

# Information Memorandum about the Processing of the Supplier's Employee Personal Data

## 1. Introduction

The purpose of this document is to provide you with information about the conditions under which the processing of your personal data will be performed. This obligation is given to ORGREZ, a.s.<sup>1</sup> by Article 13 of the GDPR<sup>2</sup>.

## 2. Personal Data Processed

The subject of the processing are the personal data defined in Article 4 (1) of the GDPR, namely:

- ▶ name, surname and date of birth or possibly academic degrees;
- ▶ network identifiers (electronic addresses etc.) related to performance of your job;
- ▶ records of the trainings of safety and protection of health at work and fire protection in our company;
- ▶ pictures and details for the ID card allowing access into the premises of our company.

At the same time, the personal data of persons related to you shall be processed as well, in the scope necessary for the entering into the contract.

## 3. Scope and Purpose of the Personal Data Processing

A) The personal data Controller [in the sense of Article 4 (7)) of the GDPR] is ORGREZ a.s., Hudcova 321/76, 612 00 Brno-Medlány, Company ID No.: 46900829. The Company is entered in the Commercial Register maintained with the Regional Court in Brno, Section B, File 852.

B) The Company has no Data Protection Officer appointed; *you may contact the Company directly at the e-mail address: [gdpr@orgrez.cz](mailto:gdpr@orgrez.cz) in the matters of your personal data protection.*

C) The legal basis and purpose of the personal data processing:

Having entered into the contract of supplies between your company and ORGREZ, a. s. you have become, as the employee of our supplier, the person performing work for our Company. The Company shall process your personal data which are:

- ▶ necessary to perform the contract (agreement) entered into with the Company and based on which you are to perform work for our Company (and for the implementation of measures adopted before the entering into the contract based on the request of this Data Subject).
- ▶ necessary to fulfil the legal obligation applicable to the Controller
  - ▶▶ keeping records of the matters concerning the safety and protection of health at work;
  - ▶▶ keeping records of the matters concerning fire protection;
  - ▶▶ any other possible matters arising from the fulfilment of legal regulations.

D) Your personal data shall be handed over to the public authority bodies in the scope given by law.

E) Your personal data will not be handed over to third countries or to international organizations without your consent.

## 4. Term of the Personal Data Processing and Other Related Information

A) Your personal data shall be processed for the term of your contractual relationship between your company and ORGREZ, a. s., as a minimum, and for the following five years after its termination; the data for which the term is defined by law shall be kept for the time stipulated by such law.

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<sup>1</sup> Full identification details of the Company are specified in Article 3/A, hereinafter only the "Company"

<sup>2</sup> Acronym GDPR means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

B) During the time of the processing of your personal data in the Company, you will have the right [based on the provision of Article 14 (2), Letter c) of the GDPR] to require from the Controller the access to your personal data, their correction or deletion or restriction of processing, the right to raise objection against the processing and the right of the data transferability unless it in discrepancy with the legal regulations or legitimate interests of the employer or third parties.

You exercise your rights (including the right to raise an objection) at the personal data Controller, i.e. our Company. You may contact us in writing or by e-mail (the contact details are specified in part 3 hereof).

C) At the same time, you have the right to withdraw your consent at any time if the processing is based on the consent [pursuant Article 6 (1), Letter a) or Article 9 (2), Letter a) of the GDPR], without affecting the legitimacy of the processing based on the consent granted before its withdrawal.

You exercise your rights (including the right to raise an objection) at the personal data Controller, i.e. our Company. You may contact us in writing or by e-mail (the contact details are specified in part 3 hereof).

D) Should you think that law or the GDPR have been breached during the processing of your personal data, you have the right to file complaint at the supervisory body; in the Czech Republic, it is:

*Úřad pro ochranu osobních údajů*

*ul. pplk. Sochora 27,*

*170 00 Praha 7*

*(Tel. +420 234 665 111; e-mail: [posta@uouu.cz](mailto:posta@uouu.cz); data box: [qkbaa2n](mailto:qkbaa2n); web pages: <https://www.uouu.cz>).*

E) The provision of the personal data is the legal or contractual requirement related to the contract entered into with ORGREZ, a. s. and you have the obligation to provide your personal data; should you fail to provide the personal data, the relevant contract (agreement) shall not be performed with the consequences arising from the contract of which you have been made acquainted.

F) During the personal data processing in the Company, the automated decisions including the profiling specified in Art. 22 (1) and (4) of the GDPR are not performed.

## **5. Other Purposes of the Personal Data Processing**

Your personal data shall not be further processed for other purpose than that for which they have been collected.

## **6. Additional Information**

A) Your personal data shall be kept both in the electronic and physical form (printed). Documents in the electronic form are stored on local discs of employees' work stations and on the back-up media. Should external storage be used, e.g. cloud services, the properly secured systems shall always be used complying with the applicable legal regulations including the GDPR. The data discs are secured by encryption and the data stored in the profile of the user verified in the computer domain of our Company. Documents in the physical form are kept in lockable drawers accessible only by the authorized persons. These lockable drawers are located in buildings which are secured against intrusion of unauthorized persons. In the case of filing of the personal data in an archive, these archives shall be duly secured against intrusion of unauthorized persons and against unauthorized access to your personal data.

B) Only the employees of our company who have been assigned specific tasks related to the purpose of the personal data processing have access to your personal data.

**In effect from 25/05/2018**