

**Principles of personal data protection for customers and suppliers of the company SEVEN Lanškroun sro,
Opletalova 541, 563 01 Lanškroun, IČO: 25931865**

1. General provisions

1.1. This privacy policy informs you about how SEVEN Lanškroun sro, Opletalova 541, 563 01 Lanškroun, IČO: 25931865 acquires, stores and further processes your personal data, in connection with orders and deliveries of goods and services, operation of Internet and how we further handle and protect your personal information.

1.2. By collecting our goods, using the services and providing your personal data, you confirm that that you have been informed of our use of your personal data as set out in this Privacy Policy.

1.3. Personal data is any information relating to an identified or identifiable physical person, ie you, if you are a natural person or your employees. All deliveries of goods and services we provide are intended for you, as our customer, who acts in the course of his business or entrepreneurial activity, or in the performance of his profession for his employer, who is our customer.

1.4. The purpose of this Policy is to inform you about how we collect and process your personal information, your rights, how and by what means you can exercise it.

1.5. By using the services and providing your personal data, you confirm that you have been informed of our use of your personal data.

2. Personal data controller

2.1. The administrator of your personal data is SEVEN Lanškroun sro

2.2. Contact details can be found at <http://www.seven-lanskroun.cz>

3. Commissioner for Personal Data Protection

3.1. The data controller did not appoint a data protection officer

4. Purpose, method and time of personal data processing

4.1. We process your data in several different ways and for different purposes:

4.1.1. Purchase of goods and services. We process personal data for the purpose of concluding a purchase contract for the supply of goods or services and the legal basis for this processing is the performance of the contract.

4.1.2. Scope of processed data. These are mainly the following data: name, surname, address, e-mail address for contact and invoicing, telephone number, ID number, VAT number, company name, registered office or establishment, your position in the company (if you are an employee).

4.2. We process personal data when providing goods and services to customers, by fulfilling purchase contracts and ensuring the supply of ordered goods or services, for receipt, possible reminders of payments and in case of complaint. We store the data for the duration of the contractual relationship with the customer. For these purposes, we process your personal data on a legal basis

performance of the contract or our legitimate interest (if you are an employee of the customer and therefore we have no contractual relationship with you). Personal data will be stored for the time necessary for processing the order and fulfilling the purchase agreement, or for the duration of the contractual relationship (eg framework contracts).

4.3. Some personal data may be included in accounting documents (invoices, orders, delivery notes,...). By law, we are obliged to keep these documents for up to 10 years, so your personal data will be archived with these documents.

4.4. In case of late payment or total non-compliance, we may also provide your personal information process on the basis of a legitimate interest in the recovery of our receivables, or the determination, protection and enforcement of legal claims of our company during the limitation period.

5. Sharing and transfer of personal data (recipients of personal data)

5.1. We may share personal information with third parties who provide certain services related to the performance of contracts (external service providers), delivery, order processing, administrative support, software resources. These persons are then in the position of processors of personal data.

5.1.1. We may then share your personal information with employees

- transport services
- IT system suppliers
- external service suppliers (cooperation)
- external processors (tax advisors, legal advisors,...)

6. Warranties

6.1. We have concluded contracts with personal data processors that guarantee the same level of protection personal data such as this Policy

7. Data security

7.1. We have put in place and maintain the necessary appropriate technical and organizational measures, internal information security controls and processes in accordance with best business practices appropriate to the potential risk to you as a data subject. We use measures to protect your personal data from accidental loss, destruction, unauthorized disclosure or access.

Employees with access to this data are trained to be responsible, we regularly back up data, software software protection, we store paper documents in lockable rooms with limited access.

8. Your rights as a data subject

8.1. If you exercise any right under the applicable regulations, we will inform you of the measures taken, deletion of data, restrictions on processing with the request of each recipient to whom the data were provided, if possible.

8.2. If you wish to exercise these rights or obtain information, you can contact us via contacts at <http://www.seven-lanskroun.cz>

8.3. We may ask you to re-provide some identifying information. The provision of such information is necessary to verify that the relevant request has actually been sent by you.

You will receive an answer to your request within one month of submitting the application, we reserve the right to extend the deadline to two months.

8.4. You may request access to your personal data, you have the right to correct, delete, transfer, object and restrict the processing of our processing. You may withdraw your marketing authorization at any time, which you may have provided to us.

9. Complaints to the Office for Personal Data Protection

9.1. You have the right to file a complaint regarding our data processing with the Office for Personal Data Protection data, Lt. Col. Sochora 27, 170 00 Prague 7, or at www.uoou.cz

10. Updating the Privacy Policy

10.1. We may update or modify the Policy on an ongoing basis. Any changes will take effect by publishing at [www](http://www.seven-lanskroun.cz).

In Lanškroun 21 May 2018

Milan Chládek

CEO of SEVEN Lanškroun sro