

PRIVACY POLICY

E&M Manufacturing, ID No.: 25273230, with registered office at Horní Nová Ves 135, 507 81 Lázně Bělohrad, operates the website <https://emmanufacturing.cz/>. In this document we inform you how we handle with personal data as data controllers.

We are a business and in order to provide our services we need to process personal data. We process them in connection with the establishment of a contractual relationship with our customers and in the performance of a contract, but also for the other reasons listed below.

We process personal data 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 also referred to as "GDPR").

If you have any questions, please feel free to contact us at info@emweaving.com.

1. THE SCOPE OF THE PERSONAL DATA PROCESSED, THE LEGAL BASIS AND THE PURPOSE

In order to provide you with my services, I process the following personal data:

- **Personal data necessary for the establishment and implementation of the business relationship. This includes** your contact details such as your name, surname, email, telephone number and other information that you provide to us when establishing a joint contractual relationship. We may process this personal data either about you directly or your responsible person who is authorised to act for you in these matters. The purpose of the processing is therefore the performance of the contractual relationship and the legal basis is the performance of the contract according to Article 6(1)(b) GDPR. We may also need the personal data for the purposes of fulfilling our legal obligations under Article 6(1)(c) GDPR or for legitimate interests consisting in the protection and defence of our own legal claims under Article 6(1)(f) GDPR.
- **Personal data entered in the contact form on the website.** We do not primarily process your personal data on the website. However, the website contains a contact form through which you can make enquiries and request our services. Through the form, we process your e-mail address and the content of the message you send us; in addition, you can also fill in your name and telephone number at your discretion, which we would then also process. The purpose of the processing is to ensure mutual communication on the basis of Article 6(1)(b) GDPR. If this communication does not subsequently lead to the establishment of a mutual contractual relationship, we will process the data on the basis of the legitimate interest of providing answers to your suggestions and questions pursuant to Article 6(1)(f) GDPR.
- **Information about your activity on the website.** We collect information on the website through third party tools. The information is obtained through the use of so-called cookies, and more detailed information is provided in the cookie bar.

2. WHO HAS ACCESS TO YOUR PERSONAL DATA?

We process all personal data ourselves, so the only recipients are state administration authorities to whom we are obliged to provide data in connection with the performance of legal obligations.

3. FOR HOW LONG WILL WE PROCESS YOUR PERSONAL DATA?

We will only process your personal data for the time necessary to fulfil the above purposes for which it was collected - the provision of services and the performance of obligations arising from the mutual contractual relationship. At the same time, we also retain personal data in accordance with the fulfilment of legal obligations. For example, tax and accounting regulations require me to retain certain information for up to 10 years.

We always follow the rule that if there is no longer a contractual relationship between us and you, I do not need the personal data to protect my own claims and there is no legal obligation to retain the data, we will only process your personal data further with your **consent**, which fulfils the requirements of Article 7 GDPR.

4. WHAT RIGHTS DO YOU HAVE IN RELATION TO THE PROTECTION OF YOUR PERSONAL DATA?

You have the following rights in relation to our processing of your personal data:

- the right of **access** to personal data;
- the right to **rectification**;
- the right to **erasure** ("right to be forgotten");
- the right to **restriction of** data processing;
- the right to object to processing;
- the right to data **portability**;
- the right to lodge 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 you can at any time request confirmation of whether or not personal data concerning you are being processed and, if so, for what purposes, to what extent, to whom they are disclosed, for how long they will be processed, whether you have the right to rectification, erasure, restriction of processing or to object, where we obtained the personal data and whether automated decision-making, including possible profiling, is taking place on the basis of the processing of your personal data. You also have the right to obtain a copy of your personal data, the first provision of which is free of charge, and we may charge reasonable administrative ~~costs~~ for further provision.

The right to rectification means that you can ask us to correct or complete your personal data at any time if it is inaccurate or incomplete.

The right to erasure means that we must erase 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 grounds for the processing, (iv) we are under a legal obligation to do so, or (v) you withdraw your consent in relation to the personal **data** for which you have given your consent to the processing.

The right to restrict processing means that until we have resolved any disputed issues regarding the processing of your personal data, we may not process your personal data other than by storing it and, where appropriate, using it only with your consent or for the establishment, exercise or defence of legal claims.

The right to object means that you can object to the processing of your personal data that we process for direct marketing purposes or for legitimate interest, including profiling based on legitimate interest. If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes. In the event of an objection to processing based on other grounds, this objection will be evaluated and we will subsequently inform you whether we have complied with the objection 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 data portability means that you have the right to obtain personal data relating to you which you have provided to us on the basis of consent or a contract and which is also processed by automated means, in a structured, commonly used and machine-readable format, and the right to have that personal data transmitted directly to another controller.

If you have a **comment**, a **complaint** regarding data protection, a **question** or **exercise any of your rights**, **please contact us** at info@emweaving.com. We will respond to your questions or comments within one month.

Our activities are also supervised by **the Office for Personal Data Protection, to which you can file a complaint in case of dissatisfaction. You can find out more on its website (www.uoou.cz)**.

This policy may be changed from time to time, in which case I will inform you accordingly.

This policy is effective from 25.07.2022