. If some of your data is stored in backup systems, which automatically ensure the resilience of all our systems and perform the function of data loss protection in case of accidents, it is not in our power to delete this data from backup systems and it is often not even technically feasible. However, this data is no longer actively processed in any way and will not be used for other processing purposes.

#### Right to restrict processing

You have the right to restrict the processing of your personal data, if you believe that the data recorded in this way are not accurate, or if we process it illegally and if you believe that we no longer need this data for the purposes of their processing.

#### Right to data portability

You have the right to obtain the personal data we record about you in a structured, commonly used and machine-readable format. Based on your request, they can be this data is passed to another administrator.

#### The right to object

If you believe that we do not process your personal data in accordance with the applicable legislation of the Czech Republic and the Union, you have the right to raise an objection and we will subsequently verify the validity of your request. At the time of the dispute, the processing of your personal data will be limited until it is verified that the objection is justified. We inform you that your right is also to contact the relevant supervisory authority for personal data protection at the address: Office for Personal Data Protection Lt. Col. with an objection to the processed personal data that we process about you. Sochora 27, 170 00 Prague 7.

## The right not to be the subject of automated individual decision-making with legal or similar effects, including profiling

If you have any questions regarding the processing of personal data, contact us at info.cz@neit.group. Or by correspondence to the address Neit Consulting s.r.o., Washingtonova 1624/5 110 00 Prague 1, Czech Republic.

### HOW DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data on the basis of several legal titles.

#### Legal obligation

Purpose of processing: keeping and documenting tax records, complaints, rights from defective performance, credit notes, return of goods.

Processed data: Title, Name, Surname, Billing address, Delivery address, Contact email, Contact phone, IČ, DIČ.

Recipients of personal data: contracting companies, accounting department, state administration, auditor.

Processing time: 10 years from the end of the contract.

\* Explanation: The laws on tax records are above the regulation on personal data protection. According to the valid laws of the Czech Republic, we are obliged to archive all documents for the needs of the state body and control bodies and to provide them if necessary.

#### Performance and conclusion of the contract

Purpose of processing: purchase and delivery of goods or services, complaints, rights from defective performance, registration.

Processed data: Title, Name, Surname, Billing address, Delivery address, Contact email, Contact phone, ID number, VAT number, details of the purchase (receipt of the order, order confirmation, order status, order processing, issuance of tax document)

Recipients of personal data: Contracting companies

Processing time: 3 years or for the duration of the contract.

#### Legitimate interest

Purpose of processing: improving services to customers and users of the www.neit.cz portal, questions, reviews, contact form.

Processed data: Name, Surname, Contact email, Telephone number.

Recipients of personal data: IT administrator, technical support, marketing worker.

Processing time: 3 years.

\* Explanation: If you communicate with us through the form at www.neit.cz, we process your personal data, especially contact email, so that we can respond to your requests.

#### **Consent - Marketing Purposes**

Purpose of processing: information about news

Recipients of personal data: IT administrator, marketing worker

Processing time: 3 years.

\* Explanation: Processing of your personal data for marketing purposes, in our case sending information about news and discounts to your email is only possible if your consent is confirmed both on the website and your email. Each such email also includes a link to cancel the use of your email address, so you do not have to worry that we will bother you with unsolicited information or offers.

#### Photography and use of photos

Purpose of processing: promotional material

Recipients of personal data: marketing worker Processing time: 3 years.

During our business events, photographs or videos may be taken that may contain images of participants. You hereby consent to the Company's use of these photos and videos for advertising and promotional purposes, including publication on websites, social media and other promotional materials.

If you would not like to be captured in a photo or video, or if you do not agree to their use for advertising purposes, please inform the organizer or send your objections to the e-mail address info.cz@neit.group.