

## LAYER I

### Personal Data Protection

This site will tell you everything about the personal data processing that we carry out. If we process your personal data, you will find here detailed information on your rights and the manner in which your rights can be exercised. You will find more details about each individual processing, your rights and the manner in which your rights may be exercised under the following links designating specific groups of persons whose personal data are being processed or specific types of processing.

- I. [Employees](#)
  - II. [Marketing \(information about services and goods, including commercial communications and profiling\)](#)
  - III. [Suppliers of goods and services and their representatives](#)
  - IV. [Conference and event participants](#)
  - V. [Customers, including consumers, and their representatives](#)
  - VI. [Job applicants](#)
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## LAYER II

### Key characteristics of each individual processing

- I.
  - I. **Employee personal data** – processing of employee personal data in order to ensure compliance with the employer’s legal obligations (performance of employment obligations) and to ensure exercise and protection of the employer’s rights and legal interests, or processing based on the employee’s consent.  
Comprehensive information on the processing, including details of your rights, the requirements for exercising your rights and the manner in which your rights may be exercised, is available [HERE](#).
  - II. **Marketing** – collection and processing of data for the purposes of identifying the best service offer for customers and supporting sales and the Company’s reputation.  
Comprehensive information on the processing, including details of your rights, the requirements for exercising your rights and the manner in which your rights may be exercised, is available [HERE](#).
  - III. **Contact information of the suppliers of goods or services and/or their representatives** – maintaining contact details for the purposes of entering into contracts and the data necessary for the performance of contracts with the suppliers of services or goods; maintaining any contact information of suppliers’ representatives (employees, statutory representatives or other designated persons).  
Comprehensive information on the processing, including details of your rights, the requirements for exercising your rights and the manner in which your rights may be exercised, is available [HERE](#).
  - IV. **Conference and other event participants data** – maintaining and processing of personal data on the participants in conferences or similar events in order to secure their participation in the event.

Comprehensive information on the processing, including details of your rights, the requirements for exercising your rights and the manner in which your rights may be exercised, is available [HERE](#).

- V. **Job applicants** – maintaining of personal data collected in connection with tesena s.r.o.'s recruitment process (organized selection procedure for an open job position) or the offer of work for the company for the purposes of sending job offers.

Comprehensive information on the processing, including details of your rights, the requirements for exercising your rights and the manner in which your rights may be exercised, is available [HERE](#).

I.

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LAYERT III - Specific parameters of personal data processing

## EMPLOYEE PERSONAL DATA

### 1. CONTROLLER

The personal data controller is tesena s.r.o., with its registered office located at Pujmanové 883/23, Podolí, 140 00 Prague 4, ID No.: 24811254, registered in the Commercial Register maintained with the Municipal Court in Prague, Section C, entry No. 176447 (hereinafter the “Controller”).

### 2. YOUR RIGHTS

You have the following rights in respect of the personal data processing concerned:

- a. **ACCESS** – This is the right to be informed whether or not your personal data are being processed. If your personal data are being processed, you have the right to obtain the prescribed information about the processing and the right, under certain conditions, to obtain a copy of the processed personal data;
- b. **RECTIFICATION** – The right to request rectification if the personal data processed are inaccurate, or the right to request completion if the data are incomplete;
- c. **ERASURE** (right to be forgotten) - The right to request, under certain conditions stipulated by law (withdrawal of consent, termination of contract, unlawful processing), erasure of the personal data;
- d. **RESTRICTION OF PROCESSING** – The right to request marking and, if applicable, restriction (suspension) of the processing pending verification of accuracy of the data, lawfulness of the processing or response to an objection or to ensure protection of your interests (exercise or protection or defense of rights and legitimate interests);
- e. **COMPLAINT** – The right to lodge a complaint against the Controller, the processing or the terms and conditions of exercising your rights to the Office for Personal Data Protection. See [www.uouu.cz](http://www.uouu.cz) for the contact details and other information about the Office;
- f. **PORTABILITY** – the right to obtain information for further processing under the legislation specified conditions you specified another person to pass data or to ask for their direct transfer for further processing by another person.
- g. **WITHDRAWAL OF CONSENT** – concerning the use of photographs for the purpose of promoting sales, customer care and improving public relations. Your consent may be withdrawn at any time. The withdrawal of consent shall not affect the lawfulness of the processing of personal data carried out before the withdrawal. In

consequence of your withdrawal of consent, the photographs used by the Controlled on the grounds of your consent will be erased.

- h. **OBJECTION** – the right to require that your personal data not be further processed for the legitimate interests of the Controller or a third party or for marketing purposes.

Use the relevant link to find details of individual rights, their characteristics and the conditions under which the rights arise and may be exercised. See how to exercise your rights [HERE](#).

**A DATA PROTECTION OFFICER** was not designated by the Controller.

### 3. PURPOSE OF PROCESSING

The Controller processes personal data for the purposes of:

- i. Performance of the employment relationship between the employee and the employer. Compliance with the employer's legal obligations established by legal regulations (obligatory records pursuant to the Labor Code, social and health insurance, tax obligations) and obligations arising from contract with the employee.
- ii. Supporting sales and customer care, improvement of public relations in the case of an employee's photograph or audiovisual record (unless they constitute a work made for hire) if it is used as described

### 4. LEGAL GROUND FOR PROCESSING

The legal ground for the processing of personal data is:

- i. compliance with the legal obligations to which the Controller is subject pursuant to the labor law, social security and tax regulations (Art. 6(1)(c) of the GDPR) and performance of the contract with the employee (Art. 6(1)(b) of the GDPR).
- ii. An employee's photograph and audiovisual record (unless they constitute a work for hire) shall be used on the grounds of the employee's consent.

