

PROTECTION OF PERSONAL DATA

We hereby present you with the protection of personal data document 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 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) (hereinafter referred to as the GDPR) to inform you how we protect and process the personal data of our clients, business partners and employees.

The company respects the privacy of its clients, business partners and employees. We treat your personal data confidentially and in compliance with data protection laws.

1. PERSONAL DATA MANAGER

The Personal data manager is PROBUS spol. s r.o., Company Reg. No. 458 03 307, with its registered office at V jirchářích 1285/12, Nové Město, Prague 1, Post Code 110 00. Managing Director Ing. Kateřina Holečková.

2. PROCESSING OF PERSONAL DATA

The purpose of processing personal data is always related to the subject of our activity. We process personal data of our clients, business partners and employees.

These include addresses, identification and contact information:

- *Client: first and last name, tel. number, e-mail, delivery address (when delivering an order).*
- *Business partner: company name, registered office, contact person's name and surname, company registration number, VAT number, bank account number, tel. number, e-mail.*
- *Employees: name and surname, title, date of birth, place of birth, birth number, permanent or other address, contact address, personal identification number, health insurance company, tel. number, e-mail address.*

3. LEGAL REASON AND PURPOSE OF PERSONAL DATA PROCESSING

The personal data that we collect are primarily used to provide our services and to provide all related administration (commercial, employment, etc.).

In accordance with Article 6(1) of the GDPR, the controller processes and retains personal data to the extent that at least one of the following applies:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

Purpose of processing of personal data of clients and business partners:

- a) execution of an order - processing is necessary for the fulfillment of the contract;

- b) sending of offers of services - processing is performed on the basis of a legitimate interest, consisting of the sending of commercial messages to its previous customers pursuant to Act No. 480/2004 Coll., on certain information society services, or on the basis of a consent to the processing of personal data;
- c) the "Contact us" form - processing is performed on the basis of a legitimate interest in communication with clients, potential clients or prospective clients (processing of a request, complaint, inquiry, etc.);
- d) entry into the reservation system of the restaurant, sending of lunch meals and special offers - processing is carried out on the basis of a consent to the processing of personal data.

Purpose of processing of personal data of employees:

- a) for personnel and payroll purposes.

4. METHOD OF PROCESSING PERSONAL DATA

We process personal data of clients/employees/business partners both manually and in an automated manner, using the appropriate technical and organizational measures to ensure the protection of personal data. The processing of personal data of clients may also take place with the possible use of support and information systems of third parties under the conditions stipulated by the Act on the Protection of Personal Data and the law in general. Relationships with third parties created in this way are always contractually covered so as to avoid violating the principles of handling personal data.

We process personal data on the territory of the Czech Republic.

5. PERIOD OF RETENTION OF PERSONAL DATA

In the case of a contractual relationship, the period of retention of personal data is for the duration and validity of the contract and then for the necessary time after the termination of the concluded contract, i.e. after all contractual obligations have been fulfilled by both contractual parties or termination of contractual relationships in another way.

In the case of a consent to the processing of personal data, the retention period is until it is revoked or a maximum of 10 years.

In the case of personal data related to personnel and payroll, we follow the legal regulations that regulate the archiving periods for individual documents.

6. RIGHTS OF THE DATA SUBJECT

The client/employee/business partner has the right to request free of charge information regarding the processing of his or her personal data. This request may be made personally at the registered office of the Company or in writing to PROBUS spol. s r.o., V jirchářích 1285/12, Nové Město, Prague 1, Post Code 110 00, or by e-mail to probus@kmotra.cz. The requested information will be provided without undue delay, but no later than one month.

In addition, the client/employee/business partner has the following rights in relation to his or her personal data: *the right to object to the processing of personal data, the right to correct his or her personal data, the right to limit the processing of personal data, the right not to be subject to automated individual decision making, including profiling, the right to data portability, the right to the deletion of their personal data (the right to be forgotten), the right to withdraw consent to the processing of personal data.*

In case of doubt or uncertainty as to the correctness of the process of collecting, processing or storing personal data, the client/employee/business partner has the right to request an explanation or correction both from us and from other entities involved in the processing. He or she also has the right to submit a complaint to the supervisory authority, which is the Office for the Protection of Personal Data: Pplk. Sochora 27, Prague 7, Post Code 170 00.

In addition to the purpose, method and scope described in this Document, we will not process your personal data any further, or pass it on to other parties, unless required by our legal obligation.

This Document is valid and effective as of 24 May 2018.