

DATA PROTECTION POLICY

Precision Tools Service Czech s.r.o., with its registered office at Na Radosti 399, Zličín, 155 21 Praha 5, ID No.: 272 14 036, incorporated in the Commercial Register maintained by the Municipal Court in Prague, Section C, File 104961 (hereinafter “**PTS Czech**”), declares that all the personal data being processed are considered strictly confidential and are treated in accordance with the applicable data protection laws and regulations. The security of your personal data is a priority for PTS Czech.

Within the meaning of the General Data Protection Regulation (Regulation (EU) 2016/679), PTS Czech is the controller of your personal data, i.e. it collects, stores and uses (and otherwise processes) your personal data for the conduct of its business (the individual purposes for which the personal data are processed are described in detail below).

This Data Protection Policy applies to all the personal data collected by PTS Czech during your use of the PTS Czech website (hereinafter the “**Website**”) and on the basis of the performance of a contract concluded between you and PTS Czech or between you and a contractual partner of PTS Czech, on the basis of compliance with the legal obligations, a legitimate interest of PTS Czech, or given consent with personal data processing via the Website or upon purchasing a product from the PTS Czech portfolio.

The Data Protection Policy describes the purpose of the processing of personal data and the manner in which the personal data is used, and it informs about the individual categories of the personal data, the individual recipients of the personal data, the personal data storage period, and your rights with regard to the protection of your personal data.

PURPOSE OF PERSONAL DATA PROCESSING

Your personal data may be processed by PTS Czech for the following particular purposes:

- **Performance of a contractual relationship** – negotiations on the execution and performance of, or amendments to, a contract. The performance of a contractual relationship means, in particular, the provision of services to a customer or client (“**Customer**”) in connection with the sale and additional services, if any, by PTS Czech;
- **Compliance with the legal obligations** – obligations arising from the accounting and tax legislation, in particular. Compliance with the legal obligations means also the provision of data and information to law enforcement authorities as well as to other public authorities in accordance with the applicable laws and regulations;
- **Legitimate interest of the controller** – protection of the rights and interests of the controller that are protected by law, evaluation of the solvency of the Customer, keeping of Customer lists, etc.

PERSONAL DATA PROCESSED

PTS Czech may process the following personal data in accordance with the purpose for which it has obtained such data from the individual subjects:

Data subject data	Purpose of processing:
Name, surname	Performance of a contractual relationship, compliance with the legal obligations, legitimate interest of the controller
Date of birth	Performance of a contractual relationship, compliance with the legal obligations, legitimate interest of the controller
Identity card number	Performance of a contractual relationship, compliance with the legal obligations, legitimate interest of the controller
Address	Performance of a contractual relationship, compliance with the legal obligations, legitimate interest of the controller
E-mail	Performance of a contractual relationship, compliance with the legal obligations`
Telephone number	Performance of a contractual relationship, compliance with the legal obligations`
Account number	Performance of a contractual relationship, compliance with the legal obligations`
ID No., VAT No. (including a copy of the registration certificate)	Performance of a contractual relationship, compliance with the legal obligations, legitimate interest of the controller
Contract details (contract number, date, etc.)	Performance of a contractual relationship, compliance with the legal obligations`
Data contained in the copy of the extract from the Commercial Register	Performance of a contractual relationship, compliance with the legal obligations`
Data contained in the copy of the extract from the Trade Register	Performance of a contractual relationship, compliance with the legal obligations`
Customer solvency, payment discipline and creditworthiness data	Performance of a contractual relationship, compliance with the legal obligations, legitimate interest of the controller

Personal data are processed by PTS Czech both manually and by automated means. Personal data are processed by automated means for the purpose of performance of the contractual relationship with you, in particular, to support the internal processes of PTS Czech and of its contractual partners that are necessary with a view to ensuring the production, distribution and supply of products from the portfolio of PTS Czech. PTS Czech may collect, store and use certain information by automated means, e.g. statistical information any time you visit the Website.