### 5. SCOPE OF THE DATA being processed

The Controller processes the following data for the above purposes:

- i. Employee identification and contact data, their qualification data, information on the progress of employment (particularly the time worked, wage, statutory deductions, liability claims, disciplinary matters, workplace accidents and occupational diseases, annual leave periods, bank account number, and/or the number of children and their age, if applicable), the health insurance company, personal identification ("birth") number, data related to tax records (in the event of spouse/child relief, also the data on the spouse and children, including their personal identification ("birth") numbers), photographs of the employee (if it is required by the work of the client of the employer, who must identify the incoming person using the photograph under the legal regulations).
- ii. An employee's photograph and audiovisual record (unless they constitute a work for hire), if the employee has given his/her consent, in case of use for the purpose of promoting sales, customer care and improving public relations.

### 6. PROVISION OF DATA IS MANDATORY

The processing of personal data related to the performance of the employment obligations by the employer is laid down by law or necessary for the performance of the contract with the employee.

Provision of data by the employee is therefore mandatory; failure to provide mandatory data may constitute violation of labor discipline, and may lead to the obligation to compensate the damage incurred; the damage may take the form of e.g. public law sanctions (fines) imposed upon the employer for an offence of the failure to submit to a public authority (e.g. the Regional Social Security Administration Office) the mandatory reporting (e.g. the registration

of an employee for the purposes of insurance).

Consent to use an employee's photograph or create an audiovisual recording (unless they constitute a work for hire) is voluntary.

#### **7. PERIOD for which the personal data are stored and processed**

The Controller processes personal data as follows:

- i. for the period stipulated by law in the case of each individual processing of personal data laid down by the applicable law; for the period of performance of employment obligations in the case of data necessary for the performance of fundamental employment relationship (under employment contract, agreement to perform work, or agreement to complete a job), or even further, if it is necessary for the performance of partial obligations (e.g. a non-competition clause) or for the exercise or defense of the Controller's rights (e.g. liability for damages, a dispute concerning invalidity of termination of employment, proof of compliance with public law obligations, payment of claims, etc.).
- ii. In the case of photographs or audiovisual recordings, until withdrawal of consent (unless they constitute a work for hire).

#### **8. PLACE where the personal data are being processed**

The place of the processing of personal data shall be: the Controller's offices and establishments, including the Controller's registered office, or the Processor's registered office or establishments.

#### **9. BENEFICIARIES to whom personal data may be disclosed**

Personal data is provided to the following recipients (categories of recipients):

- i. Processing for the purpose referred to point 3 (i) – the clients and other contractors of the Controller, if the provision of personal data (including for example a photograph) is necessary for the implementation of a contractual relationship with the client or potential client, and at the same time for the implementation of the employment relationship with the employee.
- ii. Processing for the purpose referred to point 3 (ii) – users of the Controller website, recipients of commercial communications of Controller and other promotional materials of Controller.

#### **10. THIRD COUNTRY**

In the processing of personal data, personal data SRE NOT transferred outside the EU and the European Economic Area and Switzerland.

#### **11. PROCESSOR**

A personal data processor pursuant to Art. 4(8) of the GDPR or a third party authorized by the Controller to process personal data may be engaged in the processing of personal data. In such

cases, the Controller will minimize the risk of unauthorized disclosure, destruction, processing or loss of the personal data.

## 12. AUTOMATED DECISION-MAKING AND PROFILING

Automated decision-making means decisions that are made by automated means or based on the output of automated processes, without human intervention/volition.

Profiling means the use of personal data to evaluate certain personal aspects relating to a natural person, e.g. to predict that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, etc.

In connection with the processing of personal data, automated decision-making WILL NOT be used.

In connection with the processing of personal data, profiling WILL NOT be used.

# MARKETING

## 1. CONTROLLER

The personal data controller is **tesena s.r.o.**, with its registered office located at Pujmanové 883/23, Podolí, 140 00 Prague 4, ID No.: 24811254, registered in the Commercial Register maintained with the Municipal Court in Prague, Section C, entry No. 176447 (hereinafter the “**Controller**”).

## 2. YOUR RIGHTS

You have the following rights in respect of the personal data processing concerned:

- a. **WITHDRAWAL OF CONSENT** – Your consent may be withdrawn at any time in the manner stipulated HERE. The withdrawal of consent shall not affect the lawfulness of the processing of personal data carried out before the withdrawal. Upon your withdrawal of consent, the processing of your data for marketing purposes will be terminated.
- b. **ACCESS** – The right to be informed whether or not your personal data are being processed. If your personal data are being processed, you have the right to obtain the prescribed information about the processing and the right, under certain conditions, to obtain a copy of the processed personal data;
- c. **RECTIFICATION** – The right to request rectification if the personal data processed are inaccurate, or the right to request completion if the data are incomplete;
- d. **ERASURE** (right to be forgotten) - The right to request, under certain conditions stipulated by law (withdrawal of consent, termination of contract, unlawful processing), erasure of the personal data;
- e. **RESTRICTION OF PROCESSING** – The right to request marking and, if applicable, restriction (suspension) of the processing pending verification of accuracy of the data, lawfulness of the processing or response to an objection or to ensure protection of your interests (exercise or protection or defense of rights and legitimate interests);
- f. **COMPLAINT** – The right to lodge a complaint against the Controller, the processing or the terms and conditions of exercising your rights to the Office for Personal Data Protection. See [www.uoou.cz](http://www.uoou.cz) for the contact details and other information about the Office;
- g. **PORTABILITY** – The right to receive, under certain conditions stipulated by law, personal data for the purposes of their further processing by another person designated

by you and to transmit those data to such person or to request that the data be transmitted directly to the other person for processing.

In addition, you have the following rights:

**RIGHT TO OBJECT** – The right to request that your personal data no longer be processed for the purposes of the legitimate interests pursued by the Controller or by a third party or for marketing purposes. Use the relevant link to find details of individual rights, their characteristics and the conditions under which the rights arise and may be exercised. See how to exercise your rights [HERE](#).

