

**INFORMATION ON PERSONAL DATA PROCESSING**

Dear customers and business partners,

this document is intended to provide you with basic information on the processing of your personal data. Please, be assured that your personal data will be handled with due care and in compliance with all applicable laws and regulations.

This notice fully reflects 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, applicable from 25 May 2018.

**1. Who is the data controller?**

The data controller is the person who, alone or jointly with others, determines the purposes and means of processing of your personal data.

The controller of your personal data is **Solarity s.r.o.**, with its registered office at Praha 6 – Dejvice, Vostrovská 787/45, 160 00, Reg. No.: 241 62 167, registered in the Commercial Register of the Municipal Court in Prague under file no.: C 184409 (hereinafter the “**Company**”).

**2. Who can I contact?**

Should you have any questions regarding your personal data, you can contact our Data Protection Coordinator – Adéla Graham (adela.graham@solarity.cz)

The Data Protection Coordinator is also tasked with responding to any requests you may send to our Company with regard to any rights you have as a data subject.

**3. For what purposes and on what legal basis do we process your personal data?**

We process your personal data for the following purposes:

- conclusion and performance of a contract entered into between you and the Company;
- customizing our offer of products and services to your needs;
- protection of the Company’s legitimate interests.

The legal basis for the processing of your personal data is compliance with a legal obligation to which the Company is subject, performance of a contract concluded between you and our Company and legitimate interests of our Company which consist in ensuring supplies needed for production and other activities carried out by our Company, our Company’s sales management and, last but not least, protection of the Company’s property.

Should you refuse to grant us your consent with the processing of your personal data for marketing purposes, it does not mean that, as a result, we will deny you delivery of any product or service under a contract concluded with you.

**4. How did we obtain your personal data?**

We have obtained your personal data directly from you, in particular from contracts concluded with you, from forms that you have completed or from our mutual communication.

Your personal data may also originate from publicly available sources, registers and databases, such as the Commercial Register, the Land Register, debtor registers or various professional registers.

#### **5. What categories of personal data do we process about you?**

To ensure your satisfaction with the performance of our obligations and our compliance with legal obligations, in order to provide you with a customized offer of the Company's products and services and for other purposes mentioned above, we process the following categories of personal data:

- Basic identification information - name, surname, date of birth, address of residence and identification number;
- Contact information - phone number and email address;
- Information on the use of the Company's products and services;
- Information on mutual communication - information from emails, recorded phone calls or other contact forms;
- Invoice and transaction information - including but not limited to information appearing on invoices and information about agreed terms of invoicing and received payments.

#### **6. To whom do we transfer your personal data?**

We transfer your personal data in particular to regulatory authorities in order to comply with legal obligations to which the Company is subject (e.g. to financial administration).

Your personal data may also be transferred to external companies that assist us with certain activities involving personal data processing (accounting, IT services etc.).

Your personal data are not transferred to countries outside the European Union or the European Economic Area or to any international organizations.

#### **7. For how long will we keep your personal data?**

Accounting documents are kept for the statutory period of 10 years. We will keep other personal data to which no statutory archiving period applies for 4 years as we might need them for defending our rights in potential judicial disputes.

If we process your personal data for marketing purposes based on your consent, we will keep such data until your consent has been withdrawn.

#### **8. What are your rights with regard to the processing of your personal data?**

You have a right to access your personal data, i.e. a right to request information on what personal data we process about you and a right to receive copies of any documents containing your personal data. You have a right to request rectification of inaccurate personal data. Furthermore, you have a right to request erasure of your personal data or restriction of processing of your personal data. If you believe that our processing of your personal data violates applicable laws, you may raise an objection to the processing, lodge a complaint with a supervisory authority (Office for Personal Data Protection - Úřad pro ochranu osobních údajů) or withdraw the consent you have granted.

You may exercise any of your rights above by sending an email to the Data Protection Coordinator's email address provided in Art. 2 hereof. You may also exercise your rights by sending a written request to our correspondence address provided in Art. 1 hereof.

The Coordinator will respond to the exercise of any of your rights free of charge.

Your request may be rejected if it is unfounded or excessive. Your request will be deemed unfounded if it amounts to an objection to the processing of your personal data based on the Company's legitimate interests and does not state the reasons for which your interests should prevail over the legitimate

interests of the Company. Your request will be deemed excessive if it is filed repeatedly or if you file an excessive number of requests.

We will respond to your request and, as the case may be, provide you with information on the measures we have adopted as soon as possible and no later than one month from the receipt of your request. This period may be extended by two additional months if it is necessary due to the complexity of the request or the number of requests received. We will inform you of any such extension and the reasons for such extension.

Should you have any additional questions about the above information on the processing of your personal data, kindly contact our Data Protection Coordinator using the contact details provided above.

**Solarity s.r.o.**