

INFORMATION ON PROCESSING OF PERSONAL DATA – BUSINESS PARTNERS AND CUSTOMERS

This document provides you with information about the processing of your personal data and your rights related to this processing by the administrator, which is METRANS, as, ID: 407 63 811, with the seat of Podleská 926/5, 104 00, Prague 10 (hereinafter referred to as "**Controller**").

We recommend that you carefully read the information. We have done everything to make them as clear as possible. If anything is not clear to you, please do not hesitate to contact us and we will explain you any concept or passage.

1. Who processes your personal data?

The Controller of your personal data, that is the person who determines the purposes and means and decides to process your personal data for the purpose below, is the company

METRANS, a.s.

Company ID: 407 63 811

with its registered office at Podleská 926/5, 104 00, Praha 10

registered in the Commercial Register kept by the Municipal Court in Prague under the file no. B 840

phone: +420 267 293 111

email: info@metrans.eu

2. How and why are your personal data processed?

The processing of personal data is governed by applicable laws, in particular by the General Data Protection Regulation ("the Regulation").

Your personal data are provided and processed to:

(a) the realization of a contractual relationship, that is the conclusion and performance of a contract between us (ie because of the necessity for the conclusion and performance of the contract to which you are a party or for the implementation of measures taken before the conclusion of the contract at your request).

b) the fulfillment of our related legal obligations towards our business partners and public authorities (that is because of the necessity to comply with the legal obligation that applies to us).

c) the possible enforcement or defending of our rights, or for the purposes of our legitimate interests.

d) sending or communicating of commercial offers for the duration of our business relationship.

We only process your personal data for that purpose for the time necessary for the purpose of processing, including archiving, but for a maximum period of 15 years from the termination of the business relationship and the settlement of all related business relationships (unless the applicable law provides for longer). Personal data are erased always without undue delay after



the purpose (or legal reason) of the processing has ceased, or after the expiry of the statutory period for which we are entitled or required to keep this data.

Processing in this context also means storing and further processing your personal data in MS Outlook, Excel, as well as in our other information systems and records for the above purposes.

When processing your personal data for this purpose, there is no automated decision making or profiling.

3. Which personal data are we processing?

We process your personal data only to the following extent: Your identification and contact details (especially name, surname, date of birth, birth number, contact address, e-mail, telephone number bank account).

4. How do we protect your personal data?

You can be absolutely sure that we handle your personal data with due care and in accordance with applicable law. We protect your personal data to the fullest extent possible, which corresponds to the technical level of available resources.

5. To what extent do we provide your personal data and why?

Your personal data in this context will only be provided to other recipients in justified cases:

- possibly (in particular through secure access permissions within our internal IT system) to other processors working with us on the basis of a processing contract, especially in the area of IT system management, or to our METRANS subsidiary companies,
- and, in the cases specified by law, to the competent public authorities or, where appropriate, to other interested parties for the purpose of processing, or for the protection of our rights (eg insurance companies, courts).

6. What are the rights to your personal data?

With respect to your personal data we process, you have the following rights, as set forth in the Regulation, which you may claim:

- the right to obtain a (non) processing of your personal data and access to personal data that concern you and which we process;
- the right to correct or supplement your personal data if it is inaccurate or incomplete;
- the right to erase or restrict the processing of your personal data, provided the legal conditions are met;
- the right to object to the processing of personal data that concern you;
- the right to transfer your personal data to another administrator.

You can claim your rights by written or email submission received by the Controller at the above mentioned contact addresses.

If you believe that processing of your personal data is inconsistent with the law, you have the right to file a complaint with the Supervisory Authority, which is:

Office for Personal Data Protection

ID: 708 37 627

with registered office at Pplk. Sochora 27, 170 00 Prague 7

www: <https://www.uoou.cz>

7. Where do you learn more?

With any queries concerning the processing of your personal data, you may contact the Controller at the addresses below:

contact address: Podleská 926/5, 104 00, Prague 10

e-mail: info@metrans.eu