A **DATA PROTECTION OFFICER** was **not** designated by the Controller.

3. **PURPOSE OF PROCESSING**

The Controller processes personal data for marketing purposes: Sending information about the Controller's goods and services. Commercial communications take into account the addressee's envisaged needs, interests and preferences based on profiling using the addressee's previous shopping behavior to ensure relevance to his/her interests and needs.

4. **LEGAL GROUND FOR PROCESSING**

The legal ground for the processing of personal data is: consent of the data subject (Art. 6(1)(a) of the GDPR).

5. **SCOPE OF THE DATA being processed**

The Controller processes the following data for the above purposes:

Employee identification and contact data, i.e. the first name, surname, academic title, phone number, delivery address, email address, information on attending the Controller's previous events (seminars, conferences and training events) in which the person concerned participated or at least enrolled, job position, information on the employer.

6. **PROVISION OF DATA IS VOLUNTARY.**

The provision of personal data is voluntary.

7. **PERIOD for which the personal data are stored and processed**

The Controller processes personal data for the purposes stipulated in Paragraph 3: until withdrawal of consent.

8. **PLACE where the personal data are being processed**

The place of the processing of personal data is: the Controller's offices and establishments, including the Controller's registered office.

9. **RECIPIENTS to whom the personal data may be disclosed**

The personal data will be disclosed to the following recipients (categories of recipients): NO RECIPIENTS.

10. **THIRD COUNTRY**

In the processing of personal data, personal data WILL NOT be transferred outside the EU.

11. **PROCESSOR**

A personal data processor pursuant to Art. 4(8) of the GDPR or a third party authorized by the Controller to process personal data may be engaged in the processing of personal data. In such cases, the Controller will minimize the risk of unauthorized disclosure, destruction, processing or loss of the personal data.

12. **AUTOMATED DECISION-MAKING AND PROFILING**

Automated decision-making means decisions that are made by automated means or based on the output of automated processes, without human intervention/volition.

Profiling means the use of personal data to evaluate certain personal aspects relating to a natural person, e.g. to predict that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, etc.

In connection with the processing of personal data, automated decision-making WILL NOT be used.

In connection with the processing of personal data, profiling WILL be used. Specifically, profiling will be used to determine preferences according to previous purchases.

## **SUPPLIER CONTACT INFORMATION INCLUDING SUPPLIERS OF GOODS OR SERVICES AND/OR THEIR REPRESENTATIVES**

### **1. CONTROLLER**

The personal data controller is **tesena s.r.o.**, with its registered office located at Pujmanové 883/23, Podolí, 140 00 Prague 4, ID No.: 24811254, registered in the Commercial Register maintained with the Municipal Court in Prague, Section C, entry No. 176447 (hereinafter the “**Controller**”).

### **2. YOUR RIGHTS**

You have the following rights in respect of the personal data processing concerned:

- a. **ACCESS** – The right to be informed whether or not your personal data are being processed. If your personal data are being processed, you have the right to obtain the prescribed information about the processing and the right, under certain conditions, to obtain a copy of the processed personal data;
- b. **RECTIFICATION** – The right to request rectification if the personal data processed are inaccurate, or the right to request completion if the data are incomplete;
- c. **ERASURE** (right to be forgotten) - The right to request, under certain conditions stipulated by law (withdrawal of consent, termination of contract, unlawful processing), erasure of the personal data;
- d. **RESTRICTION OF PROCESSING** – The right to request marking and, if applicable, restriction (suspension) of the processing pending verification of accuracy of the data, lawfulness of the processing or response to an objection or to ensure protection of your interests (exercise or protection or defense of rights and legitimate interests);
- e. **COMPLAINT** – The right to lodge a complaint against the Controller, the processing or the terms and conditions of exercising your rights to the Office for Personal Data Protection. See [www.uoou.cz](http://www.uoou.cz) for the contact details and other information about the Office;

In addition, you have the following rights:

**RIGHT TO OBJECT** – The right to request that your personal data no longer be processed for the purposes of the legitimate interests pursued by the Controller. Use the relevant link to find details of individual rights, their characteristics and the conditions under which the rights arise and may be exercised. See how to exercise your rights, [HERE](#).

**A DATA PROTECTION OFFICER** was **not** designated by the Controller.

### **3. PURPOSE OF PROCESSING**

The Controller processes personal data for the purposes of the performance of a contract and for the purposes of the legitimate interests pursued by the Controller: records of identification and contact details of potential suppliers of goods or services for the purposes of any contract negotiations, records of any communication related to supplier contract negotiation (in order to secure evidence of the content of a contract or pre-contractual liability, etc.), execution and

performance. Concerning the performance of a contract, the data include the documentation and correspondence relating to the performance of contractual obligations as evidence of the manner in which the contract is discharged and the rights are exercised and protected. If the contractor is not the sole party to the contract, the data of its employees, statutory representatives or other persons designated to negotiate, execute or ensure performance of the contract, are recorded.

#### 4. **4. LEGAL GROUND FOR PROCESSING**

The legal ground for the processing of personal data is:

- if the supplier is a natural person: the legitimate interests pursued by the Controller (Article 6(1)(f) of the GDPR) in relation to the register of potential suppliers and the steps necessary prior to entering into and performing a contract with the data subject (Article 6(1)(b) of the GDPR) in the phase of entering into and performing the contract;
- if the supplier is a legal entity: the legitimate interests pursued by the Controller (Article 6(1)(f) of the GDPR) in relation to the register of suppliers and the negotiation and performance of the contract, where the personal data of the supplier's representatives are the subject of processing.

