

Personal Data Protection in the Company LIFTEC CZ a.s.

The company LIFTEC CZ a.s., registered in the Commercial Register administered by the Municipal Court in Prague, section B, file no. 22650, with registered office in: Praha 10, Počernická 272/96, post code 10803 (hereinafter as the company "LIFTEC CZ a.s." or the "Company") pays close attention to the protection of personal data. The aim of this document is to inform you about what personal data we process, about the purposes of and reasons for the processing, who are the recipients of the data, and last but not least what rights you have in connection with the processing.

In pursuit of its activities, the company LIFTEC CZ a.s. processes personal data of several categories of data subjects which include employees and prospective employees, business partners (suppliers and B2B clients) and B2C customers. Given its nature, this document provides a basic overview of the processing of personal data in the company LIFTEC CZ a.s. If you have any queries regarding the protection of your personal data, you can contact the company LIFTEC CZ a.s. by e-mail sent to gdpr@liftec.cz.

A. What personal data are processed?

The company LIFTEC CZ a.s. makes sure to process only personal data to the extent which is necessary given the purpose of the processing and tries to minimize any processing. The Company almost always processes your identification data, i.e. especially your name and surname, and contact data, i.e. especially the address, telephone number and e-mail address. Any other personal data are processed to the extent which takes into account the particular purpose of the processing, as you are informed about in connection with the collection of your personal data. If you require any more information about the extent of the processing, you can contact the company LIFTEC CZ a.s. at any time by e-mail sent to gdpr@liftec.cz.

B. What are the reasons for the processing of personal data?

The company LIFTEC CZ a.s. processes your personal data only if there is any legal reason for it. Personal data may be processed either:

- a) without your consent, most frequently based on the performance of a contract, legitimate interest of the Company or a legal obligation, or
- b) based on your consent if applicable.

B.1. Processing based on the performance of a contract

If a contract has been concluded between you and the company LIFTEC CZ a.s., or in relation to the contract conclusion process, the Company shall process your personal data so that it can fulfil its rights and obligations under the contract. For that reason, the Company does not need your consent to the processing. Examples of such contracts are employment contracts, agreements to work other than employment contracts, purchase contracts, service contracts, dealership contracts, etc.

The Company shall ensure that the processing based on this reason only involves such personal data which are necessary to perform the relevant contract and to make sure that such personal data are erased as soon as they are no longer needed.

B.2. Processing on the grounds of compliance with legal obligations

The Company may be required to process your personal data based on legal regulations. Such legal regulations may stipulate a direct obligation for the Company to store/process certain personal data for a given period of time, or the processing of your personal data may be necessary for the Company to meet its obligations stipulated by legislation which governs the Company's activities. Given the above, your consent is not required for such processing.

To give you a better idea: e.g. if you are an employee of the company LIFTEC CZ a.s., the Company is obliged to process certain personal data in order to meet its tax obligations and for the purposes health and national insurance contributions.

Also in this case, the Company makes sure that the personal data are processed to the minimum extent and for the minimum possible time.

B.3. Processing based on a legitimate interest

The company LIFTEC CZ a.s. may also process your personal data if such processing is in its legitimate interest and reasonable given your fundamental rights and freedoms, or such a legitimate interest shall override your fundamental rights and freedoms. Your consent to the processing of personal data is not required by legislation in this case either.

Examples of such processing include processing of your personal data after you have contacted the Company and such processing cannot be ranked under the processing based on the performance of a contract. Based on such a legitimate interest, the Company shall also be entitled to process e.g. adequate information about its employees which are necessary to check the employees' activities. Under certain circumstances, the Company shall be entitled to approach you with marketing and advertising messages even without your consent.

If you feel that any processing based on a legitimate interest of the company LIFTEC CZ a.s. is unlawful, you are entitled to raise an objection to such processing and the Company is obliged to prove the contrary. If the Company fails to prove the contrary, it is obliged to cease the processing.

B.4. Processing based on consent

If you have given your consent to the processing of your personal data to the company LIFTEC CZ a.s., the data are processed for that purpose. Any consent obtained by the Company is fully consensual and you are not obliged to give it. Withholding of consent shall not be, and is not, connected with any negative consequences for you. Furthermore, any consent you have given may be withdrawn at any time without any sanctions. Withdrawal of consent shall be without prejudice to the legitimacy of the processing prior to such withdrawal.

Based on your consent, your personal data are most often processed for marketing and advertising purposes, consisting e.g. in sending various advertising messages.

B.5. Other reasons for the processing

In specific cases, your personal data may be processed also on the grounds of other legal reasons in which case you should be informed in advance. If you require any further information about the reasons for the processing, you can contact the company LIFTEC CZ a.s. by e-mail sent to gdpr@liftec.cz.

C. Period for which the personal data will be processed

Your personal data are processed by the company LIFTEC CZ a.s. for a limited period of time while such time shall always be determined with regard to the purpose and lawfulness of the processing. E.g. the processing of your personal data based on the performance of a contract shall be carried out for the time necessary with regard to fulfilling and exercising the rights and obligations under the contract, i.e. usually until the limitation period pertaining to the last right under the contract expires. The processing of data on the grounds of compliance with legal obligations is carried out for a period necessary with regard to such obligations. Or the processing of your personal data based on a legitimate interest of yours is carried out for as long as such legitimate interest applies.

