

DATA PROTECTION PRINCIPLES

Introduction

While cooperating with BAEST Machines & Structures, a.s, ID No. 28939131, with registered office at Černoleská 1930, 256 01 Benesov / BAEST Machinery Holding, a.s, ID No. 45796360, with registered office at Černoleská 1930, 256 01 Benesov, you provide us with your personal data. We do our best to ensure your confidence in our Company. In this way, we would like to inform you how we treat your personal data.

Collection and use of data

The principles apply to all suppliers and customers of the Company and their representatives, as well as to anyone else who is contacting or otherwise transmitting information to the Company (unless stated otherwise below).

Data Controller

The Company is the Data Controller. Should you have any questions concerning the data processing, please feel free to contact us:

Email: [•]

Phone: + [•]

Mailing address: [•]

Data we collect

The Company collects the following categories of data:

1. Data provided by you

Data provided on the occasions as follows:

- if you negotiate possible future business cooperation or enter into a contractual relationship with the Company,
- if you contact the Company and make queries or offer your services or goods,
- if you visit the Company premises.

2. Information from other sources

This includes:

- publicly available sources including public registers and the Internet,
- information which we have received from third parties, such as your employers or co-workers or business partners, and which we absolutely need for the performance of the contract,
- records from the CCTV system when visiting the Company premises.

The Company can combine the information gathered from these sources with other information at its disposal.

Using your data

The Company uses the data collected for the following purposes:

1. Protection of property

If you visit our premises, our reception will ask you for your personal details. A camera system is installed in the Company's premises. The CCTV system records are processed only if any damage occurs.

2. Closing, changing and terminating contracts

We use the data to prepare the contractual documentation, change the contracts or terminate the contracts.

To that end, we need your personal data to comply with the legal requirements for closing, changing and terminating a contractual relationship.

3. Communicating possible cooperation

We use the data to request services and products from different traders or for communication about possible business cooperation. We believe that we do not interfere with your privacy here. If it bothers you, please let us know. You can use any of the Company's contact details to do so.

4. Business activity

We use the data to perform the contracts, communicate with suppliers or customers or their representatives.

To that end, we need your personal data to fulfil our contractual obligations.

5. Bookkeeping

We use the data to issue invoices and bookkeeping.

To that end, we need your personal information to comply with statutory accounting requirements.

6. Recruitment of new employees

If you send us your curriculum vitae, we will use your data to fill a new job.

We will process your personal information throughout the selection procedure unless you consent to us being able to store your data for a further two years in the event of a new open position in the future.

7. Legal proceedings and defence of legal claims

The collected data may be used to investigate or resolve disputes or legal claims relating to business cooperation with the Company, or to the transmission of personal data to our lawyers, or in other cases permitted by applicable law.

Data transmission and sharing

The Company can share the collected data:

1. With our business partners

The Company may provide or make available information to its collaborators, suppliers, consultants, software providers, consultants and other service providers or business partners. Information is provided to these parties only where necessary.

We would like to assure you that all business partners of the Company are bound by the duty of confidentiality and comply with the obligations arising from applicable laws.

2. For legal reasons or in case of disputes

The Company may share your data if required by law, regulations, service contracts, legal processes or government agencies.

- With the police and courts, state authorities, our lawyers or other third parties, if necessary to enforce our agreements or other principles, if necessary to protect the rights or property of the Company or other parties, or if, in connection with your use of our services or business cooperation with the Company will result in disputes or legal claims.
- With other parties in connection with possible mergers of companies, the sale of assets, consolidation or restructuring, financing or the transfer of the Company or part thereof to the ownership of another Company.

3. With your consent

The Company may also share your data in other ways upon your consent.

Rights in relation to the data processing

1. Storing and deleting data

We keep your data for the duration of the contractual relationship with the Company and, by default, the following ten (10) years. The Company will delete or anonymize your data immediately upon your request (except as noted below).

If permitted by law, the Company may retain some data after the retention period, in the following cases:

- if the Company resolves a problem with you, such as an unresolved dispute or a legal claim.
- if required by law, or when we keep this information in an aggregated or anonymous form.
- if we need such data for legitimate business purposes

2. Access your data

You can contact us free of charge at any time to inquire whether we process your personal information and, if so, request detailed information about this processing. You can use any of the Company's contact information to do so.

3. Change of your data or error in the data

If there is any change in your personal information, such as changing your name, changing your seat or email address, or if you find that we are working with your outdated or erroneous data, during the duration of your contractual relationship with the Company, please let us know what first know. You can use any of the Company's contact information to do so.

4. Limitation of data processing

If you believe that:

- we process your inaccurate data,
- processing your data is illegal and you do not want to delete all data,

- we no longer need your data for the above purposes, but you would like to use it for defending your legal claims, for example in court proceedings,
- our news is already harassing you, even though we thought you might be interested,

you may ask us to limit the processing of only some of your personal data or for just some processing purposes.

5. Data portability

You may contact us at any time so that we will forward your data to our third party to your specifications.

6. Complaint with the Office for Personal Data Protection

If you believe that we treat your data in violation of law, you may at any time address a complaint with the Office for Personal Data Protection.

Valid from: 25 May 2018