

Terms of personal data protection

Contact details of the personal data manager:

Metal Produkt Servis Praha, s.r.o., ID number: 26708159, with registered office at Davidkova 692, 180 00 Prague 8-Liben, contact e-mail: nosek@mpservis.cz

Name of the website to which these terms of processing are linked: www.mpservis.cz

With this document, we would like to inform you about how your personal data will be processed. The processing is carried out in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (hereinafter also "GDPR ")

We process personal data as personal data administrators, i.e. we determine the purposes and means of processing. Since the GDPR area is quite complex, do not hesitate to contact us at the above email and we will explain everything to you in a clear way.

1. Scope of processed personal data

We process the following information:

- Personal data that you provide to us via the website (our forms). Particularity speaking about:
- First and last name
- Email address
- The text of the message you can leave

Personal data we process when you purchase our products or services from us. Personal data may vary depending on the products or services you purchase from us, but in general it is your contact data, address data, data needed to issue an invoice and ensure the functioning of the mutual contractual relationship. We may obtain this information from you during the existence of a contractual relationship, through forms on the website, or through further communication with you, when concluding contracts, etc.

Personal data we obtain from third-party tools deployed on our website. Can specifically deal with:

- Information obtained from Google Analytics and other tools operated by Google Ireland Limited;
- Information obtained from Sklik, operated by Seznam.cz, Plc.;
- Information obtained from the Facebook pixel and other tools operated by Facebook Ireland Ltd.;

- Information obtained from Twitter, operated by Twitter International Company.;
- Information obtained from LinkedIn, operated by LinkedIn Ireland Unlimited Company.;

Applicants' personal data (e.g. address, date of birth, education, gender, photo, telephone and e-mail) **from the sent resumes.** The data is used for the recruitment of employees and the selection process.

2. Purpose and legal basis of processing

- We use **the personal data you provide to us through the website** for the following purposes:
- In order to contact you and possibly establish mutual cooperation. If we establish cooperation, the processing is based on the fulfillment of a mutual contractual relationship according to Article 6 paragraph 1 letter b) GDPR. If we do not establish cooperation, the processing is based on our legitimate interest according to Article 6 paragraph 1 letter f) GDPR, which consists in ensuring mutual communication.
- If you would contact us with a request to provide support in connection with the purchased products or services, we will use this information for the purposes of processing this request, based on the fulfillment of contractual obligations according to Article 6 paragraph 1 letter b) GDPR.
- If you are a job seeker, we will process your personal data sent in resumes and other documents related to recruitment for the purpose of the selection procedure and the creation of a possible employment relationship according to Article 6, paragraph 1 letter b) GDPR. We may keep personal data for a reasonably long time even after the end of the selection process, in case the given position becomes vacant again or we would like to offer you a similar position. We will be happy to provide you with more detailed information about processing in connection with recruitment during the selection process.
- **We process the personal data that we process when you purchase our products or services from us** precisely in order to They could provide you with our products or services. The legal basis is the fulfillment of mutual contractual obligations according to Article 6 paragraph 1 letter b) GDPR. At the same time, we need to protect ourselves in the event of legal disputes and in the case of requests that state authorities may make of us, therefore we will process personal data on the basis of our legitimate interest according to Article 6 paragraph 1 letter F)GDPR. The law may also impose an obligation on us to store your personal data for a certain period of time, after which we will process personal data based on the fulfillment of legal obligations pursuant to Article 6 paragraph 1 letter c) GDPR.
- **Personal data that we obtain from third-party tools that are deployed** on our website, or from our own deployed tools, we can use for various purposes and it will always depend on which tools we are currently using. It can be tools that help us with analytics on our website, with traffic measurement, recording of your activity, etc. However, we most often use tools for analytical activities and finding out how you use our website or how many people visit these pages. The legal basis will thus be our legitimate interest, which consists in improving our goods and services and website according to Article 6 paragraph 1 letter f) GDPR.

- The tools used work in most cases on so-called cookie files, which are stored in your browser. You can find a specific list of cookies in the information bar that is located on the website when you access it. We will require your active consent to store cookies.

We process your personal data in accordance with these principles on the basis of the fulfillment of a mutual contract or your request, on the basis of the fulfillment of our legal obligations, on the basis of our legitimate interest or on the basis of your possible consent granted for specific processing. We will always assess whether your consent is required before using information for a purpose that is not set out in this policy. In this case, we will inform you and ask for your consent. If consent is not required, we will inform you in advance about the new scope of processing.

It may happen that you receive an e-mail from us. If this e-mail is related to the provision of our services or goods, or is related to answering your question that you have raised through our forms, we do so on the basis of a contractual relationship or our legitimate interest.