If the processing is based on consent given by you, the period of processing is specified in the consent, while you are entitled to revoke the consent at any time.

D. What are the sources of personal data?

The company LIFTEC CZ a.s. obtains personal data mostly directly from you. To a limited extent, personal data are provided to the Company by other subjects, especially the Company's business partners who operate as independent entrepreneurs. In some cases, personal data may be obtained from publicly available sources.

E. Who are the recipients of the personal data or who are the personal data made available to?

In relation to your personal data, the company LIFTEC CZ a.s. is the data controller, i.e. the purposes of the processing are specified by the Company. In relation to the Company's activities, your personal data may be provided or made available to other subjects, whether from the position of a processor or controller.

Such subjects include e.g. business partners that offer their products and services to the Company, while the transfer takes place in connection with the conclusion of a specific contract, or companies which provide accounting, tax, IT or legal consultancy services etc. to the company LIFTEC CZ a.s.

LIFTEC CZ a.s. makes sure that all partners to whom your personal data are transferred comply with the requirement for a high level of data protection. The Company does not transfer personal data to any subject which does not guarantee such standard.

The Company does not transfer, and does not intend to transfer, your personal data outside of the European Union.

F. Your rights in connection with the processing of personal data

In connection with the processing of personal data, you have the following rights towards the company LIFTEC CZ a.s., which the Company guarantees.

F.1. Right of access

Under this right you are entitled to receive information about what data about you are processed, the purposes and duration of the processing, the sources of the personal data, the recipients, who processes the data outside of the Company and what other rights connected with the processing of your personal data you have. Although all the information should be contained in the documentation provided earlier, do not hesitate to contact the Company in case of any doubts or should you require any further information.

F.2. Right to rectification

If you find out that any of your personal data processed by the company LIFTEC CZ a.s. are inaccurate or incomplete, you are entitled to have them rectified or amended without undue delay.

F.3. Right to erasure

In certain cases you are entitled to obtain the erasure of your personal data. Your personal data will be erased without undue delay if one of the following grounds applies:

- Your personal data are no longer necessary in relation to the purposes for which they were processed,
- You withdraw consent on which the processing of personal data is based, while this regards data the processing of which requires your consent and there is no other reason why further processing of such data should be allowed,

- You exercise your right to object to the processing (see section “Right to object” below) of personal data based on legitimate interests of the Company and it is ascertained that such legitimate interests which would warrant the processing no longer exist, or
- You believe that the processing of personal data by the Company is no longer in compliance with generally binding legal regulations.

This right shall not apply if the processing of your personal data remains to be necessary for compliance with a legal obligation of the Company or in order to determine, exercise or defend legal claims.

F.4. Right to restriction of processing

In addition to the right to erasure, you can exercise the right to restriction of processing of personal data in some cases. Under this right, you can request your personal data to be marked and exclude such data from any further processing operations in some cases - however, in such a case not for ever (as in the case of the right to erasure), but for a limited period only. The Company shall restrict the processing of personal data if:

- If you contest the accuracy of the personal data, for a period enabling verification of the accuracy of the personal data,
- Your personal data are processed unlawfully (e.g. beyond the permitted scope of processing), but you prefer restriction of the personal data to erasure (e.g. if you expect that you might provide the data to the Company in future anyway),
- your personal data are no longer needed for the aforementioned purposes of the processing, but you require them for the establishment, exercise or defence of your legal claims, or
- you object to the processing. The right to object is described in more detail below in chapter “Right to object”. For the time during which it is being verified whether your objection is legitimate, the Company shall restrict the processing of your personal data.

F.5. Right to data portability

You have the right to receive all your personal data from the Company which you provided to the Company and the processing of which is based on your consent. Your personal data will be provided to you in a structured, commonly used and machine-readable format. So that your requested data are easy to transfer, this may only involve machine-controlled data in electronic databases.

F.6. Right to object

You have the right to object to the processing of the personal data which is based on a legitimate interest of the Company. The Company shall no longer process the personal data unless there are compelling legitimate grounds for the processing.

F.7. Right to withdraw consent

If the processing of the personal data is based on your consent, you have the right to withdraw the consent at any time without any sanctions.

F.8 Right to lodge a complaint

You have the right to lodge a complaint in connection with the processing of your personal data at any time with a supervisory authority, i.e. the Personal Data Protection Authority, Pplk. Sochora 27, 170 00 Praha 7.

G. Exercising the rights connected with the processing of personal data

You can exercise any of your rights in relation to us by sending an e-mail to gdpr@liftec.cz.

Your request will be processed without undue delay, but no later than within one month. In exceptional cases, especially if your request is complex, the company LIFTEC CZ a.s. shall be entitled to extend the period by another two months. You shall be notified of such an extension and reasons for it.