#### 2. **SCOPE OF THE DATA being processed**

The Controller processes the following data for the above purposes:

- if the supplier is a natural person: identification and contact data, i.e. the first name, surname, academic title, subject of business, place of business, as well as the data relating to the contractual obligation, including related communication on contract negotiation and contract performance;
- if the supplier is a legal entity: identification and contact details of the legal entity's representative (business contact information), job position, communication related to the negotiation of a contract with the employer and performance of the contract with the employer.

#### 3. **PROVISION OF DATA IS NECESSARY**

The provision of personal data, if connected with the execution and performance of a contract, is necessary. Without the data, the contract can be neither entered into, nor subsequently performed.

#### 4. **PERIOD for which the personal data are stored and processed**

The Controller processes personal data: for the necessary period of time, i.e. for the entire period of cooperation or potential cooperation with the entity concerned. In the case of contractual obligations, until the fulfillment of the obligation and for the duration of the applicable statutory time limits, including e.g. the deadlines for notification of defects, the periods under the statute of limitations and the statute of repose in the context of possible claims arising from the contractual obligations. In addition, prescribed data and documents may be retained for the prescribed period, as laid down by the applicable law (e.g. tax records, etc.).

#### 5. **PLACE where the personal data are being processed**

The place of the processing of personal data shall be: the Controller's offices and establishments, including the Controller's registered office.

#### 6. **RECIPIENTS to whom the personal data may be disclosed**

The personal data will be disclosed to the following recipients (categories of recipients): NO RECIPIENTS.

#### 7. **THIRD COUNTRY**

In the processing of personal data, personal data WILL NOT be transferred outside the EU.

#### 8. **PROCESSOR**

personal data processor pursuant to Art. 4(8) of the GDPR or a third party authorized by the



Controller to process personal data may be engaged in the processing of personal data. In such cases, the Controller will minimize the risk of unauthorized disclosure, destruction, processing or loss of the personal data.

#### 9. **AUTOMATED DECISION-MAKING AND PROFILING**

Automated decision-making means decisions that are made by automated means or based on the output of automated processes, without human intervention/volition.

Profiling means the use of personal data to evaluate certain personal aspects relating to a natural person, e.g. to predict that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, etc.

In connection with the processing of personal data, automated decision-making WILL NOT be used.

In connection with the processing of personal data, profiling WILL NOT be used.

## **CUSTOMER DATA, INCLUDING CONSUMERS AND CUSTOMER REPRESENTATIVES**

### 1. **CONTROLLER**

The personal data controller is **tesena s.r.o.**, with its registered office located at Pujmanové 883/23, Podolí, 140 00 Prague 4, ID No.: 24811254, registered in the Commercial Register maintained with the Municipal Court in Prague, Section C, entry No. 176447 (hereinafter the “**Controller**”).

### 2. **YOUR RIGHTS**

have the following rights in respect of the personal data processing concerned:

- a. **ACCESS** – The right to be informed whether or not your personal data are being processed. If your personal data are being processed, you have the right to obtain the prescribed information about the processing and the right, under certain conditions, to obtain a copy of the processed personal data;
- b. **RECTIFICATION** – The right to request rectification if the personal data processed are inaccurate, or the right to request completion if the data are incomplete;
- c. **ERASURE** (right to be forgotten) – The right to request, under certain conditions stipulated by law (withdrawal of consent, termination of contract, unlawful processing), erasure of the personal data;
- d. **RESTRICTION OF PROCESSING** – The right to request marking and, if applicable, restriction (suspension) of the processing pending verification of accuracy of the data, lawfulness of the processing or response to an objection or to ensure protection of your interests (exercise or protection or defense of rights and legitimate interests);
- e. **COMPLAINT** – The right to lodge a complaint against the Controller, the processing or the terms and conditions of exercising your rights to the Office for Personal Data Protection. See [www.uoou.cz](http://www.uoou.cz) for the contact details and other information about the Office;

In addition, you have the following rights:

- o **RIGHT TO OBJECT** – The right to request that your personal data no longer be processed for the purposes of the legitimate interests pursued by the Controller. Use the relevant link to find details of individual rights, their characteristics and the conditions under which the rights arise and may be exercised. See how to exercise

your rights [HERE](#).

A **DATA PROTECTION OFFICER** was **not** designated by the Controller.

**2. PURPOSE OF PROCESSING**

The Controller processes personal data for the purposes of the performance of a contract and for the purposes of the legitimate interests pursued by the Controller: entering into a contract with the recipient of goods or services and any subsequent performance of the contract.

**3. LEGAL GROUND FOR PROCESSING**

The legal ground for the processing of personal data is: the performance of a contract (Art. 6(b) of the GDPR), if the customer is a natural person; in such case, the customer is the data subject; or, the legitimate interests pursued by the Controller, if the customer is a legal entity or another entity that determines the contact data and other necessary data for the purposes of entering into and performing the contract; in such case, the persons designated to ensure communication are the data subjects.

**4. SCOPE OF THE DATA being processed**

The Controller processes the following personal data for the above purposes:

Identification and contact data of the data subject.

- if the data subject is the customer: identification and contact data and information on the provided product and services;
- if the data subject is the customer's representative: identification and business contact data, including the job position.

**5. PROVISION OF DATA IS NECESSARY**

The provision of personal data is necessary for the execution and performance of a contract.

**6. PERIOD for which the personal data are stored and processed**

The Controller processes personal data as follows: contract documentation necessary for the performance of contractual obligations for the period of performance of the underlying contract and further for the retention period laid down by the applicable legislation (tax records, etc.). More information concerning particular data and processing will be provided by the Controller upon the data subject's request.

**7. PLACE where the personal data are being processed**

The place of the processing of personal data shall be: the Controller's offices and establishments, including the Controller's registered office.

**8. RECIPIENTS to whom the personal data may be disclosed**

The personal data will be disclosed to the following recipients (categories of recipients): NO RECIPIENTS.

