

Information on the processing of personal data

The administrator of personal data is:

MSA, a.s., ID 45192278

Headquarters Hlučínská 641, 747 22 Dolní Benešov

Registered in the OR maintained by KS Ostrava, section B, insert 388

e-mail address: lenka.hlubkova@msa.cz, Web: www.msa.cz

Contact person in all matters related to the processing of personal data:

Ing. Lenka Hlubková

hereafter also referred to as "administrator"

MSA, a.s., ID 45192278, informs all natural persons - data subjects, whose personal data it processes, that personal data provided to it or obtained in connection with its business, in accordance with the relevant legal regulations, Regulation of the European Parliament in particular and of the Council (EU) 2016/679 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 and on the repeal of Directive 95/46/EC (General Regulation on the Protection of Personal Data - GDPR, hereinafter also referred to as the GDPR), as well as the Personal Data Processing Act No. 110/2019 Coll., all as amended.

The administrator hereby informs that it mainly processes the following categories of personal data:
Common:

1) address and identification data used to identify the data subject and fulfill the contract (in particular, name, surname, date of birth, address of permanent residence, ID number, VAT number) and data enabling contact with the data subject (contact data - e.g. contact address, telephone number, e-mail address, signature and other similar information)

2) descriptive data and bank data (e.g. bank details)

3) identification and technical data

4) other data necessary to fulfill individual purposes

Special categories of personal data (personal data indicating racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and processing of genetic data, biometric data for the purpose of unique identification of a natural person and data on health status or sex life or sexual orientation of a natural person) we do not process with data of our customers and business partners.

If a special category of data is processed, only to the extent absolutely necessary, always on the basis of a legitimate legal title, in the case of employees of the controller, e.g. in the event of an employee's work-related injury or on the basis of express consent.

We obtain personal data directly from you (obtained during negotiations on concluding a contract, in person, by e-mail, via the web interface, by phone, via chat, business cards, web forms, etc.).

Alternatively, we can use publicly accessible registers, lists and records to obtain some data (e.g. commercial register, trade register, Land Registry, public telephone directory, etc.)

LEGAL REASONS FOR PROCESSING

We can process personal data only on the basis of existing legal titles. Therefore, we process personal data on the basis of processing necessary for the fulfillment of the contract, the fulfillment of a legal obligation, or legitimate interest.

We process personal data for customers and contractual partners because it is necessary for the fulfillment of the contract (purchase of products and services) and we may also process some data based on legitimate interest.

For employees, we process personal data mainly due to the necessity of fulfilling the contract and the legal obligations of the employer.

We process personal data for representatives of corporations and statutory bodies of corporations or their employees (authorized representatives) in order to fulfill the legal obligation to identify the person acting on behalf of the contracting party.

We process some data on the basis of a legitimate interest, and if we are processing for this reason, we always carefully consider and balance whether the processing is really necessary and whether the legal prerequisites are met (before processing, we assess legitimacy with so-called balancing tests).

The processing of personal data of job applicants takes place for the purpose of negotiating the conclusion of an employment contract, or some agreements on work performed outside the employment relationship, as part of the selection process. And after its termination for a period of one year for record purposes and any repeated interest of the job seeker. The administrator processes the identification and contact data of job applicants to the extent that the applicant voluntarily communicated them to the administrator.

PROCESSING WHEN GRANTING CONSENT TO THE PROCESSING OF PERSONAL DATA

In the event that you give us your consent to the processing of personal data, we hereby inform you that you can withdraw your consent at any time, by contacting the contacts listed in this document.

Cookies are small data files that are stored on the buyer's device (mobile phone, laptop, PC, etc.) when using the administrator's website. In some cases, cookies are necessary, otherwise the website would not function properly - these cookies cannot be restricted. If the buyer does not agree to the storage of necessary cookies, he is obliged to leave the website (e-shop). Additional storage of cookies (advertising, analytical, advertising) is already optional, and the buyer is entitled to save his own cookie storage settings on his device. The buyer can change the cookie settings at any time.

If you give us your consent to send commercial communications, the purpose of this consent is to use your personal data, especially contact data (e-mail address, telephone) for sending commercial and marketing offers of all the goods and services we provide. Giving consent is free, we do not condition anything on it.

PURPOSE OF PROCESSING.

The purpose of personal data processing is mainly the fulfillment of contractual obligations according to the concluded contract or on the basis of your order, or in connection with negotiations on the conclusion of a contract for work - that is, personal data is processed so that we can conclude the contract and then fulfill it.

For employees, the main purpose is also the fulfillment of the concluded employment contract by the employer and also the fulfillment of legal obligations for employees.

The purpose of the processing may also be the purposes included in the data subject's consent to the processing.

Personal data is processed by the administrator to the extent that the relevant data subject provided it to the administrator, in connection with the conclusion of a contractual or other legal relationship with the administrator or to the extent that the administrator obtained it for the fulfillment of its duties.

Further, the purpose of processing may be:

- Fulfilling your requests
- Management and improvement of the business model and relations with customers and contractual partners
- Market research, statistics

RECIPIENTS OF PERSONAL DATA

We can transfer your personal data to RECIPIENTS of personal data, which may be in accordance with the purpose for which we process the data in particular: Service subcontractors (e.g. post office), public authorities (e.g. courts, administrative bodies, etc.), processors of personal data - information system maintenance providers, system software, cloud providers, external accountants, external carriers, etc.