RECIPIENTS OF PERSONAL DATA

Your personal data are disclosed only to the authorised personnel of PTS Czech or to the individual personal data processors and controllers of PTS Czech to the extent necessary for meeting the individual purposes of the processing or, if applicable, on the basis of consent with the processing of the personal data.

The updated version of the list of the PTS Czech recipients of personal data is available upon request at z.domiterova@ptscz.cz.

Under specific conditions, PTS Czech may transmit some of your personal data in accordance with the applicable laws and regulations, e.g. to law enforcement authorities or other public authorities.

DATA STORAGE PERIOD

Your personal data are processed and stored for the time necessary to ensure compliance with all the rights and obligations arising from the relevant contractual relationship and for the period for which PTS Czech, being controller of the personal data, is obligated to retain the data in accordance with the law, or for the period for which you have given us your consent. In all other cases, the storage period follows from the purpose of processing or is fixed.

In accordance with the purpose of the processing, we retain the data for the following period:

Purpose of processing	Storage period
Performance of a contractual relationship	For the duration of the contractual period and for 5 years thereafter.
Compliance with the legal obligations	For the period specified by the applicable law or regulation.
Legitimate interest of the controller	For no more than 3 years following the data storage period, unless a longer period is specified by special laws and regulations or unless, in a justified case, there is a need to store the data for a longer period in connection with a specific case.

RIGHTS OF THE DATA SUBJECTS

As a data subject, you have the following rights that arise from the applicable laws and regulations and that you may exercise at any time. You have the right (i) of access to personal, (ii) to rectification of inaccurate data and to completion of incomplete data, (iii) to erasure of personal data if such personal data is no longer needed for the purposes for which they have been collected or otherwise processed, or if the data are found to have been processed unlawfully, (iv) to restriction of processing of personal data, (v) to data portability, (vi) to object, upon which objection the personal data will no longer be processed unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, in particular, if the grounds are the enforcement of legal claims, and (vii) to address the Office for Personal Data Protection (www.uoou.cz).

- **Right of access to personal data:** If you want to know whether PTS Czech processes personal data you have the right to obtain information about whether or not your personal data are being processed and, if so, to access your personal data. In case of unfounded, excessive or repetitive requests, PTS may charge a reasonable fee for the copy of the personal data provided, or refuse to act upon the request (the same shall apply accordingly to the exercise of the rights specified below).
- **Right to have inaccurate personal data rectified and to have incomplete personal data completed:** If you believe the personal data that PTS Czech processes about you are inaccurate or incomplete, you have the right to request the rectification or completion of the personal data, respectively. PTS Czech will rectify or complete the data without undue delay but always in consideration of its technical possibilities.
- **Right to erasure:** if you request erasure, PTS Czech will erase your personal data if (i) they are no longer required for the purpose for which they have been collected or otherwise processed, (ii) the processing is unlawful, (iii) you object to the processing and if there are no overriding legitimate grounds for the processing of your personal data, or (iv) PTS Czech has the legal obligation to erase the data.
- **Right to restriction of processing:** If you request the restriction of the processing of your person data, PTS Czech will not make the personal data unavailable, temporarily remove or retain the data or take other actions to comply with the request;
- **Right to portability:** If you want PTS Czech to transmit the personal data to a third party, you may exercise your right to portability of the data. Unless the exercise of this right is without prejudice to the rights and freedoms of other persons, PTS Czech will be unable to comply with your request.
- **Right to object:** The right to object to the processing of personal data that is being processed for the purpose of protecting the legitimate interests of PTS Czech. Unless PTS can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the Customer, it will terminate the processing of the data upon the request without undue delay.

In connection with any requests for the provision of additional information about personal data processing and in order to exercise your rights please contact us in writing by post using the address of the registered office of PTS Czech or by email at z.domiterova@ptscz.cz. PTS Czech reserves the right to reasonably verify the identity of any data subject exercising the rights described above.

This Data Protection Policy becomes effective on 25 May 2018.