**9. THIRD COUNTRY**

In the processing of personal data, personal data WILL NOT be transferred outside the EU.

**10. PROCESSOR**

A personal data processor pursuant to Art. 4(8) of the GDPR or a third party authorized by the Controller to process personal data may be engaged in the processing of personal data. In such cases, the Controller will minimize the risk of unauthorized disclosure, destruction, processing or loss of the personal data.

**11. AUTOMATED DECISION-MAKING AND PROFILING**

Automated decision-making means decisions that are made by automated means or based on the output of automated processes, without human intervention/volition.

Profiling means the use of personal data to evaluate certain personal aspects relating to a natural person, e.g. to predict that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, etc.

In connection with the processing of personal data, automated decision-making WILL NOT be used.

In connection with the processing of personal data, profiling WILL NOT be used.

# CONFERENCE AND EVENT PARTICIPANT DATA

## 1. CONTROLLER

The personal data controller is **tesena s.r.o.**, with its registered office located at Pujmanové 883/23, Podolí, 140 00 Prague 4, ID No.: 24811254, registered in the Commercial Register maintained with the Municipal Court in Prague, Section C, entry No. 176447 (hereinafter the “**Controller**”).

## 2. YOUR RIGHTS

You have the following rights in respect of the personal data processing concerned:

- a. **ACCESS** – The right to be informed whether or not your personal data are being processed. If your personal data are being processed, you have the right to obtain the prescribed information about the processing and the right, under certain conditions, to obtain a copy of the processed personal data;
- b. **RECTIFICATION** – The right to request rectification if the personal data processed are inaccurate, or the right to request completion if the data are incomplete;
- c. **ERASURE** (right to be forgotten) – The right to request, under certain conditions stipulated by law (withdrawal of consent, termination of contract, unlawful processing), erasure of the personal data;
- d. **RESTRICTION OF PROCESSING** – The right to request marking and, if applicable, restriction (suspension) of the processing pending verification of accuracy of the data, lawfulness of the processing or response to an objection or to ensure protection of your interests (exercise or protection or defense of rights and legitimate interests);
- e. **COMPLAINT** – The right to lodge a complaint against the Controller, the processing or the terms and conditions of exercising your rights to the Office for Personal Data Protection. See [www.uoou.cz](http://www.uoou.cz) for the contact details and other information about the Office;

Use the relevant link to find details of individual rights, their characteristics and the conditions under which the rights arise and may be exercised. See how to exercise your rights [HERE](#).

A **DATA PROTECTION OFFICER** was **not** designated by the Controller.

## 3. PURPOSE OF PROCESSING

The Controller processes personal data for the purposes of the performance of a contract and for the purposes of the legitimate interests pursued by the Controller, i.e. to ensure participation in a conference or another event organized by the Controller for the applicant or for a person enrolled in a conference or another event organized by the Controller by his/her employer in the context of fulfilment of the person’s work-related tasks.

## 4. LEGAL GROUND FOR PROCESSING

The legal ground for the processing of personal data is:

- the steps necessary prior to entering into and performing a contract with the data subject (Article6(1)(b) of the GDPR), if the application for participation is submitted by a natural person outside his/her employment relationship, in the phase of entering into and performing the contract (attending a conference or another event organized by the Controller);
- the legitimate interests pursued by the Controller (Article6(1)(f) of the GDPR), if the application for the participation of a natural person is submitted by a person other than

the participant (i.e. a legal entity/corporation) in the context of fulfilment of the natural person's office or employment duties, for the purposes of evidence of due fulfilment of the contract with the client.

**2. SCOPE OF THE DATA being processed**

The Controller processes the following data for the above purposes:

- If the participant is a person who applied for participation independently, outside his/her business or employment: the first name, surname, permanent address, delivery address, if applicable, and email address;
- If the participant is a person who is an entrepreneur (a natural person engaged in business activities): the first name, surname, place of business, business ID No., tax registration number, and email address;
- If the participant is a person participating as an employee, a statutory body or another similar body of a legal entity: the first name, surname, delivery address, email address, employer identification data (information on the existence of an employment relationship with the employer);

in all the above cases: information on the participation/non-participation in the conference or event organized by the Controller.

**3. PROVISION OF DATA IS NECESSARY**

The provision of personal data is necessary in order to ensure participation in a conference or event organized by the Controller.

**4. PERIOD for which the personal data are stored and processed**

The Controller processes personal data as follows: contract documentation necessary for the performance of contractual obligations for the period of performance of the underlying contract and further for the retention period of 10 years from the discharge of the contract as laid down by the applicable legislation (tax records).

**5. RECIPIENTS to whom the personal data may be disclosed**

The personal data will be disclosed to the following recipients (categories of recipients): NO RECIPIENTS.

**6. PLACE where the personal data are being processed**

The place of the processing of personal data shall be: the Controller's offices and establishments, including the Controller's registered office.

**7. THIRD COUNTRY**

In the processing of personal data, personal data WILL NOT be transferred outside the EU.

**8. PROCESSOR**

A personal data processor pursuant to Art. 4(8) of the GDPR or a third party authorized by the Controller to process personal data may be engaged in the processing of personal data. In such cases, the Controller will minimize the risk of unauthorized disclosure, destruction, processing or loss of the personal data.

**9. AUTOMATED DECISION-MAKING AND PROFILING**

Automated decision-making means decisions that are made by automated means or based on the output of automated processes, without human intervention/volition.

Profiling means the use of personal data to evaluate certain personal aspects relating to a natural person, e.g. to predict that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, etc.

In connection with the processing of personal data, automated decision-making WILL NOT be used.

In connection with the processing of personal data, profiling WILL NOT be used.

# JOB APPLICANTS

1.

