

Principles of processing and protection of personal data

1. Data controller, contact information for GDPR matters

The data controller is company LOGIS a.s., VAT ID CZ47681306, address U Nového světa 286, 744 01 Frenštát p. R., Czech Republic (further also as „**Controller**“). Inquiries regarding processing of personal data are received via email at hana.korpasova@logis.cz and can also be sent to the postal address of the Controller.

2. Scope of processing and categories of personal data subjected to processing

Personal data is processed in the scope in which it was provided to the Controller by the subject, namely in relation to entering a contractual or other legal relationship with the Controller or which the Controller obtained in another way and processes it according to the effective legal regulations, or in relation to fulfilling legal obligations of the Controller. The Controller obtains the following categories of personal data:

- First name and last name, postal address, email address, phone number and possibly additional information necessary for fulfilling obligations of the contract with the Controller.

3. Purpose of processing personal data

Processing necessary for fulfilling a contract, fulfilling legal obligations and due to legitimate interest of the Controller.

Provision of personal data necessary for fulfilling a contract, fulfilling legal obligations and to protect legitimate interests of the Controller is mandatory. Without providing the personal data necessary for these purposes, it would not be possible to provide the services. The Controller does not need a consent of the subject to process its data in this regard.

For these purposes, personal data is processed in the scope necessary to fulfill these activities and kept for the time needed to complete them and/or for the time expressly stated by the law. After expiration of this time, personal data is either deleted or anonymized. The base timeframes for processing personal data are specified below in article no. 5.

4. Means of processing of personal data and its protection

The Controller is the processor of the personal data. The processing is carried out in its establishment and offices by individual employees authorized to process the Controller's data, and possibly by an external processor. The processing is carried out using computing technology or manually on paper while adhering to all safety principles for administration and processing of personal data. The Controller has implemented technical and organizational measures to ensure protection of personal data, especially to avoid unauthorized or circumstantial disclosure of personal data, its modification, destruction or loss, as well as to unauthorized transfers or to unauthorized processing or to another type of misuse.

5. Duration of processing personal data

Personal data is processed for the time necessary for the purposes for which the data is processed and according to the timeframes specified in the respective contracts, in the filing and shredding rules of the Controller and the applicable laws.

6. Categories of third parties

The Controller uses expert services of third parties. If any of those process personal data handed to them by the Controller, they become processors of the personal data and process it only according to instructions by the Controller and must not use the data in any other way.

7. Rights of the subjects of personal data

In accordance with GDPR, the subject of personal data is entitled to make use of its rights in relation to the Controller. The subject is entitled to use these rights of the contact addresses specified in article no. 1 of this document.