

INFORMATION FOR CUSTOMERS AND SUPPLIERS

on the processing of personal data in ALTESE s.r.o.

This document provides you with information about your rights related to the processing of your personal data in the company

ALTESE s.r.o.

with registered office at Slavičkova 93/11, 160 00, Prague 6

ID: 05066409

place of business and contact address : Sklenářka 487/1, 268 01, Hořovice

We recommend that you read the information carefully. We have made every effort to ensure that it is as clear as possible. If something is still not clear to you, we will be happy to help you with any concept, or explain the passage.

1. Who is the Data Controller?

According to Article 4, point 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 and related legislation ("GDPR"), the controller of personal data, i.e. the person who determines the purposes and means and decides on the processing of your personal data, is a company

ALTESE s.r.o., with registered office at Slavičkova 93/11, 160 00, Prague 6, ID: 05066409

(hereinafter referred to as the "**Administrator**")

2. How and why is your personal data processed?

The processing of your personal data is carried out in order to ensure the fulfilment of all our and your rights and obligations related to the commercial-legal relationship that exists between us. We process all your personal data on the basis of:

- the contract, order or agreement we have entered into with you (not just in writing), for the purpose of fulfilling our obligations and rights under such contract, order, or agreements.
- applicable laws (e.g. tax laws) for the purpose of fulfilling legal obligations, that are deposited with us
- our legitimate interest (e.g. improving the quality of our services)

We process your personal data for the duration of our contractual relationship. After termination, we only retain data that is further necessary for the exercise of our rights and the performance of our obligations or that is required by law for the period of time specified therein.

There is no automated decision-making when processing your personal data, or profiling.

We process personal data manually and automatically directly through our employees. The protection of personal data is technically and organisationally secured in accordance with the applicable legislation.

3. Which of your personal data do we process?

If you have entered into a contract with us or your order has been confirmed, not only in writing, then we process your personal data to the following extent:

- data that are a necessary part of the concluded contract or confirmed order, without which it would not be possible to fulfil our rights and obligations arising from the subject matter of the contract or the confirmed order:
- name and surname
- handwritten signature
- address of permanent residence or registered office or place of business, contact and billing address
- ID NUMBER
- email address, contact telephone number

If you have sent us an enquiry or offer, we process your personal data to the following extent:

- name and surname
- email address, contact telephone number

4. How do we protect your personal data?

You can be absolutely sure that we treat your personal data with due care and in accordance with with the applicable legislation. We protect your personal data to the maximum extent possible, which corresponds to the technical level of the available means and the nature of the processing of personal data by the Controller.

The Controller has strict rules specifying which employee can have access to your personal data and what personal data they can process, which is further regulated by the Controller's internal guidelines.

In the case of transferring your personal data outside the Controller, we have ensured an adequate level of security protection in accordance with the relevant legislation.

5. Who else do we pass your personal data to and why?

We do not, as a matter of principle, transfer your personal data outside the Controller, except where:

- we have your consent
- we are required or authorised by law to do so
- our legitimate interest entitles us to do so

We do not transfer your personal data to countries outside the EU

6. What rights do you have to your personal data?

In relation to your personal data that we process, you have the following rights that you can exercise against us as the Controller:

- the right to obtain confirmation (or not) of the processing of your personal data and to access your personal data concerning you that we process:
- the right to have your personal data corrected or completed if it is inaccurate or incomplete
- the right to erasure or restriction of the processing of your personal data, provided that the conditions laid down by law are met

- the right to object to the processing of personal data concerning you
- the right to transfer your personal data to another Controller

If we process any of your personal data on the basis of your consent, you have the right to withdraw your consent to the processing of such personal data at any time.

You may exercise all of your rights by submitting a written request to the Administrator at the contact address listed above.

If you believe that the processing of your personal data is in breach of the law, you have the right to lodge a complaint with the supervisory authority, which is:

Office for Personal Data Protection, ID: 70837627 with registered office at pplk.Sochora 27, 170 00, Prague 7

If you have any questions regarding the processing of your personal data, you can contact the responsible the person who is: **Ing.Ladislav Pech, email: info@altese.cz**
Delivery address (address of the Administrator's business premises): **Sklenářka 487/1, 268 01, Hořovice.**

This information on the processing of personal data may be in the future based on legislative, or operational needs changed. We will, if possible, inform you of any changes and up-to-date information can always be found on our website <https://alba-kitchen.com/>

In Hořovice on 14.5.2018
Ing.LadislavPech - company director