## 1. CONTROLLER

The personal data controller is **tesena s.r.o.**, with its registered office located at Pujmanové 883/23, Podolí, 140 00 Prague 4, ID No.: 24811254, registered in the Commercial Register maintained with the Municipal Court in Prague, Section C, entry No. 176447 (hereinafter the “**Controller**”).

## 2. YOUR RIGHTS

You have the following rights in respect of the personal data processing concerned:

- a. **WITHDRAWAL OF CONSENT** – Your consent may be withdrawn at any time. The withdrawal of consent shall not affect the lawfulness of the processing of personal data carried out before the withdrawal. Upon your withdrawal of consent, you will be excluded from the database of potential job seekers. After you are excluded from the database, you will no longer receive offers of job vacancies with the Controller;
- b. **ACCESS** – The right to be informed whether or not your personal data are being processed. If your personal data are being processed, you have the right to obtain the prescribed information about the processing and the right, under certain conditions, to obtain a copy of the processed personal data;
- c. **RECTIFICATION** – The right to request rectification if the personal data processed are inaccurate, or the right to request completion if the data are incomplete;
- d. **ERASURE** (right to be forgotten) – The right to request, under certain conditions stipulated by law (withdrawal of consent, termination of contract, unlawful processing), erasure of the personal data;
- e. **RESTRICTION OF PROCESSING** – The right to request marking and, if applicable, restriction (suspension) of the processing pending verification of accuracy of the data, lawfulness of the processing or response to an objection or to ensure protection of your interests (exercise or protection or defense of rights and legitimate interests);
- f. **COMPLAINT** – The right to lodge a complaint against the Controller, the processing or the terms and conditions of exercising your rights to the Office for Personal Data Protection. See [www.uoou.cz](http://www.uoou.cz) for the contact details and other information about the Office;
- g. **PORTABILITY** – The right to receive, under certain conditions stipulated by law, personal data for the purposes of their further processing by another person designated by you and to transmit those data to such person or to request that the data be transmitted directly to the other person for processing.

In addition, you have the following rights:

- **RIGHT TO OBJECT** – The right to request that your personal data no longer be processed for the purposes of the legitimate interests pursued by the Controller.

Use the relevant link to find details of individual rights, their characteristics and the conditions under which the rights arise and may be exercised. See how to exercise your rights [HERE](#).

A **DATA PROTECTION OFFICER** was **not** designated by the Controller.

2. **PURPOSE OF PROCESSING**

I agree that the Controller may process my personal data for the purposes of sending offers of future job vacancies available with the Controller.

3. **SCOPE OF THE DATA being processed**

I agree that the Controller may process the following personal data for the above purposes:

- Identification data – the first name, surname, date of birth, permanent address;
- Contact data - permanent address, phone number, email address;
- Information on educational qualifications;
- Information on previous work experience;
- Other necessary data collected by the Controller in connection with the Controller's recruitment and hiring process (organized selection procedure for an open job position) or my offer of services submitted to the company (enquiry about an opportunity to work for the company without any previous demand placed by the company).

4. **PROVISION OF DATA IS VOLUNTARY**

The provision of personal data is voluntary.

5. **PERIOD for which the personal data are stored and processed**

The consent to the processing of personal data is given for a period of 3 years.

6. **PLACE where the personal data are being processed**

The place of the processing of personal data is: the Controller's establishment/the Controller's registered office/multimedia cloud environment.

7. **RECIPIENTS to whom the personal data may be disclosed**

The personal data will be disclosed to the following recipients (categories of recipients): NO RECIPIENTS.

8. **THIRD COUNTRY**

In the processing of personal data, personal data WILL NOT be transferred outside the EU.

9. **PROCESSOR**

A personal data processor pursuant to Art. 4(8) of the GDPR or a third party authorized by the Controller to process personal data may be engaged in the processing of personal data. In such cases, the Controller will minimize the risk of unauthorized disclosure, destruction, processing or loss of the personal data.

10. **AUTOMATED DECISION-MAKING AND PROFILING**

Automated decision-making means decisions that are made by automated means or based on the output of automated processes, without human intervention/volition. Profiling means the use of personal data to evaluate certain personal aspects relating to a natural person, e.g. to predict that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, etc.

In connection with the processing of personal data, automated decision-making WILL NOT be used.

In connection with the processing of personal data, profiling WILL be used.

Specifically, profiling will be based on the obtained educational qualifications and previous work experience in order to only select those applicants from the database for whom the offered job position is suitable with respect to the given criteria.

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LAYER IV.

## **Rights and the exercise of rights**

## Article I. EXERCISE OF RIGHTS IN GENERAL

1.

1.

### 1. CHANNELS USED TO EXERCISE RIGHTS

Subject to the terms and conditions provided below, the rights may be exercised as follows:

- a. via the Controller's email address: [gdpr@tesena.com](mailto:gdpr@tesena.com);
- b. via written notification to the following address: tesena s.r.o., Pujmanové 883/23, 140 00 Prague 4;
- c. in person at the following address: tesena s.r.o., Budějovická 1550/15, 140 00 Prague 4;
- d. by phone call to phone No. +420 226 293 560.

### 2. IDENTIFICATION AND SECURE COMMUNICATION

**The exercise of rights must not negatively affect the rights and freedoms of third parties.** Hence, the Controller has the right and obligation, in necessary cases, to identify the data subject requesting the exercise of rights. For that reason, the Controller must choose a safe and reliable communication channel. Communication via electronic mail with a certified electronic signature, communication via a data box, or communication via a postal service provider, where an authenticated signature of the responsible person is attached to the document being delivered or where the reply is served upon the addressee personally, **shall be considered a reliable communication where the identity of the addressee need not be further verified.**

### 3. RIGHTS EXERCISED ORALLY

In exceptional cases, when requested by the person concerned, the information may be provided or the rights exercised orally, provided that a written record is made of the oral provision of information or exercise of rights by the data subject. Where the rights are exercised orally, the identity of the data subject must be verified using an ID card, passport, driver's license or another document that may serve as evidence that the rights are exercised by the person who is entitled to exercise those rights, unless the data subject is personally known.

