

Information Memorandum about the Processing of the Customer's 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.¹ by Article 13 of the GDPR².

2. Personal Data Processed

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

- ▶ name and surname and possibly date of birth;
- ▶ address of the registered office, telephone number, e-mail address;
- ▶ Company ID No., Taxpayer ID No., bank details, details of the entry in the public register.

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-Medlánky, 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 e-mail address: 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 with our Company, you have become our customer. The Company shall process your personal data necessary to perform the contract you have entered into with the Company (and for the implementation of measures adopted before the entering into the contract).

D) Your personal data shall be processed in the cases where their processing is necessary for the purposes of the legitimate interests of the personal data Controller or a third party (except the cases when the interests or fundamental rights and freedoms of the data subjects requiring personal data protection, namely if the data subject is a child, have priority to the legitimate interests).

E) Your personal data shall be handed over to the public authority bodies in the scope given by law. Similarly, your personal data shall be handed over to the Company's contractual partners in the cases in which you would cooperate with them during your work.

F) Your personal data will not be handed over to a third country or to international organizations.

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 to our Company, 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.

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

² 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 13 (2) 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.

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 to 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; data box: qkbaa2n; web pages:

<https://www.uouu.cz>).

E) The provision of the personal data is the legal or contractual requirement related to the prepared contract of sale of services and/or products of the Company. You have the obligation to provide your personal data; should you fail to provide the personal data, the relevant contract shall not be entered into with you.

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. 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.

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