

INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA

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1) What is the purpose of this document?

The purpose of this document is to provide you with information about the terms under which your personal data will be processed.

This memorandum applies to you if you are

- a business partner or person representing a business partner
- a visitor to the company's premises

of EP Global Commerce a.s., Pařížská 130/26, Josefov, 110 00 Praha 1, **ID No.** : 05006350, (**"Company"**):

Elsewhere in the text if this memorandum uses the term "us", this term refers to the Company.

2) Who is responsible for processing my personal data?

The personal data controller responsible for duly processing your data is the company with which you are in a contractual relationship or with which you are negotiating a contractual relationship.

3) How can I contact the personal data controller?

The contact details for all the EP Global Commerce companies are as follows:

- address: Pařížská 130/26, Praha 1 – Josefov, postcode 110 00
- tel. +420 232 005 200
- e-mail: info@epgc.cz
- web: <https://www.epgc.cz/>.

In matters concerning the protection of your personal data you may contact the Chief Protection Officer, by sending an e-mail to cpo@epgc.cz.

4) What categories of personal data will be processed?

EP Global Commerce processes the following categories of personal data:

I. DATA ON BUSINESS PARTNERS AND PERSONS REPRESENTING BUSINESS PARTNERS

- identification details: first name, surname, titles, date of birth, home address
- contact details: telephone number, e-mail address, correspondence address
- bank details: name of bank and account number;
- details of the contractual relationship and its implementation

II. DATA ON VISITORS TO THE COMPANY'S PREMISES

- identification details: first name, surname, identity card number
- data collected by security systems: records from the camera system on the building, in the elevator and corridors on the company's premises (address: Pařížská 130/26, Praha 1 - Josefov, postcode 110 00), records of entry.

5) On what legal basis is personal data processed?

EP Global Commerce processes personal data on the following legal basis

a) compliance with obligations arising from the law

EP Global Commerce processes your personal data as required by the Commercial Code and other legislation.

b) performance of contract

EP Global Commerce processes your personal data in order to exercise and fulfil the rights and obligations arising from contracts concluded between you and EP Global Commerce.

c) safeguarding the legitimate interests of the company

These are cases where personal data needs to be processed to protect the interests of the controller and your interest in the protection of personal data does not outweigh our interest in the relevant processing.

d) consent to the processing of personal data

EP Global Commerce currently does not process personal data on the basis of consent, although it may do so if you grant your consent

6) For what purpose will personal data be processed?

Your personal data will be processed for the following purposes

a) preparation of contractual documentation, change of documentation during the contractual relationship

- EP Global Commerce processes the data necessary to prepare or amend contractual documentation
- Legal basis for processing: performance of contract

b) exercising rights and obligations under the contract

- EP Global Commerce processes your personal data in order to fulfil the rights and obligations arising from existing contractual relationships
- Legal basis for processing: performance of contract

c) verification of credibility

- viewing the insolvency register, international sanctions lists, etc.

d) accounting and tax agenda, archiving documents

- Legal basis for processing: compliance with obligations arising from the law, legitimate interest
- Relevant laws: Accounting Act, Income Tax Act, Archives Act

e) protection of EP Global Commerce property

- EP Global Commerce premises (address: Pařížská 130/26, Praha 1 - Josefov, postcode 110 00) are monitored by a camera system to ensure the security of persons and property.
- Legal basis for processing: legitimate interest

f) disputed agenda: determining, exercising or defending our legal claims, including debt recovery

- Legal basis: performance of contract, legitimate interest

g) sending commercial offers

- We can use your contact information to send you offers to extend your current cooperation
- Legal basis for processing: legitimate interest

7) Where is my personal data stored?

Your personal data is stored in both electronic and physical (print) form. Documents in electronic form are stored on local disks at employee workstations (encrypted and stored in a user profile verified in the EP Global Commerce computer domain) in the enterprise section of Microsoft Office 365 cloud storage. Documents in physical form are stored in lockable cabinets to which only authorised persons have access.

8) Apart from EP Global Commerce, who will have access to my personal data?

