

INFORMATION ON THE PROCESSING OF PERSONAL DATA

provided pursuant to Article 12 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data (hereinafter referred to as the "Regulation") (updated on 11.8.2020)

We, the company LEJAAN s. r. o., with registered office at Šumavská 931/13, Vinohrady, 12000 Prague 2, IČO 285 99 349, company registered in the commercial register under registration no. C158886 conducted by the Municipal Court in Prague, as the administrator of personal data, hereby in accordance with Article 12 par. 1 Regulations, we provide the following information regarding the processing of personal data.

ADMINISTRATOR OF PERSONAL DATA:

Company: LEJAAN s. r. about.

Registered office: Šumavská 931/13, Vinohrady,
12000 Prague 2

Contact information: info@lejaan.cz

PURPOSES OF PERSONAL DATA PROCESSING

The purpose of personal data processing expresses the reason why we process your personal data. We process your personal data exclusively and only for a specific reason, which is the fulfillment of our legal or contractual obligation or the enforcement of obligations from third parties, including you, or the exercise of rights against third parties, including you.

We only process your personal data for the following purposes:

1. fulfillment of the legal obligations that our company has in terms of relevant legal regulations;
2. performance of the contract that we have concluded with you, and the execution of actions necessary for the conclusion of the contract and further actions aimed at concluding the contract, while these purposes of processing are also used in the case of processing personal data of persons with whom we are in contact because they represent whether they otherwise represent a person with whom we intend to enter into a contract, or with whom we have already entered into a contract;
3. fulfillment of the contractual conditions for the service operated on the www.lejaan.sk website, including the establishment and maintenance of a user account and its deletion;
4. protection of our property against fraudulent or other illegal actions, transfer of personal data in the group of companies to which the data controller belongs, namely for administrative purposes, enforcement of legal obligations and protection of rights, or direct marketing, which is a legitimate interest in promoting our products and services.

LEGAL BASIS OF PERSONAL DATA PROCESSING

We understand the legal basis of personal data processing as the reason with which the Regulation connects our right, as a data controller, to process your personal data. Our company processes your

personal data exclusively on the basis of the following legal reason, which is a concluded contract or legal regulation, or measures that must be taken before concluding a contract, or the processing is necessary for our legitimate interests listed above. We do not anticipate processing on the basis of other legal bases, but we cannot completely rule it out, however, we confirm that if we carry out the processing on the basis of other legal bases, we will do so exclusively in accordance with the Regulation and other legal regulations. The personal data that we process is partly data that you are obliged to provide us based on the contract, or it is data that is necessary for the fulfillment of a contract or legal obligation, and without the provision of such data it would not be possible to conclude the relevant contract with you.

WHOSE DATA WE PROCESS

Our company processes personal data of the following categories of persons:

1. customers, suppliers, partners and associates and their representatives;
2. employees;
3. bodies or members of bodies of our company;
4. employees of state and local government bodies;
5. of other persons only on the basis of special consent.

We process the personal data of the above-mentioned persons to the extent that they were provided to us as part of the conclusion of the contract or during the negotiation of the conclusion of the contract, or from publicly available databases, because we only require such data and to the minimum extent that will allow us to effectively fulfill contractual obligations and legal obligations. Employee means a person cooperating with us in accordance with the Labor Code. Customer means a person using our services provided through the website www.lejaan.sk.

MINIMIZATION OF PROCESSED PERSONAL DATA

Our company, guided by the principle of minimization of processed personal data, processes exclusively the data it needs for the effective fulfillment of contractual and legal obligations.

In the case of employees and company bodies, this mainly concerns the following personal data: name and surname, date of birth, social security number, address of permanent residence or other contact address, telephone number, e-mail address, bank account number and more. In the case of suppliers, partners and collaborators and their representative, this is the name, surname, telephone number and e-mail, bank connection, identification number, tax identification number and others.

In the case of customers using our services via the website www.lejaan.sk, this is the name, surname, date of birth and delivery address, email. In the case of employees of public administration bodies and local governments, only the first and last name and contact details for the purpose of carrying out the legal obligations of our company, which these employees provide.

CATEGORIES OF RECIPIENTS OF YOUR PERSONAL DATA

Personal data is processed by our employees, always exclusively by those who necessarily need the respective personal data for their activities. This can be our employees or third parties that we use in the performance of our activities.

We provide your personal data to several categories of processors who perform specialized activities for us, with which we mainly fulfill legal obligations. These categories are accountants, legal representatives, tax advisors, auditors, IT specialists and other entities, always processing your personal data for the purpose of fulfilling our contractual or legal obligations, or for the purpose of protecting our interests.