### 4. ELECTRONIC APPLICATION

Where the request is made or the rights exercised by electronic means, the response shall also be provided by electronic means, unless otherwise requested by the person concerned.

### 5. CHARGE

The information provided to the data subjects, the copies of data provided to the data subjects and any communication and any action relating to the exercise of rights by the data subjects shall be **free of charge.**

### 6. REJECTION AND CHARGE

Where the data subject's request (exercise of right) is manifestly unfounded or unreasonable, particularly because it is identical or predominantly identical or excessive, and cannot be complied with within the statutory deadline,

- a. compliance with the request shall be subject to a deposit to cover the administrative costs associated with the provision of the requested information or communication or with the requested actions; the deposit may be claimed up to the amount of the estimated costs and

the requested information, communication, etc. shall only be released to the data subject after full reimbursement of the incurred costs, or

- b. the request shall not be complied with, or the exercise of the right shall be declined in writing with a reasoning.

**7. RESPONSE PERIOD**

The data subject's requests and the exercise of the data subject's rights are responded to without undue delay. A response containing the requested information or a description of the measures adopted following the data subject's request, etc., must be delivered to the data subject no later than within 30 days from the date of receipt of the request. If, for serious reasons, the matter cannot be resolved within the above deadline, the data subject shall be notified in writing or by email, no later than by the end of the above deadline, that the deadline will not be met, together with the reasons for the delay and a new deadline within which the matter will be resolved; the deadline may not be extended by more than 60 days.

**Article II.**

**RIGHT OF ACCESS TO AND RIGHT TO OBTAIN A COPY OF PERSONAL DATA**

1.

1.

1. Upon request, the data subject shall have the right to obtain confirmation as to whether or not his/her personal data are being processed.
2. If the personal data concerning the data subject are being processed, the data subject shall receive the following information:
  - a. the purposes of the processing and the legal basis/title for the processing of personal data, including reference to the provisions of the applicable legal regulation, and the scope and consequences of the processing;
  - b. the recipients or categories of recipients of personal data, if any;
  - c. the transfer of personal data to third countries, where applicable, including information on the appropriate safeguards to ensure security of the data transferred to a third country;
  - d. the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period;
  - e. the existence of the right to request access to and rectification or erasure of personal data concerning the data subject or the right to request restriction of processing or to object to the processing of personal data and the conditions under which the rights arise and the manner in which the rights may be exercised; the information shall only include the rights the exercise of which is relevant to the nature of the processing of personal data;
  - f. the existence of the right to data portability, the conditions under which the right arises and the conditions under which it may be exercised, to the extent that the exercise of such right is relevant to the nature of the processing of personal data;
  - g. the existence of an automated decision-making process and the data subject's rights connected with automated decision-making;
  - h. the source of personal data, and, where applicable, the fact that the personal data were obtained from publicly accessible sources;



- i. the right to lodge a complaint with the supervisory authority (Office for Personal Data Protection);
  - j. the existence of an automated decision-making in the form of profiling and the significance and the envisaged consequences of such processing, if any, for the data subject.
3. The data subject shall have the right to request a copy of the personal data undergoing processing. The first copy is free of charge. For any further copies, a reasonable fee may be charged. Article I, Paragraph 6 shall apply accordingly.
4. Where the right to obtain a copy could adversely affect the rights and freedoms of third parties (e.g. copies containing third party personal data which the requesting data subject has no legal title to obtain), the copy shall be anonymized in an appropriate manner. If anonymization is not possible or if, as a result of the anonymization, the requested information loses the strength of evidence, no copy shall be provided.

### **Article III. RIGHT TO RECTIFICATION**

1.
  1. The data subject shall have the right to obtain rectification of the personal data being processed, if the data are inaccurate or incomplete in relation to the purpose for which they are being processed. The data subject shall have the right to request that the personal data be rectified (and completed) or completed.
  2. If the data subject has exercised the right to rectification of the personal data being processed, the Controller shall immediately review the processing of personal data that is the subject of the exercised right to rectification.
  3. If the objection is found to be reasonable, at least to some degree, the Controller shall, without undue delay, ensure that the situation is remedied, i.e. that the processed personal data are rectified or completed.
  4. The data subject will be notified in writing or by email of the result of the review and the measures adopted.

### **Article IV. RIGHT TO ERASURE**

1.
  1. The data subject shall only have the right to obtain from the data Controller the erasure of personal data concerning him or her if one of the following grounds applies:
    - a. the personal data are not necessary in relation to the purposes for which they were collected or otherwise processed;
    - b. the data subject withdraws consent on which the processing is based and there is no other legal ground for the processing;
    - c. the data subject has raised a reasonable objection to the processing;
    - d. the personal data have been processed unlawfully, especially without legal grounds;

- e. the personal data have to be erased for compliance with a legal obligation arising from a particular legal regulation or a decision based on a legal regulation;
  - f. the personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of the GDPR.
2. An erasure of personal data shall mean the physical destruction of the personal data carrier (e.g. destruction of documents) or the deletion of the data (from multimedia carriers) or other permanent exclusion of the personal data from further processing.
  3. If the data subject has exercised the right to erasure of the processed personal data, the Controller shall review the data subject's request. If the request is found to be reasonable, at least to some degree, the personal data shall be erased to the necessary extent. Article I, Paragraph 7 hereof shall apply accordingly.
  4. The data that are the subject of the right to erasure shall be marked until the data subject's request is complied with.
  5. The personal data shall not be erased to the extent that their processing is necessary:
    - a. for exercising the right of freedom of expression and information;
    - b. for compliance with a legal obligation arising from legal regulations;
    - c. for reasons of public interest in the area of public health (points (h) and (i) of Art. 9(2) and Art. 9(3) of the GDPR);
    - d. for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in so far as the erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
    - e. for the establishment, exercise or defense of the Controller's rights.

