

PRINCIPLES OF PERSONAL DATA PROCESSING

Introduction

When cooperating with BAEST Machines & Structures, a.s., IČO 28939131, with its registered office in Černoleská 1930, 256 01 Benešov/ BAEST Machinery Holding, a.s., IČO 45796360, with its registered office in Černoleská 1930, 256 01 Benešov (the "Company"), you entrust us with your personal data. We do everything we can not to betray your trust. We would like to explain to you how we handle personal data.

Collection and Use of Data

The Policy applies to all suppliers and customers of the Company and their representatives, as well as to anyone else who contacts the Company or otherwise sends information to the Company (unless otherwise stated below). This means all those who use the Company's services or provide services or subcontracts for it.

Data Controller

The administrator of personal data is the Company. If you want to contact us and ask us anything related to the processing of personal data, you can use the following contact details:

Email: info@baest.cz

Phone: + 420 317 753 350

Address: Černoleská 1930, 256 01 Benešov

What information we collect

The Company collects the following categories of data:

1. Information you provide yourself

Information to be provided on the following occasions:

- when negotiating possible future business cooperation or when concluding a contractual relationship with the Company
- data you provide to us for the execution of the order
- if you contact the Company and offer to supply your services or goods
- if you visit the Company's premises.

2. Information from other sources

Such sources include:

- publicly available sources, including public registers and the Internet
- information that we have received from third parties, such as your employers or co-workers or business partners, and which we necessarily need for the execution of the order
- recordings from the camera system when visiting the Company's premises.
- The Company may combine information collected from these sources with other information available to it.

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How we use your information

The Company uses the collected data for the following purposes:

1. Protection of property

If you come to visit us, our gatehouse will ask you to provide your personal identification data. A camera system is then installed on the premises of the Company. We use camera record only in cases where there is damage to the Company's property or the rights of third parties.

2. Conclusion, modification and termination of contracts

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

For this purpose, we necessarily need your personal data to comply with legal requests to conclude, modify and terminate the contractual relationship.

3. Reach out for collaboration

We use the data after requesting services and products from various suppliers, or for communication regarding possible business cooperation. We believe that this does not interfere with your privacy. Should this still bother you, please let us know. You can use any of the Company's contact details to do so.

4. Business activities

We use the data for the actual implementation of orders, for communication with suppliers or customers, or their representatives.

For this purpose, we necessarily need your personal data in order to be able to fulfil our contractual obligations.

5. Bookkeeping

We use the data to issue invoices and bookkeeping.

For this purpose, we necessarily need your personal data to comply with legal accounting requirements.

6. Recruitment

If you send us your CV, we will use your data to fill a new position.

We will process your personal data throughout the selection procedure, unless you give us your consent to store your data for a further two years in case of a newly opened position in the future.

7. Legal proceedings and defence of legal claims

We may use the information we collect to investigate or resolve disputes or legal claims related to our business dealings with the Company, or to disclose personal information to our legal representatives, or as otherwise permitted by applicable law.

Sharing and transfer of data

The Company may share the collected data:

1. With our business partners

The Company may provide or disclose data to its associates, contractors, consultants, software providers, consultants and other service providers or business partners. It provides information to these parties only when necessary.

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

2. For legal reasons or in case of disputes

The Company may share your information if required to do so by law, regulations, operating agreements, legal process, or government agencies.

- With the police and courts, government authorities, our attorneys or other third parties as necessary to enforce our contracts or other policies, if necessary to protect the rights or property of the Company or other parties, or if disputes or legal claims arise in connection with your use of our services or business cooperation with the Company.
- With other parties in connection with any merger, sale of assets, consolidation or restructuring, financing or transfer of the Company or a portion thereof into the ownership of another company.

3. With your consent

The Company may also share your information in other ways if it notifies you and you agree to this.

Your rights in connection with the processing of personal data

1. Data storage and deletion

We keep your information for the entire duration of the contractual relationship with the Company and, as a standard, for ten (10) years after its termination. The Company will delete or anonymise your data immediately after you request it (except as provided below).

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

- if the Company resolves a problem with you, such as an unresolved dispute or legal claim.
- where we are required to do so by law, or where we store such data in an aggregated or anonymous form.
- where we need such data for legitimate business purposes.

2. Access to your data

You can contact us at any time free of charge with a request for information on whether we process your personal data and, if so, request detailed information about this processing. To do this, you can use any of the Company's contact details.

3. Change of your information or error in data

If there is any change in your personal data during the duration of the contractual relationship with the Company, such as a name change, change of registered office or e-mail address, or if you find that we are working with your outdated or incorrect data, please let us know as soon as possible. To do this, you can use any of the Company's contact details.

4. Restriction of processing

If you believe that:

- we process your inaccurate data
- the processing of your data is unlawful and you do not wish to delete all data,
- we no longer need your data for the above purposes, but you would like to use it to defend your legal claims, for example in court proceedings,
- you are already bothered by our messages, even though we assumed they might be of interest to you;

You can ask us to restrict the processing of only some of your personal data or for only certain processing purposes.

5. Data portability

You can contact us at any time to pass on your data held by us to a third party according to your specifications.

6. Complaint to the Office for Personal Data Protection

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

Effective date: May 25, 2018