**Information about the processed personal data**

**(according to Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons about the processing of personal data and the free movement of such data – hereinafter referred to as the GDPR Regulation)**

Our company **Indu-Light Praha s.r.o., ID: 61246786 (so on referred to as the "Administrator"),** processes the following personal data of data subjects outside employees.

In the case of exercising your rights listed below, which our company would solve, please contact the Information Manager.

In case we process your personal data, your following rights are established.

**You have the right to ask the personal data** controller – our company to confirm whether or not personal data concerning you are being processed and, if so, access to such personal data.

**You have the right** to correct your personal data (in the case of inaccurate personal data and completion of incomplete personal data),

**You have the right** to obtain your personal data if one of the following reasons applies:

* the personal data are no longer necessary to the purposes for which they were collected or otherwise processed
* you withdraw your consent based on which the data were processed and there is no other legal reason for the processing
* in you object to the processing (see below) and there are no overriding legitimate reasons for the processing
* the personal data have been unlawfully processed
* personal data must be erased to comply with a legal obligation laid down in Union (EU) law or Czech law to which our company is subject
* the personal data have been collected directly to a child in connection with the offer of information society services;

 The reasons why your right does not apply are determined.

**You have** the right to restriction of the processing.

* in case you deny accuracy for some time necessary for us to be able to verify the accuracy of personal data
* It is unlawful to process it and you ask for restrictions on the use of personal data instead of erasure
* Personal data is no longer needed by our company for processing, but you require them for the establishment, exercise, or defense of legal claims
* you object to the processing (see below) until it is verified whether the legitimate reasons of our company outweigh the legitimate reasons of your person

**You may object to the processing of your personal**data in cases where your personal data is processed based on processing that is necessary for the performance of a task carried out in the public interest or in the exercise of official authority entrusted to us and in the case of processing that is carried out for our legitimate interests.

**You have the right to** ask our company to obtain/transmit (Right to portability) your personal data if the processing of your personal data is based on your consent (according to the GDPR Regulation - according to Article 6 (1) (a) or Article 9 (2) (a)) or on a contract according to Article 6 para. 1 point. b)) and the processing is carried out automatically.

In the case of personal data that is processed based on your consent, **you have the right to** withdraw your consent.

**You have the right to** file a complaint with the supervisory authority – Office for Personal Data Protection, [www.uoou.cz](http://www.uoou.cz), Office for Personal Data Protection (ÚOOÚ), Pplk. Sochora 27, 170 00 Prague 7.

If there is a breach of personal data security within the processing of personal data by our company, which will result in a high risk to the rights and freedoms of natural persons, we will notify this breach without undue delay on our website. If we have your contact details (telephone and email address), we will adress directly to you.

**Data subjects, processed personal data, purpose of processing**

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| **Data subject** | **Categories of personal data****Personal data** | **Purpose of processing****Legal basis (obligation)****Reason for legitimate interest****Other purposes of processing** | **Retention period****Recipients****Transfer to a third country****Automated decision-making (including profiling)** |
| Natural persons – employees of companies, authorities, and bodies with whom they deal based on a business relationship or based on legal obligations | * Name and surname
* Email address
* IP address
* Personal identification number (these and the following data are collected exclusively for the employee's qualification documents – e.g. Certificate of Professional Competence in Fire Protection)
* Address
* Date of birth
 | legal dutyperformance of the contractual relationship,evidence,Demonstration of eligibility | Retention period: 10 calendar years after the year in which the last alert was made Qualification documents: 5 years after completion of performancePotential recipients: employees of our company according to the functional position and access authorization, tax advisor, financial auditor, state authorities and authorities, the company's lawyer, our potential personal data processors |
| Natural persons acting based on business relationship | * Name and surname
* Address of permanent residence
* Email address
* IP address
* Personal identification number (these and the following data are collected exclusively for the employee's qualification documents – e.g. Certificate of Professional Competence in Fire Protection)
* Address
* Date of birth
 | legal dutycontract,legitimate interest (lack of evidence, economic interest, proof of eligibility),assent | Retention period: Contracts/orders, etc. 10 after recordingQualification documents: 5 years after completion of performance Potential beneficiaries: state authorities and authorities, tax advisor, financial auditor, company lawyerExplicit opt-out for marketing |
| Customer | * Name and surname
* Address of permanent residence
* Email address
* IP address
 | legal dutycontract,legitimate interest (lack of evidence, economic interest),assent | Retention period: Contracts/orders, etc. 10 after recordingRegistration information: 3 months after deregistration Potential beneficiaries: state authorities and authorities, tax advisor, financial auditor, company lawyer Explicit opt-out for marketing |
| Wife/childEmployee | * Surname and first name of spouse, personal identification number and name and address of employer
* Name, surname and birth number of the child
 | legal dutyMeans of proof | Retention period: 10 calendar years following the year in which the data was postedPotential recipients: employees of our company according to their functional position and access authorization, state authorities and authorities, tax advisor, financial auditor, company lawyer, our potential personal data processors |
| Company owners | * Name and surname
* Address of permanent residence
* Personal document identifier
 | legal duty | Retention period: 30 calendar years following the year in which the data were recorded on a specific documentPotential recipients: employees of our company according to their functional status and access authorization, state authorities and authorities, the company's lawyer, our potential personal data processors |
| Statutory representatives of the company | * Name and surname
* Address of permanent residence
* Personal document identifier
 | legal duty | Retention period: 30 calendar years following the year in which the data were recorded on a specific documentPotential recipients: employees of our company according to their functional status and access authorization, state authorities and authorities, the company's lawyer, our potential personal data processors |
| Stamp | * Information about the authorized person for the stamp

(e.g. Name and surname, Identification number (e.g. within the Chamber)) | Means of proof | *in relation to a specific application**beneficiaries, possible beneficiaries: state authorities*, *subcontractors, customers, company lawyer*  |

Basic legal basis: Law no. 300/2008 Coll., Act No. 90/2012 Coll., Act No. 455/1991 Coll., Act No. 89/2012 Coll., Act No. 418/2011 Coll., Act No. 499/2004 Coll., Act No. 227/2000 Coll., Act No. 480/2004 Coll., Act No. 93/2009 Coll., Act No. 563/1991 Coll., Act 523/1992 Coll., Act No. 586/1992 Coll., Act No. 253/2008 Coll., Act No. 106/1999 Coll., Act 361/2000 Coll., (as amended)

Our company works with the following basic processors of personal data:

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| **Type of processing** | **Processor** |
| Cloud services |  x |
| Payroll agenda | Grand Thornton Pujmanové 1753/10a, Nusle, 140 00, Praha 4 |
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