

ACCOUNTING DOCUMENTS

1. Purpose of personal data processing:

Processing of personal data is being carried out for the purpose of processing the accounting documents of the persons concerned in the establishment and performance of pre-contractual and contractual relations.

2. Legality of personal data processing:

Personal data are processed pursuant to point (b) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of 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 (General Data Protection Regulation).

3. Legal obligation of personal data processing:

Processing of personal data is being carried out on the basis of:

- Act No. 431/2002 Coll. on Accounting, as amended.
- Act No 222/2004 Coll. on value added tax.
- Act No 40/1964 Coll., the Civil Code.
- Act No. 513/1991 Coll. Commercial Code.

4. List of personal data:

Personal data are being processed to the following extent:

- name and surname of the taxable person or name of the taxable person, the address of the taxable person's registered office, place of business, place of business, place of residence or address of the place where he or she usually resides and the tax identification number under which he or she supplied the goods or services, or the name and surname of the recipient of the goods or services or the name of the recipient of the goods or services, the address of the recipient's registered office, place of business, place of business, place of business, place of residence or the address of the place where he or she usually resides, and the tax identification number of the recipient of the goods or services, the address of his or her registered office, place of business, place of business, place of business, residence or address of the place where he or she usually resides, and the tax identification number under which he or she has been supplied with the goods or service.

5. Data subjects:

Natural persons who have incurred an obligation to pay for the service supplied.

6. The period for which the personal data will be stored:

The period of processing of personal data necessary for the processing of the accounting records of the data subjects is 10 years.

7. Legitimate interests of the controller:

The processing of personal data is not based on the legitimate interest of the controller.

8. Transfer of personal data of data subjects to third countries:

Personal data is not provided to third countries.

9. Technical and organizational security measures:

Organizational and technical measures for the protection of personal data are processed in the internal regulations of the controller. Security measures are implemented in the areas of physical and object security, information security, cipher information protection, personal, administrative security and sensitive information protection, with precisely defined competences and responsibilities set out in the security policy.

10. Categories of personal data:

General category of personal data.

11. Disclosure of personal data:

Personal data are not being disclosed.

12. Automated decision making, profiling included:

Not performed.

13. Processor:

External accountant	pursuant to Article 28 of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of 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 (General Data Protection Regulation).
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14. Other eligible entities:

An authorized body	Legal basis
Tax Office	Act no. 595/2003 Coll. on Income Tax, as amended, Act on Value Added Tax 222/2004 Coll. as amended.
Other authorized body	Pursuant to point (c) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of 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 (General Data Protection Regulation).
Insurance company	Act No. 8/2008 Coll. - on insurance, as amended (provision of insurance for own employees as an intermediary - provision of insurance for own employees)

15. Rights of data subjects:

The data subject has the right to request access to the personal data processed about him or her from the controller, the right to rectification of personal data, the right to erasure or restriction of the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to the portability of personal data, as well as the right to submit a petition to the supervisory authority. Where the controller processes personal data on the basis of the data subject's consent, the data subject shall have the right to withdraw his or her consent to the processing of personal data at any time. The withdrawal of consent shall not affect the lawfulness of the processing of personal data based on consent prior to its withdrawal. The data subject may exercise the rights by sending an email to the controller's address or by writing to the controller's address.