The personal data you have provided us is processed and stored within EP Global Commerce. If personal data processing is based on the legitimate interests and purposes listed above, your personal data may also be processed by external EP Global Commerce contractors or its contractual partners. We carefully select the partners we work with based on safeguards to ensure the technical and organisational protection of the personal data we provide.

9) Will my personal data be transferred outside the Czech Republic?

The European Economic Area (“EEA”) applies a system ensuring the free movement of personal data and the processing of such data is subject to the same rules as in the Czech Republic. In certain cases, our contractual partners may process personal data in third countries (i.e. countries outside the EEA), although always while ensuring compliance with all legislative requirements. If personal data is processed in the USA, our partner there always meets the requirements and is registered with the Privacy Shield programme. For more about the Privacy Shield programme, visit: <https://www.privacyshield.gov/welcome>.

10) How long will my personal data be stored by your company?

In principle, we process your personal data for the duration of the contractual relationship between the relevant business partner and EP Global Commerce. Upon termination of this contractual relationship, only those documents or personal data for which we have a legitimate interest (possible defence of our interests in the event of a dispute) are retained for a period of 10 years from the termination of the contractual relationship and/or those documents or personal data that we are required to keep by law (i.e. in some cases for up to 30 years).

We keep camera records and records of visitors in the visitors' log for a period of 1 month from their acquisition.

In order to minimise data, we always only process the personal data necessary for the given purpose and store it only for the necessary length of time. As soon as this time expires, personal data is deleted or anonymised.

11) What are my rights in connection with the processing of personal data?

You have the right to request access to your data at any time - this means that at your request we will provide you with information about how we process your personal data, for what purpose, the sources from which the personal data was obtained, to whom your data has been provided and for how long we plan to store it.

You have the right to request that incorrect personal data be corrected and incomplete personal data be supplemented at any time. You also have the right to request the deletion

of personal data no longer needed for the purpose for which it was originally collected, or which the controller is no longer entitled to use for other reasons (e.g. the data has been processed unlawfully, its deletion is required by law, etc.).

You have the right to request restrictions on the processing of your personal data – this means that you may ask us not to delete your data what we would otherwise be obliged to delete, and you may also request that we cease to work with your personal data until it becomes apparent that the data processed is precise, or whether any objection to the processing of personal data you have filed is justifiable (see the right to file an objection below).

You have the right to the portability of your personal data – this means that you may request that we provide you with the personal data we process in electronic form to enable it to easily be transferred to another controller (service provider), or to enable us to transfer it directly to another controller. This right applies only to personal data we have obtained in electronic form, on the basis of your consent or on a contractual basis.

At any time, you have the right to file an objection against the processing of your data for direct marketing purposes (sending commercial offers). If you do so, your personal data will no longer be used for that purpose. **You also have the right to file an objection against the processing of your personal data based on our legitimate interest** – in such a case we will only continue to process your data if there are proven and serious justified grounds for doing so.

If your personal data has been processed on the basis of your consent, you have the right to revoke that consent at any time. Your personal data will then immediately cease to be processed.

12) How can I exercise my rights?

You may exercise your right (including the right to file an objection) with the personal data controller (see point 2 of this memorandum). You may contact us in writing, by telephone or by e-mail (the contact details are given in point 3 of this memorandum). To enable your case to be processed better and faster, we ask you to use the form which can be found on our website at <http://www.epholding.cz>.

13) What should I do if I suspect that my personal data has been processed in violation of the law, or the General Data Protection Regulation?

In such a case you have the right file a complaint with the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Praha 7, tel. +420 234 665 111, e-mail: posta@uouu.cz, website: <https://www.uouu.cz>.

14) Does the processing of my personal data involve automated decision-making, including profiling?

Automated decision-making means decisions made by a machine (computer) without human intervention, and which has the same legal or other such binding consequences for you (e.g. refusing to conclude a contract or withdrawing from a contract). Your personal data is not processed in this manner at EP Global Commerce; the relevant decisions are always made by a specific employee of the company.

LIST OF LEGISLATION

General Data Protection Regulation	Regulation (EU) No 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
Income Tax Act	Act No. 586/1992 Coll., on income tax, as amended
Accounting Act	Act No. 563/1991 Coll., on accounting, as amended
Archives Act	Act No. 499/2004 Coll., on archives and the records service, as amended