COOKIES

On the website www.lejaan.sk we use the so-called cookies. The conditions for the use of cookies are available on the website www.lejaan.sk.

TIME OF PERSONAL DATA PROCESSING

We process your personal data only for the necessary time in order to fulfill the purpose of the processing and at the same time the legal and contractual obligations we have. We process personal data processed in connection with a contract or in connection with the fulfillment of a legal obligation for the duration of the existence of the contract or the fulfillment of a legal obligation and further for the period required by law to archive your personal data, and if the obligation to archive your personal data does not apply, then for a period of 3 years from the date of fulfillment of the purpose of personal data processing.

THE REGULATION GIVES YOU IMPORTANT RIGHTS REGARDING YOUR PERSONAL DATA

The Regulation establishes fundamental rights with which you can influence the processing of your personal data, but always within the limits of the Regulation. One of these rights is the right to be informed about the facts, rights and information that are stated in this document. Other fundamental rights that we must draw your attention to are the following:

(A) RIGHT TO INFORMATION

You have the right to access your personal data that we process about you, including information about the purpose of processing, the categories of personal data that we process, the recipients of this personal data, the planned period of processing and your rights in connection with the processing of personal data.

(B) RIGHT TO WITHDRAW CONSENT

If you have given us your consent to the processing of personal data, you have the right to withdraw it at any time. You can do so by e-mail at the contact e-mail listed above or by mail to the address of our registered office or to the address of our establishment, using the form attached to this information.

(C) RIGHT TO OBJECT

You have the right to object to the processing of your personal data at any time. If the objection is justified, we will immediately terminate the processing of your personal data.

(D) RIGHT TO CORRECTION

You have the right to correct inaccuracies in your personal data and to complete incomplete personal data.

(E) RIGHT TO ERASURE

You have the right to request the termination of processing (deletion) of your personal data and to be forgotten. The right to terminate processing can be exercised if:

1. there is no longer a purpose,
2. consent to the processing of personal data is revoked and there is no other legal reason for the processing,
3. you raise a reasonable objection to the processing,
4. personal data is processed illegally,
5. is the deletion necessary to fulfill a legal obligation, or
6. personal data were collected in connection with the offer of information society services to a child under the age of 16.

RIGHT TO RESTRICTED PROCESSING

You have the right to restrict the processing of your personal data. The right to restrict processing can be exercised if:

1. personal data are processed inaccurately, for the time required to verify the accuracy of personal data,
2. the processing is illegal and you refuse the deletion of personal data and instead request the limitation of their use,
3. we no longer need your personal data for processing purposes, but you require them for the determination, exercise or protection of legal claims, or
4. you have raised an objection to the processing, unless it has been verified whether our legitimate reasons prevail over your legitimate reasons.

(G) RIGHT TO DATA PORTABILITY

You have the right to the portability of your personal data processed on the basis of consent or for the purpose of fulfilling a contract. You have the right to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format, and the right to transfer this data to another controller or the right to have this data transferred directly by us to another (chosen by you) administrator, if this is technically possible.

(H) RIGHT TO FILE A COMPLAINT

You have the right to file a complaint about the processing of your personal data by us at the Office for the Protection of Personal Data, with headquarters at Hraničná 4826/12, 820 07 Bratislava, www.dataprotection.gov.sk, tel. +421 2 3231 3220. Further information about your rights in connection with the protection of your personal data can be found on the website of the Office for the Protection of Personal Data www.dataprotection.gov.sk.

Attachment:

Form for revoking consent to the processing of personal data.

WITHDRAWAL OF CONSENT

with the processing of personal data according to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons in the processing of personal data and on the free movement of such data by LEJAAN s. r. o., with registered office at Šumavská 931/13, Vinohrady, 12000 Prague 2, IČO 285 99 349, company registered in the commercial register under sp. stamp C158886 conducted by the Municipal Court in Prague (hereinafter referred to as the "**Company**"), I have given my consent to the processing of my personal data for the purposes [e.g. *communication and sending commercial messages*] (hereinafter referred to as "**Consent**").

I hereby revoke the Consent in its entirety [*or specify the extent to which you are revoking consent*].

I understand the fact that revocation of Consent does not affect the legality of personal data processing based on Consent before its revocation and that revocation of Consent does not affect the processing of personal data for a purpose other than the above and for a different legal reason than processing based on the revoked Consent.

On day

Name and surname, address and signature