



Data processing information for employees of customers and other contractual partners of TÜV SÜD Czech

The General Data Protection Regulation (GDPR) became mandatory on May 25, 2018. One of the key principles of the GDPR is the transparency of data processing. The information below provides an overview of the processing of your personal data and your rights under the GDPR.

1. Who is responsible for data processing (controller), and who can you contact in this respect?

The responsible legal entity (controller) is:

TÜV SÜD Czech s.r.o.

Novodvorská 994, 142 21, Prague 4

Phone: +420 800 746 746

Fax: +420 239 046 805

E-mail: info.cz@tuvsud.com

Please send any written communication by regular mail to our Local Data Protection Coordinator (LDPC) at the above address, adding "For the attention of the Local Data Protection Coordinator" or by email to: gdpr.cz@tuvsud.com.

2. What kind of personal data do we collect?

We process personal data which you submitted to us within the scope of initiating, entering, and executing our contractual relationship and which are necessary to meet our obligations resulting therefrom. This includes especially contact details, such as title, first name, name, email address, address, telephone numbers, position/function in your company. In addition to your personal details, personal data can also include data related to your contract or order (e.g. payment order), data obtained from the performance of our contractual obligations (e.g. sales data in payment transactions), information about your financial situation (e.g. creditworthiness data), advertising and sales data, and other data comparable with the above categories.

We also process data that you submit voluntarily (e.g. for preparation of quotation, within the scope of planning and service provision during testing and audits) or that are publicly accessible, e.g. on the Internet or your company website.

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

We process only personal data that has been given to us voluntarily, especially when you are inquiring, ordering or executing / delivering our / your services / goods, and to the extent necessary. The legal reasons for this are the performance of the contract, including the implementation of measures taken prior to its conclusion, the fulfilment of legal obligations and the protection of the legitimate interests of our company. We do not need consent to process personal data for these purposes.

The provision of personal data based on the above legal titles is necessary for any business relationship of TÜV SÜD Czech, whether with a client or a supplier.



In cases where we use our legitimate interest to process your information, and you believe that we violate your rights and interests in protecting your personal information, you may object. Please see below for information on how to proceed, as well as on the fulfilment of your other rights. Exceptionally, we process personal data based on consent, for example for marketing or recruitment purposes. The consent can then be revoked at any time.

4. Who will have access to your data?

Your personal information is transmitted and / or made available to employees and organizational units who necessarily need this information to fulfil our contractual, pre-contractual and legal obligations, or those who necessarily need this information to defend our legitimate interests.

Transmission of personal data to third parties

In certain cases, your data may be processed by another TÜV SÜD legal entity. Processing in this case is limited to the extent necessary for the purpose defined in this statement and / or the obligation of the legal entity concerned as a service provider / processor to comply with the guidelines set by the controller when providing services and data processing.

In some cases, we use third-party vendors who process data for us, where information is passed on to third parties for processing. External contractors are carefully selected and regularly reviewed to ensure personal data protection.

These service providers / processors are bound by our instructions. These include the fact that your personal data is processed solely in accordance with these instructions and in accordance with applicable laws. They are contractually bound to handle personal data in a strictly confidential mode and are not allowed to process it for any other purpose.

We do not sell and provide your personal information to third parties for commercial purposes.

On the other hand, in the case of an investigation into the unlawful use of our services or in the case of criminal prosecution, we will provide your personal information without your consent to the law enforcement authorities and possibly the injured third parties. The condition for such a transfer must be a specific evidence of the infringement or use. You may also transfer your personal data to enforce terms of use or contractual acts. We are also legally obliged to transmit information to certain public institutions upon request. These include law enforcement agencies, authorities authorized to penalize criminal offenses and financial authorities.

Data security

TÜV SÜD takes appropriate technical and organizational measures to protect personal data from accidental or deliberate manipulation or loss, unwanted damage and access by unauthorized persons. This also applies to external services purchased by us. We continually review the effectiveness of our data protection and continually improve it in line with technological developments. All personal data is encrypted during transmission.

5. Are data transferred to third countries?



We do not currently transfer personal data to third countries. If we did, we would have to provide appropriate safeguards and appropriate protection for their security. We would have to inform you, in accordance with legal requirements, of the recipients or categories of recipients of personal data.

6. For how long will your data be stored?

Legislation sets out different conditions and obligations for the retention period of personal data. After the prescribed periods have expired, the data is deleted or shredded in the usual way. Data not covered by this Regulation shall be deleted or made anonymous as soon as the purpose under this Privacy Statement is no longer present. Unless otherwise stated in the Privacy Statement, we retain the data we collect for the time required for the above purposes.

Further use and deletion of personal data

Any other use of personal data is only possible to the extent permitted by law or with the consent of the owners. If we intend to further process data for purposes other than those originally collected, we will notify you of the relevant services and provide you with all relevant information before processing.

7. What are your rights concerning the processing of personal data?

To assert your bellow rights, please contact the postal address given above or send an email to gdpr.cz@tuvsud.com

a. Right of access

On request, you have the right to obtain information from us about the personal data concerning you and processed by us, to the extent defined in Art. 15 GDPR.

b. Right to rectification

You have the right to require us to rectify any inaccurate personal data concerning you without undue delay (Art. 16 GDPR).

c. Right to deletion

Where the legal reasons defined in Art. 17 GDPR apply, you have the right to immediate deletion ("right to be forgotten") of personal data concerning you. These legal reasons include: the personal data are no longer necessary for the purposes for which they were processed, or you withdraw your consent, and there are no other legal grounds for processing; the data subject objects to the processing (and there are no overriding legitimate grounds for processing—does not apply to objections to direct advertising).

d. Right to restriction of processing

If the criteria defined in Art. 18 GDPR are fulfilled, you have the right to restriction of processing as established in the above article of the GDPR. According to this article, restriction of processing



may be called for in particular if processing is unlawful and the data subject opposes deletion of the personal data and requests the restriction of their use instead, or if the data subject has objected to processing according to Art. 21 (1) GDPR as long as it is unclear whether our legitimate interest overrides the interest of the data subject.

e. Right to data portability

You have the right to data portability as defined in Art. 20 GDPR. This means you have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used, and machine-readable format, and have the right to transmit those data to another controller such as another service provider. Prerequisite is that processing is based on consent or a contract and is carried out using automated means.

f. Right to object

You have the right to object at any time under Art. 21 GDPR to processing of personal data concerning you which is based on Art 6 (1) lit. e or f GDPR, on grounds relating to your situation. We will desist from processing your personal data unless we can demonstrate compelling legitimate grounds for processing which override your interests, rights, and freedoms, or unless processing is for the establishment, exercise, or defence of legal claims.

g. Right to file a complaint with a supervisory authority

If you think that processing of personal data concerning you and carried out by us is unlawful or impermissible, you have the right to file a complaint with the supervisory authority responsible for us. You can contact this authority at

Úřad pro ochranu osobních údajů

Pplk. Sochora 27, 170 00 Praha 7

Telefon: +420 234 665 111 (Ústředna), Fax: +420 234 665 444, e-mail: posta@uouu.cz,
www.uouu.cz

8. Are you under an obligation to provide the personal data?

Within the scope of our business relationship, you need to provide the personal data which are required to start and carry out our business relationship and to fulfill our associated contractual obligations, or which we are legally required to collect. Without these data, we will not be able to conclude or execute our contract with you.