## **Article V. RIGHT TO RESTRICTION OF PROCESSING**

1.
  1. Where the data subject has exercised the right to restriction of processing in respect of a specific processing of personal data, the Controller shall immediately assess relevance of the data subject's request, primarily the existence of the grounds for exercising the right to restriction of processing; the assessment shall take into account the content of the request as well as other facts and circumstances relating to the processing concerned.
  2. The data subject shall have the right to restriction of processing where one of the following grounds applies:
    - a. the accuracy of the personal data is contested by the data subject;
    - b. the processing is unlawful and the data subject opposes the erasure of the personal data and requests restriction of their use instead;
    - c. the Controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
    - d. the data subject has objected to processing.
  3. The personal data affected by restriction shall be marked.
  4. Where processing has been restricted, the personal data concerned may, with the exception of storage, only be processed with the data subject's consent or

for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.

5. If the restriction of processing is lifted, the data subject shall be informed in writing or by email before the restriction of the processing of personal data is lifted. The information shall contain the date on which and the reasons why the restriction will be lifted.

## **Article VI. RIGHT TO PORTABILITY**

1.

1.

1. If the processing of personal data involves personal data obtained from the data subject (either data directly provided by the data subject or data obtained about his/her activities, etc.) and concerning the data subject, the data subject shall have the right to portability (receipt and transmission) of those data if the processing is based on consent of the data subject or on a contract with the data subject and the processing is carried out by automated means. The right to portability does not apply to the data and information created by the Controller on the basis of the data obtained from the data subject (e.g. profiling of the envisaged consumer behavior of the data subject based on the data obtained from the data subject, etc.).
2. In exercising the right to portability of data, the data subject may request the following:
  - a. have the personal data that are subject to the right to portability transferred to the data subject in a structured, commonly used and machine-readable format; format requiring special paid license or format excluding further editing of or other manipulation with (processing of) the personal data (e.g. \*.pdf) shall be avoided;
  - b. have the personal data that are subject to the right to portability transferred to another personal data controller designated in the data subject's request for the transfer of data, in a structured, commonly used and machine-readable format; format requiring special paid license or format excluding further editing of or other manipulation with (processing of) the personal data (e.g. \*.pdf) shall be avoided.
3. A request of the data subject shall not be complied with, inter alia (Article I(6)), if compliance with the request would adversely affect the rights and freedoms of other persons (data subjects).
4. A request for portability of data pursuant to Paragraph 2(b) shall further not be complied with, if the transfer of data is technically not feasible; transfer of data that cannot be adequately secured by available technical means given the nature of the transferred personal data and the risks involved shall also be considered to be technically not feasible.
5. In addition to the transferred personal data, information on the purposes of the processing of personal data shall be transferred and, where requested by the data subject, also information on the processing of personal data to the extent of Article 13 of the GDPR.

## **Article X.**

### **AUTOMATED INDIVIDUAL DECISION-MAKING INCLUDING PROFILING**

1.
  1.
    1. No decision or legal act concerning the data subject or other measures or procedures which produce adverse legal effects concerning the data subject or similarly significantly affect the data subject (e.g. automated refusal of an online credit application, e-recruiting practices without any human involvement and review of the electronic system's negative decisions) can be based on automated individual decision-making, including profiling, unless the decision is:
      - a. necessary for entering into, or performance of, a contract between the data subject and the data Controller;
      - b. authorized by legal regulations which lay down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests; or
      - c. based on the data subject's explicit consent.
    2. In the cases referred to in points (a) and (c) of Paragraph 1, the Controller shall implement suitable measures to safeguard the data subject's rights and freedoms and legitimate interests and prevent them from negative effects of automated individual decision-making. Such measures include at least the data subject having a chance to express his/her point of view prior to the implementation of the action with negative consequences, a chance to have the decision reviewed by the Controller-appointed person and the right to obtain human intervention, e.g. a regular review of the functionality of the automated decision-making system and a setup of its functionality so as to exclude unreasonable interference with the rights and freedoms or legitimate interests of the data subject.
    3. Where the processing involves sensitive data, or where individual decisions pursuant to Paragraph 1 are to be based on sensitive data, Paragraph 2 shall only apply if sufficient safeguards have been ensured pursuant to Paragraph 2 of this Article on condition that the processing of personal data is based on explicit consent of the data subject pursuant to Article 9(2) point (a) of the GDPR, or the processing is necessary for reasons of important public interest stipulated by law and the processing is adequate to the envisioned objectives, compliant with the personal data protection law and provides sufficient and specific safeguards of the protection of fundamental rights and interests of the data subject.

## **Article XI.**

### **RIGHT TO OBJECT**

1.
  1. If the processing of personal data is based on point (e) of Article 6(1) of the GDPR (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller) or point (f) of Article 6(1) of the GDPR (processing is necessary for the purposes of protection of the rights

and legitimate interests pursued by the Controller), the data subject shall have the right to object to the processing of personal data concerned.

2. Where personal data are processed for direct marketing purposes, the data subject shall have the right to object, at any time, to the processing of the personal data concerning him or her for such marketing, including profiling to the extent that it relates to such direct marketing. Where the data subject has objected to the processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.
3. If the data subject has exercised the right to object, the Controller shall investigate the objection without undue delay.
4. The personal data or the processing of personal data concerned shall be marked until the data subject's objection is resolved.
5. The personal data that are the subject of a justified objection can no longer be processed, unless:
  - a. further processing is important for serious legitimate reasons that override the interests or rights and freedoms of the data subject, or
  - b. further processing is necessary for the establishment, exercise or defense of the Controller's rights.