STORAGE PERIOD

We keep personal data for as long as necessary in accordance with legal obligations, in accordance with legal deadlines for shredding and archiving, or for the reason of the administrator's legitimate interest.

Personal data are always processed for the period necessary to ensure the rights and obligations arising both from the contractual relationship and from the relevant legal regulations or to fulfill the purpose of the consents granted.

In the case of retention of personal data after the contract is fulfilled, the data is retained on the basis of the controller's legitimate interest in protecting its property and interests, for the duration of the limitation periods given by law for the exercise of rights (in particular due to liability for a defect in the service or product, or provided guarantees).

METHODS OF PROCESSING

We process personal data ourselves or through a processor. The processing is carried out at our headquarters or establishments, by individual employees, or processors. In the event that personal data is transferred on the basis of a valid title to other persons - processors, we have written contracts with them. The processing takes place mainly through computer technology, or also manually for personal data in paper form in compliance with all security principles for the management and processing of personal data.

For the purpose of protection, we have adopted technical and organizational measures to ensure the protection of personal data, in particular measures to prevent unauthorized or accidental access to personal data, their alteration, destruction or loss, unauthorized transfers, their unauthorized processing, as well as other misuse of personal data. All entities to which personal data may be made available respect your right to privacy and are obliged to proceed in accordance with applicable legal regulations regarding the protection of personal data.

We hereby inform you that the administrator does not make automatic decisions or profile when processing personal data. We also do not transfer personal data to third countries.

Automated decision-making means decision-making by technological means or based on the results of the activity of technological means without human intervention/free decision-making.

Profiling means the use of personal data to evaluate some personal aspects of a person, for example, estimating his work performance, economic situation, health status, personal preferences, interests, etc. If you do not provide us with your personal contact and identification data in the event of a contract conclusion, the contract cannot be concluded, as we would have no way to fulfill it. Communication of your contact and identification data is thus a legal requirement for the identification of the contracting party, but also a contractual requirement necessary to fulfill the contract.

Regarding employees, the provision of personal data is a legal requirement, as the administrator fulfills a number of legal obligations in relation to employees, and also concludes an employment contract with them. If the data is not provided, the employment contract cannot be concluded.

RIGHTS OF THE DATA SUBJECT:

We hereby inform you of your rights:

As data subjects (customers, employees and others), you have the right to obtain confirmation from us **as to whether or not personal data relating to you is being processed and, if so, you have the right to access such personal data.**

You have the right to be notified about:

- purpose of processing
- category of personal data concerned
- recipients or categories of recipients to whom personal data have been or will be made available
- about the planned period for which personal data will be stored
- all available information about the source of personal data
- if not obtained from the data subject, facts, whether automated decision-making takes place, including profiling.

You have the right to a copy of the processed personal data.

You also have the right to be informed.

You can add or correct incomplete or inaccurate personal data if the processed data is inaccurate or incomplete.

When the legal conditions are met, you have the right to delete personal data, i.e.:

- a) personal data are no longer needed for the purposes for which they were collected or otherwise processed;
- b) the data subject revokes the consent on the basis of which the data were processed and there is no other legal reason for the processing;
- c) the data subject raises a relevant objection to the processing
- d) personal data were processed unlawfully;
- e) personal data must be deleted to fulfill a legal obligation set out in the law of the Union or a Member State that applies to the controller;
- f) personal data were collected in connection with the offer of information society services in accordance with Article 8, paragraph 1 of the GDPR.

You have the right for us to restrict the processing of your personal data in certain cases set out in Article 18 of the GDPR. The data subject has the right to have the controller restrict processing in any of the following cases:

- a) the data subject denies the accuracy of the personal data, for the time required for the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject refuses the erasure of the personal data and instead requests the restriction of their use;
- c) the administrator no longer needs the personal data for processing purposes, but the data subject requires them for the determination, exercise or defense of legal claims;
- d) the data subject has objected to the processing until it is verified whether the legitimate reasons of the administrator prevail over the legitimate reasons of the data subject.

You have the right to object at any time to processing that is based on our legitimate interests or the interests of a third party.

If personal data is processed for the purposes of direct marketing, the data subject has the right to object at any time to the processing of personal data concerning him or her for such marketing, which includes profiling as far as such direct marketing is concerned.

If an objection is raised against processing for direct marketing purposes, personal data may no longer be processed for these purposes.

The right to data portability gives you the possibility to obtain personal data that we have obtained in a common and machine-readable format. You can then transfer this data to another administrator or, if technically possible, request that we transfer it.

You also have the right not to be the subject of any decision based solely on automated processing, including profiling, which has legal effects for you or affects you in a similar way (apart from the exceptions set out in the GDPR regulation).

In the case of personal data processing based on your consent, you have the right to revoke your consent to the processing of personal data at any time.

You also have the right to file a complaint with the Office for Personal Data Protection. However, we are fully at your disposal and we believe that there will be no need for a complaint.

Exercise of rights, requests for information:

In the event that you require any information related to the processing of your personal data, you can primarily contact:

email: lenka.hlubkova@msa.cz

or in writing to the address Hlučínská 641, 747 22 Dolní Benešov

In person at the administrator's residence

Do not hesitate to contact us, we will handle your possible request without delay.