

PRINCIPLES OF PERSONAL DATA PROCESSING

This document provides you with information about principles of your personal data processing and your rights related to this processing by the Controller, 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. What is the definition of personal data?

A personal data within the meaning of the General Data Protection Regulation means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2. 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

3. How and why are your personal data processed and for how long are they stored?

The processing of personal data is governed by applicable laws, in particular by the General Data Protection Regulation no. 2016/679 ("the Regulation").

We process your personal data as part of our business activity. 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) – in particular the personal data of our employees, job applicants and our business partners.



b) the fulfillment of our related legal obligations towards you and/or public authorities (that is because of the necessity to comply with the legal obligation that applies to us) – in particular the personal data of our employees and our business partners

c) the possible enforcement or defending of our rights, or for the purposes of our legitimate interests (ie processing necessary for the purposes of the legitimate interests pursued by the Controller or by a third party) - in particular personal data captured by our camera system as well as personal data of our employees and business partners.

d) based on your consent to the processing of your personal data for one or more specific purposes (e.g., sending and communicating marketing and commercial offers and other information related to the subject of our business; disclosure some of your personal data to our customers for the purpose of fulfillment of our business obligations and relationship).

We only process your personal data for that purpose for the time necessary for the purpose of processing, including archiving. 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.

If the processing of your personal data is based on your consent you have the right to withdraw your consent to the processing of personal data at any time by writing to the above mentioned address of the Controller or via e-mail at info@metrans.eu. Your personal data will be erased if you withdraw your consent and there will be no further legal reason for processing your personal data.

When processing your personal data there is no automated decision making or profiling.

4. Which personal data are we processing?

We process your personal data only to the extent necessary for the specific purpose of the processing. The specific categories of personal data depend on the purpose of the processing - we process other personal data of our employees or the job applicants, we process other personal data of our business partners (typically these are their identification and contact details, i.e. the name, surname, e-mail address, phone or bank account number).

See also particular details on the processing of personal data published on our website at www.metrans.eu.

5. 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.

6. 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:

- in some cases (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,
- upon your consent to our customers or business partners
- 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).

7. Information about using cookies on our websites www.metrans.eu

A cookie is a short text file that sends a web page to a browser. It allows the site to record your visit information, such as preferred language and other settings. The next visit to the site can be easier and more productive. Cookies are important. Without them, browsing the site would be much more complicated.

Cookies are used for a variety of purposes. For example, we use them to store your secure search settings, select relevant ads, track the number of visitors on the page, facilitate the registration of new services, and protect your data.

Types of Cookies used

SETTINGS

These cookies contain information about the current site settings. If a website supports personalization, such as text magnification, colour change, and more, this information will be stored in these cookies.

SECURITY

If a website supports user logging, we use security cookies to authenticate users, prevent fraudulent use of login credentials, and protect user data from accessing unauthorized parties.

PROCESSES

Process cookies allow sites to provide services that visitors expect, such as navigating web pages or accessing secure site areas. Without these cookies, the site can not work properly.

STATUS OF RELATIONS

This is about collecting visitor behaviour. For example, it may be information about which pages people visit most often, or whether errors are displayed on some sites. These cookies help us improve our services and user experience on the web.

ANALYTICAL COOKIES

Google Analytics is a Google Analytics analytics tool that helps website owners and apps understand how visitors are using their site and applications. He may use a set of cookies to collect information and report on the use of the Website without Google knowing any personal identification data of the individual visitors. The main cookie file used by Google Analytics is the `__ga` file.

In addition to generating web site usage statistics, Google Analytics, along with ad cookies, can be used to show more relevant ads on Google products (such as Google Search) and the web.

EXPANSION, SOCIAL PLUGINS, THIRD PARTY SYSTEMS

The website can use extensions such as social plugins (such as the Facebook button "Like me", Twitter tweet list, etc.) or third-party systems such as the above described Google Analytics. The specific form, amount and purpose of cookies stored in your browser from third-party providers is solely responsible for providing this service / services.

8. 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 controller.

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>

9. Where do you learn more?

More detailed information on particular processing of personal data can also be found on our website at www.metrans.eu under the section Legal/Personal Data Protection and Processing.

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