3. Recipients of personal data

Our company cares about the protection of your personal data, therefore we transfer personal data to third parties only for the above-mentioned purposes, and only to the extent necessary.

The following recipients have access to your personal data:

- state administration authorities in accordance with our legal obligations, in particular the Financial Administration of the Czech Republic and the Czech Social Security Administration, or other authorities for the defense of legal claims, or on the basis of an official request sent to us;
- company providing management of our website and analytical tools on the web.
- providers of server, web, cloud or IT services: Gransy s.r.o., Shipard s.r.o., Google LLC / G Suite
- accounting service providers: External accountant based in the Czech Republic.
- legal service providers: External legal representative, office based in the Czech Republic.

If you are interested in knowing with whom your personal data is shared, write to us at our e-mail address and we will provide you with this information. In the event that we use providers located in third countries, we will transfer personal data only on the condition that there are suitable guarantees for the transfer.

4. Cookie files

Cookies are small data files that websites store on your computer or mobile device when you browse our website. We subsequently obtain information from these files, for example to find out what pages you are viewing, to be able to adapt the displayed advertising to you according to your preferences, or simply

to ensure the functioning of our website.

On our website, we use cookies that are used to:

- implementation of analytics;
- ensuring marketing;
- providing functionalities that are not necessary for displaying the website and providing other services;

On the website, we can also use so-called technical cookies, which are used to ensure that the website functions as it should, or to record whether you have give consent to cookies or not. Unfortunately, there is no option to refuse the use of these cookies.

However, in addition to technical cookies, we also use other cookies for the purposes listed above. We store all these cookies only with your consent, for each of the stated purposes separately. If you decide to grant consent only to some cookies according to the settings when granting consents, those cookies for which you did not grant consent will not be activated. You can also revoke your consent at any time by changing the settings according to the appropriate button on the website. However, revocation of consent does not affect the legality of processing prior to its revocation. In other words, until you withdraw your consent, the use of cookies is authorized.

In connection with cookies, we specifically use the following tools:

- Google Analytics and other tools from Google Ireland Ltd., Google Building Gordon House, 4 Barrow St, Dublin, D04 E5W5, Ireland. More information: <https://policies.google.com/technologies/cookies?hl=en>.
- The Sklik tool from the company Seznam.cz, Plc, with registered office Radlicka 3294/10, Smichov, 150 00 Prague 5, typically with this the tool stores the sid cookie and related cookies. More details can be found here: <https://o.seznam.cz/ochrana-udaju/personalizace-obsahua-reklamy/vyuzivani-cookies/>
- Facebook pixel tool and other tools from Facebook Ireland Ltd., 4 Grand Canal Square Grand Canal Harbor Dublin 2 Ireland. More information: <https://www.facebook.com/policies/cookies/>.
- Tools from LinkedIn Ireland Unlimited Company, of Gardner House, 2 Wilton Pl, Dublin 2, D02 CA30, Ireland. More information: <https://cz.linkedin.com/legal/l/cookie-table?#thirdparty>.
- Tools from Twitter International Company, of One Cumberland Place, Fenian Street, Dublin 2, D02 AX07 Ireland. More information: <https://help.twitter.com/en/rules-and-policies/twitter-cookies> and here: <https://cdn.cms-twdigitalassets.com/content/dam/help-twitter/rules-and-policies/cookie-description-lists/cookie-description-list-en.pdf> .

In the event that personal data is transferred to a territory outside the EU for any of the tools, such transfer is based on appropriate guarantees (especially standard contractual clauses and additional measures taken) or on the basis of a decision on adequate protection.

Description of individual cookies:

Cookie name	Storage time	Description of purposes	Type of cookies
_ga	2 years	The _ga cookie, installed by Google Analytics, calculates visitor, session and campaign data and also tracks website usage for a website analytics overview. The cookie stores information anonymously and assigns a randomly generated number to recognize unique visitors.	analytical
_gid	1 day	The _gid cookie installed by Google Analytics stores information about how visitors use the website and at the same time creates an analytical report on the performance of the website. Some of the data that is collected includes the number of visitors, their source and the pages they visit anonymously.	analytical
_gat	1 minute	Variant of the _gat cookie set by Google Analytics and Google Tag Manager, which allows website owners to track visitor behavior and measure website performance. The pattern element in the title contains the unique identification number of the account or website to which it relates.	analytical
cc_cookie_demo2	1year	Cookie settings to remember user consent settings so that the website recognizes the user on the next visit.	technical

5. Period of retention of personal data

We will process your personal data only for the time necessary to fulfill the above purposes for which they were collected. Retention period requirements may vary for different types of data in the context of different products and services, and therefore the actual retention period will also vary. The criteria used to determine the information retention period include:

- How long are personal data needed to provide our products or services and to ensure the operation of our company? It includes activities such as maintaining and improving our products or services, maintaining the security of our systems, and maintaining relevant business and financial records. This is a generally valid rule that is the basis for determining the data retention period in most cases.
- Do you provide us with your data with the expectation that we will keep it until you explicitly want to delete it? If so, we will keep them for this period.
- Are these personal data sensitive? If so, it is generally advisable to use a reduced data retention

period.

