

# PRINCIPLES OF PROTECTING PERSONAL DATA AT SYNOT TECH s.r.o.

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SYNOT TECH s.r.o. processes your personal data explicitly pursuant to the general EU regulation 2016/679 (GDPR) for the protection of personal data and the valid Czech legislation. We are aware of the importance of protecting personal data and we approach this issue with the utmost importance. This document is generally valid for SYNOT W a.s. It concerns the protection of personal data of physical entities (data subjects) and is related to the below stated purposes for processing personal data. Processing the employees' personal data is governed by internal regulations.

## INFORMATION ABOUT THE ADMINISTRATOR

**SYNOT TECH s.r.o.**

**ID:** 60113979

**Address:** Škrobárenská 502/1, Trnitá, 617 00 Brno

## PURPOSES OF PROCESSING PERSONAL DATA AND THE LEGAL BASE FOR PROCESSING, ARCHIVE PERIOD

Your personal data is processed for the following purposes:

- **recording contractual relationships** for the purpose of the Company's business activities, the personal data of business partner representatives and potential business partners, legal basis of agreements according to GDPR, Chapter 5, Article 6, 1b  
in the following range:

- name, surname
- residential address
- e-mail
- telephone number

archive period: for the duration of the Contractual relationship

- **marketing activities performed without the consent of the subject of the personal data**, personal data of business partner representatives and visitors of our website, who are registered to receive newsletters, according to GDPR, Chapter 5, Article 6, 1f in the authorized interest of the Administrator and in the following range:

- name, surname
- residential address

- e-mail
- telephone number

archive period: for the duration of the Contractual relationship

- **recording recruitment processes with applicants about employment**, the personal data about the applicants regarding employment, according to GDPR, Chapter5, Article 6, 1f in the authorized interest of the Administrator and in the following range:

- name, surname
- date of birth
- residential address
- e-mail
- telephone number
- content of applicant's CV

archive period: for the duration of the recruitment process

- **filing the applicants' CVs about employment with their consent**, the personal data of the applicants about employment, according to GDPR, Chapter5, Article 6, 1a and in the following range:

- name, surname
- date of birth
- residential address
- e-mail
- telephone contact
- content of applicant's CV

archive period: for the duration the consent is valid

## **PROCESSING PERSONAL DATA ON THE COMPANY'S WEBSITE**

Our company's website processes personal data in compliance with the above stated purposes. Furthermore, the website processes a file of cookies. For more information about processing cookies, go to [www.synottech.com](http://www.synottech.com)

## **PROCESSORS OF PERSONAL DATA**

Your personal data may be processed by our suppliers. We always select companies, which ensure the technical and organizational protection of your personal data based on the warranties we provide, explicitly based on agreements about processing personal data.

## **RECIPIENTS OF PERSONAL DATA**

Our Company does not hand over your personal data to other companies, for example, for marketing purposes. If a job applicant grants consent with filing his / her CV, the personal data may be handed over to companies in the SYNOT Group, within the scope of the recruitment process.

## **HANDING OVER PERSONAL DATA TO THIRD COUNTRIES AND INTERNATIONAL ORGANIZATIONS**

We do not hand over your personal data to third countries or to any other recipients.

## **THE RIGHTS OF THE SUBJECTS OF PERSONAL DATA AND THEIR APPLICATION**

### **Right to access personal data**

You have the right to get confirmation from our company regarding whether and which personal data are processed for individual purposes.

### **Right to correct personal data**

If the personal data we have are incorrect or incomplete, you have the right to request that this data be updated and corrected.

### **Right to delete personal data**

You have the right to have your personal data deleted if it is no longer necessary for the purposes, for which it was processed, if you believe that it was processed illegally or you had revoked your consent with processing the personal data for the given purpose in the past.

### **Right to restrict the processing of personal data**

You have the right to restrict the processing of your personal data if you do not want your personal data to be deleted and you ask that it be archived for example, due to the exercise and defence of legal entitlements, if its processing is illegal, your personal data is incorrect or you objected to it and it is not clear whether your authorized interest outweighs our authorized interest.

**Right to the transferability of personal data**

You have the right to request for your personal data in the form of a structured, regularly used and machine legible format for cases of handing over your personal data to another Administrator.

**Right to object against the processing of personal data**

You have the right to object with the processing of your personal data if they are processed in the Administrator's authorized interest. If you object to direct marketing purposes, your personal data will no longer be processed for this purpose.

**Right to revoke your consent with processing personal data**

If you have provided us consent with processing your personal data for the purposes for which the consent is required, you have the right to revoke it at anytime, as follows:

**Application of rights**

To apply your rights, please turn to:

- e-mail: [gdpr@easit.cz](mailto:gdpr@easit.cz)

We will reply to your requests within 30 days of receipt.

**RIGHT TO FILE A COMPLAINT AT A SUPERVISORY AUTHORITY**

If you have any questions regarding the protection of personal data at SYNOT W, a.s., please contact our client services at e-mail: [gdpr@easit.cz](mailto:gdpr@easit.cz)

You further have the right to file a complaint at a supervisory authority if you believe that there has been a breach to the rules during the processing of your personal data with the general EU regulation for the protection of personal data 2016/679 (GDPR) and the valid Czech legislation.

The Office for Personal Data Protection:

Pplk. Sochora 27

170 00 Prague 7

Telephone: +420 234 665 111