



## **GENERAL DATA PROTECTION REGULATION**

### **KOVOSREAL LTD**

Mostecká Street 1487, Duchcov, 419 01

Business Identification Number: 25020188

Company listed in the commercial register of the Ústí regional court, section C, file 12303 (hereinafter referred to as “the Company”)

This document summarises the basic information on general data protection regulation (further referred to as the **GDPR**) which was imposed by the EU onto organisations which collect or target personal data. This regulation was put into effect on 25<sup>th</sup> May, 2018 including the Czech Republic. Our company fully and responsibly complies to this EU regulation 2016/679. Furthermore, we have undertaken all necessary steps to increase the personal data privacy and security as well as to execute all mandatory obligations.

#### **In our company, personal data is processed in compliance with GDPR as follows:**

- 1) **Legitimacy, correctness, transparency** – we process the personal data only in accordance of legitimate reasons (such as legal obligation, contract performance, protecting the company’s interests, protecting a third person interest or consent to process the subject data). The data is processed transparently in our company and the subjects in question are informed about their rights and the accessibility of their data to third parties.
- 2) **Restrictions on data use** – personal data in our company is collected only for particular, legal or specifically stated reasons (bookkeeping or business records, personal database)
- 3) **Restrictions on data amount** - we process the personal data only in the scope necessary for the particular purpose
- 4) **Accuracy** - we process only updated personal information valid at the time of use
- 5) **Restrictions on data storage** - we store the data only for a period of time necessary or legally stated
- 6) **Integrity and confidentiality** - we have implemented sufficient technical and organisational measures preventing the personal data from accidental or illegal damage, loss, change and unauthorised access or provision. These apply to any personal information either transferred, used, stored or processed otherwise.
- 7) **Responsibility** – we are able to provide compliance of all above mentioned articles 1-6 when necessary. In the case of data processing for other than legal obligations we carry out processing personal data only after a specific, voluntary, well-informed or explicit consent of the subject in question (employees, business partners or any third parties). Such cases entail, providing basic contact information or identifications. The consent is provided entirely on a voluntary basis and can be withdrawn at any time or the subject matter can use other rights specifically stated in their consent.

The company has carried out all the necessary measures to ensure confidentiality of the processed data both written or electronic. These specifically entail setting up rules for work with particular information systems. We make sure that the automated data processing systems are used only by authorised personnel while ensuring that the personnel in question have an access solely to the personal



information they have the authorisation for. We have implemented a system of electronic data recording which enables us to check and specify who, when and for what reason the personal data has been recorded or otherwise processed. The system also prevents any unauthorised access to the data media, primarily by setting up passwords and rights of access, also increasing the security of the system by locks as well as other safety feature installations. All the above mentioned security measures have been drawn up and form a part of the essential company documentation.

All employees or persons whose job description involves an access to personal data have been trained and made familiar with the security measures for personal data processing. Personal data can be used by third parties only when liable (mandatory reporting to state administration) or are provided to some suppliers who provide certain services such as bookkeeping, yet only to a necessary extent. The personnel authorised for personal data processing are under contract. All suppliers or external bodies must fully comply to GDPR.

We rarely provide personal data to foreign organisations, if so, all the parties involved are notified at all times. In case of personal data leakage we observe the procedures stated in GDPR in order to minimize any possible damage. We consequently report to the Personal Data Protection Authority ([www.uoou.cz](http://www.uoou.cz)).

Should you request any further information on personal data processing employed in our company do not hesitate to contact us on 00420 417 835 141 or at [info@kovosreal.cz](mailto:info@kovosreal.cz)