



## **INFORMATION ABOUT PERSONAL DATA PROCESSING FOR CLIENTS AND SUPPLIERS**

in accordance WITH THE General Data Protection Regulation (GDPR)



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The company WAPE UNIT s.r.o. in its capacity as data controller (hereinafter referred to only as "WAPE UNIT"), provides its clients and suppliers who are natural persons, i. e. data subjects (hereinafter referred to only as "client/supplier"), with information about the processing of personal data provided to it during the performance of the contractual relationship:

### **Personal data controller**

Personal data controller: WAPE UNIT LTD, pobočka

Contact person: Zuzana Petakova

E-mail: [info@wapejets.com](mailto:info@wapejets.com)

WAPE UNIT will process the personal data of the client/supplier for the purposes of the performance of the contractual relationship in the field of related activities to this company.

### **Legal basis**

Performance or conclusion of a contract: for the purpose of the delivery of goods and services or their mediation.

Compliance with legal obligations arising from the laws of the Czech Republic (Act No. 89/2012 Coll., Civil Code; Act No. 455/1991 Coll., Trade Licensing Act; Act No. 563/1991 Coll., on Accounting; Act No. 235/2004 Coll., on Value Added Tax; Act No. 499/2004 Coll., on Archiving and Record Management; Act No. 49/1997 Coll. on Civil Aviation, or other related regulations).

Legitimate interest: Personal data kept in the internal system may be stored as records for traceability or defence of the legal entitlements of WAPE UNIT.

It is however necessary to request the consent of the client/supplier, in his/her capacity as the data subject, for indirect marketing purposes and for creating copies of personal documents.

### **Personal data processors**

Personal data may be provided by WAPE UNIT for further processing to external providers of accounting services, legal services and collaborating providers, the specific categories of which may be communicated to clients/suppliers upon request.

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## Other recipients

WAPE UNIT may, on the grounds of legitimate interest or due to contractual performance, provide access to personal data provided to other commissioned contractual partners in the fields of IT services and technologies, marketing services, consultancy services and certification services, the specific categories of which may be communicated to clients/suppliers upon request. Due to necessary data transfer as part of contractual performances relating to international transportation or compliance with related legislation, personal data is also transferred to third countries outside the EU.

WAPE UNIT provides personal data to the respective public authorities or other entities authorised to process such data on the grounds of state supervision, prevention, investigation, detection or prosecution of criminal offences or enforcement of sentences, including protection against threats to public safety and the avoidance thereof.

## Other purposes of processing

WAPE UNIT may use the personal data provided for the performance of contracts, for commercial purposes, for direct marketing, within the framework of legitimate interest or – after the client/supplier has given his/her consent – for indirect marketing and/or for the creation of copies of personal documents.

## Automated processing of personal data

No automated processing of personal data occurs in the company.

## Period of storage of personal data

WAPE UNIT stores personal data for the duration of performance of the contractual relationship and also for the period determined by legislation. The storage of personal data for commercial and marketing purposes or records in the company's internal system may be an exception to this.

## Rights of the client/supplier in his/her capacity as the data subject

**Right to access personal data** – the client/supplier is entitled to access personal data relating to him/her, WAPE UNIT shall provide copies of the processed personal data upon request from the client/supplier.

**Right to correction and supplementation of personal data** – the client/supplier is entitled to request that WAPE UNIT correct or supplement imprecise personal data relating to him/her without unnecessary delay.

**Right to restriction of processing** – the client/supplier is entitled to request that WAPE UNIT restrict the processing of personal data in justified cases.

**Right to portability of personal data** – the client/supplier is entitled to obtain personal data relating to him/her in a structured, regularly used and machine-readable format, and is entitled to hand these data over to a different controller.

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**Right to deletion** – the client/supplier is entitled to request that WAPE UNIT delete personal data relating to him/her without unnecessary delay if:

- the personal data is not required for the purpose for which it was processed;
- the client/supplier retracts his/her consent to the processing of those items of personal data for which consent must be given;
- the client/supplier objects to the processing;
- the personal data was processed in an illegal manner;
- the storage of the personal data is not determined by any other relevant legislation;
- there is no public interest in terms of public health, archiving, scientific or historical research or statistics;
- this does not concern the exercise or defence of legal entitlements.

The data subject is entitled to request deletion from the database through the e-mail address *info@wapejets.com*.

**Automated individual decision-making** – the client/supplier is entitled not to be the subject of any decision based exclusively on automated processing, including profiling, unless this is essential for the performance of a contract.

**Right to file a complaint with the supervisory authority** – the client/supplier is entitled to file a complaint with the supervisory authority, i. e. the Office for Personal Data Protection.

**Right to object** – the client/supplier is entitled to object to the processing of personal data. An objection against processing for the purposes of direct marketing may be raised at any time.

## **Obligation of the client/supplier to provide personal data**

The client/supplier is obliged to provide WAPE UNIT with personal data on legally determined grounds or for reasons arising from commercial contracts. If he/she were not so obliged, it would be impossible to exercise rights and meet obligations from a commercial relationship.

## **Other provisions**

If the client/supplier does not grant WAPE UNIT his/her consent to the processing of personal data or does not enter into a commercial relationship with WAPE UNIT and there are no other reasons for processing, his/her documentary personal data will be in electronic format deleted and in paper format shredded.