

## BASIC INFORMATION ON PROCESSING OF PERSONAL DATA OF KPS METAL TRADING PARTNERS

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data (General Data Protection Regulation or GDPR) KPS Metal informs its trading partners on their personal data that are processed in KPS Metal by this document.



**The Controller of the personal data is KPS Metal a.s.**, with main office in Urbánkova 231, 676 02 Moravské Budějovice, The Czech Republic, Id. No. 25621262, registered with the Regional Court in Brno, section B, file 3981.

**Data subjects** are trading partners of KPS Metal (customers, potential customers, suppliers, natural and legal persons in business connection with KPS Metal and other cooperative persons).

**KPS Metal collects and processes** following personal data of its trading partners: basic identification data and contact data, i.e. name of business entity, identification data of contact persons, address, identification number, VAT number, bank connection, phone number, fax number, e-mail address.

**KPS Metal processes personal data that our trading partners provided to us** in connection with inquiries, bidding, negotiations concerning conclusion of a contract for delivery of goods or services and during personal meetings.

**KPS Metal processes personal data of trading partners without consent** to comply with the legal obligation, for inquiries or bidding, contract negotiations and contract fulfilment and also for a legitimate interest of data controller (business correspondence, protection of legal claims and internal evidence). Personal data is processed in electronic form by computers or as papers.

**KPS Metal processes the data for a period of duration** of any contractual relationship and for another 10 years after termination of last contractual relationship with KPS Metal.

**Provision of personal data to our company** is voluntary. However some data are necessary for fulfilment of legal obligations when concluding a contract for delivery of goods or service and without some data KPS Metal cannot provide the delivery or service or to order. The data necessary for above are as follows: name of business entity, address, identification number, VAT number, name, surname and post of contact persons, phone number, fax number, e-mail address.

**KPS Metal provides protection of personal data**, personal data are under permanent physical, electronic and procedural check and we protect the processed data in maximal possible extent against unauthorized access or transfer, their loss or damage and against any other possible misuse. All employees who are in touch with personal data of our trading partners in frame of fulfilment their working duties or contractual duties, are bound to maintain confidentiality.

**KPS Metal provides or transfer** personal data to public authorities, if such duty is stated by legislative and also if it is necessary for preservation of rights of KPS Metal. KPS Metal can charge a third party, so called processor, to process the data. Processing is possible only based on concluded contract that obliges the processor to the same extent of personal data protection that provides our company. The data can be transferred to suppliers providing services as sending the post, delivery of goods or customs declaration for our company.

**In relation with processing and trasfering personal data** our trading partners can set up their claim of data subject in accordance with valid legislative. It is the right of **access** to the personal data, that are processed, the right to chosen personal data **portability** directly to another controller and the right to require **rectification** of personal data. It is also the right to **erasure** personal data, or to **restrict its processing**, but only if it is not necessary to process it to fulfill legal duties or if it enables us to maintain our trade relationship. You can exercise above rights personally in the company's headquarters, in writting to the company's address or by e-mail to [info@kpsmetal.cz](mailto:info@kpsmetal.cz).

**Possibilities of restriction of personal data processing and transferring** – in case your data is processed based on legitimate interest, you can object to such processing. We will evaluate every such objection and we will inform you of the result.

**Supervision in the field of personal data** – if KPS Metal does not solve questions or objections of a trading partner in a satisfactory manner, the trading partner has a right to address to Úřad pro ochranu osobních údajů, with headquarters in Pplk. Sochora 27, 170 00 Praha 7, [www.uoou.cz](http://www.uoou.cz).

In Moravské Budějovice on May 24, 2018



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Lubomír Oplatek  
Director General