- Have we implemented and communicated a specific retention period for a certain type of data? If so, we will definitely never cross it.
- Have you given your consent to the extension of the information retention period? If so, we will store the data in accordance with yours.
- Are we subject to legal, contractual or similar obligations to retain data? If so, we will retain the data in accordance with these obligations. Examples include mandatory data retention laws, government orders to retain data related to an investigation, or data that needs to be retained for litigation purposes.
- If you receive commercial messages from us, we will send them as long as you do not refuse to send them to us, in the case for the period indicated in the text when you subscribe, or you give us your consent to send them.

6. What rights do you have in relation to the protection of your personal data?

In relation to our processing of your personal data, you have the following rights:

- the right to access personal data;
- right to correction;
- right to erasure ("right to be forgotten");
- the right to restrict data processing;
- the right to object to processing;
- the right to data portability ;
- the right to withdraw consent to the processing of personal data;
- the right to file a complaint about the processing of personal data.

Your rights are explained below to give you a clearer idea of their content.

The right of access means that at any time you can request our confirmation whether or not personal data concerning you is being processed, and if it is, then for what purposes, to what extent, to whom it is made available, for how long we will process it , whether you have the right to correction, erasure, limitation of processing or to raise an objection, where we obtained personal data and whether automated decision-making takes place based on the processing of your personal data, including possible profiling. You also have the right to obtain a copy of your personal data.

The right to correction means that you can ask us at any time to correct or supplement your personal

data if it is inaccurate or incomplete.

The right to erasure means that we must delete your personal data if (i) it is no longer necessary for the purposes for which it was collected or otherwise processed, (ii) the processing is unlawful, (iii) you object to the processing and there are no overriding legitimate reasons for processing, (iv) we are required to do so by law, or (v) in relation to personal data to which you have given consent, you revoke this consent.

The right to restriction of processing means that until we have resolved any questionable issues regarding the processing of your personal data, we may not process your personal data other than in such a way that we will only store and possibly use it only with your consent or for the purpose of establishing, exercising or defending legal claims.

The right to object means that you can object to the processing of your personal data that we process for the purposes of direct marketing or because of a legitimate interest, including profiling based on our legitimate interest. If you object to processing for direct marketing purposes, your personal data will no longer be processed for these purposes. In the event of an objection to processing based on other reasons, this objection will be evaluated and we will subsequently inform you whether we have complied with it and will no longer process your data, or that the objection was not justified and processing will continue. In any case, processing will be restricted until the objection is resolved.

The right to withdraw consent to the processing of personal data means that if you have given us consent for a certain purpose (for example, in connection with commercial communications), you have the right to withdraw it at any time, for example by contacting us at the email address below. If we send you commercial communications based on your consent, you can also withdraw your consent by unsubscribing in each individual commercial communication. We will always provide specific rules for withdrawing consent when obtaining consent. Revocation of consent does not affect the legality of the processing prior to its revocation.

The right to portability means that you have the right to receive personal data relating to you that you have provided to us based on consent or contract, and which are also processed automatically, in a structured, commonly used and machine-readable format, and the right to these personal data were transferred directly to another administrator.

If you have comments or a complaint regarding the protection of personal data or a question or exercise any of your rights, please contact us at the e-mail address nosek@mpservis.cz. We will respond to your questions or comments within one month.

Our activity is also supervised by **the Office for the Protection of Personal Data, with whom you can file a complaint if you are not satisfied. You can find out more on the office's website** (www.uoou.cz).

CHANGES TO POLICY

Our policies may be changed from time to time. We will publish all changes to the personal data protection policy at www.mpservis.cz and if there are significant changes, we will inform you in more detail (in the case of some services, we may notify policy changes by e-mail). The right to portability means that you have the right to receive personal data relating to you that you have provided to us based on consent or contract, and which are also processed automatically, in a structured, commonly used and machine-readable format, and the right to these personal data were transferred directly to another administrator. The right to erasure means that we must delete your personal data if (i) it is no

longer necessary for the purposes for which it was collected or otherwise processed, (ii) the processing is unlawful, (iii) you object to the processing and there are no overriding legitimate reasons for processing, (iv) we are required to do so by law, or (v) in relation to personal data to which you have given consent, you revoke this consent. We archive previous versions of this policy for you so that you can access them in the future.

These policies are effective from 7/25/2022