

## FULFILLING OF REPORTING OBLIGATIONS PURSUANT TO ART. 13 GDPR

Whereas ISOTRA a. s., ID No. 47679191, registered office: Bílovecká 2411/1, Předměstí, CZ-74601 Opava, Czech Republic, entered in the Commercial Register maintained by the Regional Court in Ostrava, under reference B/3169 (hereinafter "ISOTRA" or the "Controller"), processes personal data as a controller in terms of the General Data Protection Regulation<sup>1</sup> (hereinafter "GDPR"), and assumes the position of a personal data controller for most activities. Exceptionally, ISOTRA may also be in a position of a personal data processor.

Protection and safeguarding of personal data processed is a priority for ISOTRA, therefore ISOTRA pays appropriate attention to personal data and their protection. On those grounds, ISOTRA hereby informs data subjects on the personal data processing implemented and on the rights of data subjects in relation to the processing of their personal data. Information about the principles of personal data processing followed by ISOTRA and more detailed information about the rights of the data subjects can be found at <https://www.artosi.eu/principles-relating-to-the-processing-of-personal-data-in-isotra-a-s>.

Thereby, ISOTRA fulfils reporting obligations in relation to the subjects pursuant to Art. 13 GDPR.

E-mail address of the Controller: [isotra@isotra.cz](mailto:isotra@isotra.cz)

Postal address: Bílovecká 2411/1, Předměstí, CZ-74601 Opava, Czech Republic

Data box: 8wiemb6

The table below clearly shows specific purposes of the processing, legal grounds for the processing, categories of personal data processed, the recipients, and the processing time.

The personal data processed are not released by the Controller to any third countries or international organisations. The personal data provided may be used for automated individual decision-making, including profiling.

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<sup>1</sup> 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>Purposes of processing of personal data</b>	<b>Legal grounds for processing of personal data<sup>2</sup></b>	<b>Categories of personal data</b>	<b>Recipients</b>	<b>Storage period</b>
1.	Registration of contracts	Legitimate interest of the Controller	Name, surname, date of birth, national ID number, ID No., VAT ID No. of enterprising individual, place of business of enterprising individual, address of permanent residence, contact address, telephone number, e-mail address, bank account number, signature	External legal representative IBM Global Services Delivery Center Czech Republic, s. r. o., ID No. 26244535,	10 years
2.	Registration of supplier offers; registration of customers	Legitimate interest of the Controller	Name, surname, telephone number, e-mail address, place of business of enterprising individual, signature		5 years
3.	Creation and registration of orders	Performance of contract; legitimate interest of the Controller	Name, surname, address of residence, telephone number, e-mail address, VAT ID No. of enterprising individual, signature	K2 atmitec s. r. o., ID No. 42767717	3 years
4.	Issuing of invoices, handover protocols	Fulfilment of legal obligations, performance of contract	Name, surname, e-mail address, telephone number, place of business of enterprising individual, signature	Banking institution for the purposes of effecting of payments	pursuant to Act No. 563/1991 Coll., on accounting
5.	Issuing of sales receipts	Fulfilment of legal obligations, performance of contract	Name, surname, address of residence		3 years
6.	Arranging of goods transport, goods receipt	Performance of contract, legitimate interest of the Controller	Name, surname, address of residence, e-mail address, telephone number, signature	External shipping companies	5 years
7.	Handling of complaints	Fulfilment of legal obligations, performance of contract	Name, surname, address of residence, telephone number, e-mail address, signature, bank account number		5 years
8.	Recovery of debts	Performance of contract	Name, surname, address of residence, date of birth, national ID number, VAT ID No. of enterprising individual, place of business, telephone number, bank account number, e-mail address, telephone number, signature	External legal representative Creditreform s. r. o., ID No. 49615076, EOS KSI Česká republika, s. r. o., ID No. 25117483,	10 years

<sup>2</sup> In terms of Art. 6 GDPR.

9.	Use of the Controller's information systems, electronic mail, data backup	Fulfilment of legal obligations, performance of contract, legitimate interest of the Controller	Name, surname, date of birth, national ID number, ID No., VAT ID No. of enterprising individual, place of business of enterprising individual, address of permanent residence, contact address, telephone number, e-mail address, bank account number, signature	ID – KARTA s. r. o., ID No. 25356259 VUMS LEGEND, ID No. 61855057 K2 atmitec s. r. o., ID No. 42767717 TPV group s. r. o., ID No. 25941879 ICZ a. s., ID No. 25145444 ATTN Consulting s. r. o., ID No. 25894978 Poneco Poděbrady s. r. o., ID No. 61682322 NAM system, a. s., ID No. 25862731 NetDirect s. r. o., ID No. 24271098 webProgress, s. r. o., ID No. 26282143 DMS s. r. o., ID No. 49436392	10 years for the purposes of information systems and data backup 1 year for the purposes of use of electronic mail
10.	Monitoring and registration of customers in terms of their payment behaviour	Legitimate interest of the Controller	Name, surname, VAT ID No. of enterprising individual	BISNODE Česká republika a. s., ID No. 45806314	10 years
11.	Organisation of customer contests and completion by customers of a contact form on the Controller's web site	Legitimate interest of the Controller	Name, surname, e-mail address, telephone number	Facebook webProgress, s. r. o., ID No. 26282143	3 months
12.	Operation of B2B e-shop for installation companies	Performance of contract	Name, surname, VAT ID No., address of residence, e-mail address, telephone number	NetDirect s. r. o., ID No. 24271098 webProgress, s. r. o., ID No. 26282143	5 years
13.	Operation of portal.isotra.cz web site for posting of contacts by dealers	Legitimate interest of the Controller	Name, surname, VAT ID No., e-mail address, telephone number	webProgress, s. r. o., ID No. 26282143	5 years
14.	Newsletters for customers	Legitimate interest of the Controller, data subject's consent	Name, surname, e-mail address	webProgress, s. r. o., ID No. 26282143	1 year
15.	Operation of CCTV system in the Controller's premises	Legitimate interest of the Controller	Video recording		3 months

The Controller adds to the aforementioned information that personal data are only processed for a period necessary to attain the aforementioned objectives and they are only passed to recipients in the minimum extent necessary for fulfilling the specified purposes.

If your personal data are processed based on legal grounds of the Controller's legitimate interest [Art. 6, Subpar. 1, Point (f) GDPR], said legitimate interest is due fulfilment of duties under contracts concluded by and between the Controller, business partners, customers, or other entities, exercise of legal claims by the Controller, and exercise of activities within the Controller's object of business. The closed-circuit television (CCTV) system is utilised by the Controller in its premises for the purposes of protection of individuals and assets within the Controller's premises. Monitoring and recording of customers in relation to their payment behaviour is implemented for the purposes of protection of the Controller's financial interests and prevention of concluding contracts with entities that had previously failed to meet their obligations.

The Controller hereby informs the data subjects about their right to demand, under conditions set in Art. 15 through Art. 20 GDPR, access to personal data processed, rectification of personal data processed, erasure of personal data processed, restriction of the processing of personal data processed, and portability of personal data processed.

The Controller hereby informs the data subjects about their right to object, under conditions set in Art. 21 GDPR, to the processing of their personal data.

The aforementioned rights and objections **are to be exercised by the complainant in a written documentary form (request with officially verified signature) or electronic form (e-mail message with a recognised electronic signature or a data box message)** sent to the contact address(es) of the Controller as mentioned above.

If you believe the processing of your personal data is in breach with GDPR, you are entitled to file a complaint with the respective data protection authority.