

Information on the processing of personal data by suppliers of goods and services (Suppliers and Clients)

Introductory information

Niersberger Instalace, s.r.o. processes personal data of suppliers and clients of goods and services from among natural persons (hereinafter referred to as “**Suppliers**” or “**Clients**”), on the basis of and in accordance with the legislation concerned, in particular with:

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), (hereinafter referred to as the “Regulation”),

Doing so for specified purposes, as well as using methods and means of processing which are always consistent with the relevant legal title within the meaning of Article 6 of the Regulation.

This Information on the Processing of Suppliers’ Personal Data contains both transparent information within the meaning of Articles 13 and 14 of the Regulation and advice on the rights of data subjects within the meaning of Articles 15 to 22 of the Regulation.

Personal Data Controller

In relation to the personal data of the Suppliers, Niersberger instalace, s.r.o., with its registered office at Tyršova 2075, 25 601 Benešov, ID No 64577252, is in the legal position of the personal data controller (hereinafter referred to as the “Controller”).

The controller is responsible for the processing of personal data of Suppliers and other groups of data subjects and in this respect it has taken internal organizational, technical and other measures to safeguard and protect the processed personal data, which are regulated in the Guideline on the processing and protection of personal data at Niersberger Instalace, s.r.o. (hereinafter referred to as „Guideline“)

Suppliers have the right to contact Niersberger Instalace, s.r.o. as the Controller with any questions regarding the processing and protection of personal data and to assert their rights of data subjects with the Controller, namely:

- in writing in the form of a letter / notification to the address of the Controller
- electronically to the following e-mail address: instalace@niersberger.cz;
- by phone at: +420 317 721 741;
- in person at the Controller’s registered office.

Personal Data Processors

In relation to personal data of Suppliers and Clients, the Controller has not contracted any other entities (processors) for further processing of personal data.

List and scope of personal data processed

The personal data of Suppliers and Clients are kept and processed to the following extent:

- name and surname / company name, registered office, company ID, tax ID, e-mail address, telephone number, account number

Purposes of personal data processing

The Controller processes selected personal data of Suppliers for the following purposes:

- performance of business contracts / negotiations on business contracts / offer of possible cooperation;
- fulfilment of obligations arising from tax legislation.

Legal titles of personal data processing

The legal title to the processing of the personal data of the Suppliers within the meaning of Article 6 of the Regulation in relation to the above processing purposes are:

- performance of the contract;
- the legitimate interests of the controller;
- fulfilment of the legal obligations of the Controller.

Legislation:

- Act No 586/1992 on income taxes
- Act No 563/1991 on accounting
- Act No 586/1992 on income taxes
- Act No 235/2004 on value added tax

Methods and means of personal data processing

The Supplier's personal data are processed by the Controller by the following methods and means:

- **automated processing**
in the ERP system - address and identification data of suppliers;
- **manual processing**
in paper form - business contracts (including orders / order confirmations), delivery notes, tax documents, handover reports.

Duration of personal data storage

Duration of storage / processing of the Supplier's personal data by the Controller is as follows:

- for the duration of the contractual relationship;
- for the duration of obligations under tax legislation.

Data subjects' rights

As data subjects, the suppliers have the following right in relation to the Controller within the meaning of Articles 15 to 22 of the Regulation:

- **right of access** to personal data, in particular the right to request from the Controller information about the processing of his personal data;
- **right to rectification** of personal data if the data kept is inaccurate;
- **right to erasure** of personal data ("right to be forgotten");
- **right to withdraw consent** with processing;
- **right to restriction of processing** of personal data;
- **right to object** to the processing of personal data, against to automated processing or profiling;
- **the right to data portability.**

In addition, the data subject shall have the right to lodge a complaint with the supervisory authority:

Office for Personal Data Protection

Pplk. Sochora 27

170 00 Prague 7

Email address: posta@uouu.cz