

PERSONAL DATA PROTECTION

This document covers:

- I. Scope and purpose of the document*
- II. Personal data processor – who we are and how to contact us*
- III. Which personal data we process and how we collect them*
- IV. What purposes the personal data is used for, how long for and on what legal basis*
- V. Third-party access to personal data*
- VI. Information about your rights related to personal data protection*
- VII. Other important information to help you assert your rights*

I. Scope and purpose of the document

1. This document contains information concerning the protection of personal data provided by visitors to our websites, our clients and those interested in our services and products.
2. The purpose of this document is to make you (Data Subject) acquainted with your rights and give a transparent information on how personal data are handled.
3. We appreciate your trust with which you give us your data and we are committed to treat your data in full compliance with the Act No. 101/2000 Coll. On the Protection of Personal Data, and we have also adapted our data handling processes to comply with Regulation (EU) 2016 / 679, the General Data Protection Regulation (GDPR).

II. Data Controller – who we are and how to contact us

Name: ARCHIP s.r.o.

Company ID: 28881699

Registered address: Poupětova 3, 170 00 Praha 7
(hereinafter the “**Controller**”)

Contact email: info@archip.eu

Contact telephone: 240201161

Website: www.archip.eu

III. Which personal data we process and how we collect them

We process the data you provide to us. In particular, this may include information you enter in one of the forms on the website, in an already established user account on our website, data provided in the course of

Architectural Institute in Prague, Poupětova 3, 170 00 Praha 7, Czech Republic / www.archip.eu
Tel.: ++420 240 201 160 Mail.: info@archip.eu

contract preparation and the making of related documents and in connection with contractual supply (i.e. for the purposes of delivery of goods or services), in the course of personal contact, telephone, writing, mail or other means of communication (text messages, Skype, FB messenger).

We also process data you publish on the Internet, especially on social networks (such as Facebook, Instagram, LinkedIn), and data from public registers (especially for entering or checking your identifying information in contracts).

If we have to have your consent to the specific processing of certain personal data, then we process such data for that purpose only with your consent.

You give us the data on a voluntary basis; in some cases we will not be able to supply goods as ordered (for example, if we need to send goods to a specific address and you would not provide it) or to provide a service (for example, consultations require some data input). We will always notify you in advance. You are required to provide your personal data to us only in cases where the law is directly enforced.

We only process common personal information:

First name, last name, title, address, phone number, email, IP address, cookies, information about goods and services ordered, information about goods purchased by you and services provided by us to you

We do not process personal data of a special category (sensitive personal data).

IV. What purposes the personal data is used for, how long for and on what legal basis

A. Processing of personal data for the purpose of contract execution and supply under contract

In order to conclude a contract with you and supply your ordered goods / products or services and to conduct any related communication with you, we process the following common personal data: name, surname, title, address, telephone number, email.

The laws allow us to process this data in direct connection with the discharge of contractual obligations of the contract concluded between us. Such an obligation may be the supply of goods, sending of specific instructions before a workshop, etc. It does not have to strictly be signed contract concluded in the classic printed form. For example, a contract may be concluded verbally, by telephone or by completing and sending an order form on the website and by confirming such an order.

For this purpose, we process personal data for the duration of the contractual relationship between us. Upon termination of a contractual relationship, certain data are retained for the purpose of performing legal obligations or for purposes of legitimate interest, as explained in the following sections of this document.

B. Processing of personal data for the purpose complying with accounting, tax and other legal regulations

In order to comply with the obligations arising from applicable laws, especially in the areas of accounting, tax law and archiving, we process only data which the law requires us to collect.

The period for which the data are processed is determined directly by the applicable legal regulations, which specify the duty of processing.

C. Processing of personal data for the purpose of our or third-party legitimate interests

A legitimate interest may cover a variety of situations. That is why we inform you of the legitimate interests for which we process personal data:

- A legitimate interest is the **protection and demonstration of our rights and legal claims**, especially those under existing contracts or following a loss or injury. For these purposes we process personal data for a period of four years after the termination of the contractual relationship; in the event that no contract had been concluded, for a period of four years since our last contact. This time limit is set with respect to the limitation periods of the claims, taking into account that we do not need to know about a claim in court at the time of its filing by the other party. We keep contract-related data and data related to our mutual communication for this purpose.

D. Processing of personal data with your consent

If you give us your consent, we will process your personal information in order to offer our services or products. We need your consent to this processing if you are not our client. Before giving us your consent, we will let you know what data would be collected and the specific purpose of processing the data your consent will apply to. You can revoke your consent at any time. However, if we also process some of your personal data under another legal title (see under A to C above), we will process your personal data for that purpose even after your consent has been withdrawn because such consent is not necessary for such specific purposes.

V. Third-party access to personal data

In fulfilling some of our contractual or legal obligations, we are assisted by third parties who are in the role of Data Processors. These include, in particular, our accountant, law firm(s), data hosting provider and software services providers. We have written contracts with all Data Processors, in which they commit to protecting your privacy and keeping your data safe.

Personal data will also be made available to competent authorities of the state if the law so required (in particular in the case of an inspection where the authority is entitled to request the disclosure of personal data).

VI. Information about your rights related to personal data protection

A. Right of access

This is the right to a confirmation that we process your personal data and, if so, to access this data and receive information about the processing.

B. Right to correction (Rectification)

This is the right to correct inaccurate or incomplete personal data concerning your person without undue delay. Taking into account the purposes of the processing, you have the right to complete your incomplete personal data, including by providing an additional statement (in which you provide full your full data).

C. Right to erasure (Right to be forgotten)

In cases specified by law or the GDPR, you have the right to request us to erase your personal data without undue delay (in the GDPR, the reasons are given in Article 17, including exceptions where erasure is not made).

D. Right to restriction of processing

In the cases provided in Article 18 of the GDPR you have the right to require us to restrict the processing of your personal data.

E. Right to portability

Under the conditions set out in Article 20 of the GDPR, you have the right to obtain your personal data and pass it on to another Controller. If technically feasible, you have the right to request direct delivery of personal data to another Controller.

F. Right to object to processing

In cases where we process personal data for purposes of legitimate interests, you have the right to object to such processing, and then we will not process the data unless our legitimate interest outweighs your interests or rights and freedoms.

G. Right to complain with an oversight authority

If you believe that your privacy rights are being violated, you have the right to file a complaint with the Office for Personal Data Protection. For more information on the Office and the protection of personal data, please visit the Office website: www.uoou.cz

VII. Other important information to help you assert your rights

In case you have further questions about processing your personal information with us, you can contact us at the above email. By sending an mail to this address or a written request to our address given above in this document, you can also directly exercise your rights as described in point VI. Just keep in mind that we can then contact you and verify your identity to make sure that you were the person who made the request. The same applies to any telephone and similar communications.

The document is effective from 24 May 2018