

Principles and information on the processing of personal data

I. Introductory provision

1. This Policy is processed in accordance 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 (**GDPR**) and Act No. 110/2019 Coll., on the processing of personal data. The purpose of this Policy is to provide the Participant with basic information regarding the processing of personal data.
2. For the purposes of this Policy, it means:
 - a) **Operator (Administrator)** is the business corporation **company L&K s.r.o.**, ID: 08834547, with registered office at Dopravní 500/9, Uhřetěves, 104 00 Praha 10 and business corporation **co L&K s.r.o.**, ID: 14408392, with registered office at Dopravní 500/9, Uhřetěves, 104 00 Praha 10;
 - b) **Participant** is an individual who fills in and sends the Operator a contact form from the website www.sidlonamiru.cz and/or uses the client information system at clients.sidlonamiru.cz; and
 - c) **Personal data** name and surname, email address, telephone number.
3. Personal Data may be provided to specialized external entities ("Processor") that carry out processing for the Data Controller (Operator) on the basis of the relevant data processing contract. After careful consideration, the Data Controller (Operator) shall select as Processor only such person who provides maximum guarantees on the technical and organizational security of Personal data transmitted.

II. Purpose of processing Personal data

1. The Operator processes Personal data for the following purposes:
 - a) to ensure the conclusion and subsequent performance of a contractual obligation between the Operator and the Participant (Article 6(1)(b) GDPR). Such a relationship gives rise to other legal obligations (in particular accounting, tax and archiving obligations) and the Operator must process Personal data for this purpose as well (Article 6(1)(c) GDPR);
 - b) to protect its legitimate interests (Art. 6(1)(f) GDPR), which is in particular to protect the Operator's reputation as a webmaster and to protect the Operator's property interests for possible litigation and the enforcement of legitimate claims of the controller.

III. Personal Data Protection and processing information

1. Participants are subject to the GDPR, Act No. 110/2019 Coll., on the processing of Personal data and other relevant legislation.
2. The Participant acknowledges that by submitting the completed contact form, the processing of Personal data by the Operator will commence.
3. In this context, the Personal Data is necessary for the provision of a specific service by the Operator. If the Participant does not provide his Personal data, it is not possible to provide the services to him. This is generally a contractual and legal requirement.
4. If a contractual relationship is not concluded, the Participant's Personal data will be deleted within 14 days of the end of the negotiations for the purpose of concluding a contract in case negotiations are resumed.
5. Personal data will be processed during the period of negotiations for the conclusion of the contract between the Operator and the Participant, for the purpose of concluding the contract as well as for the duration of the contractual relationship.
6. Personal data may be processed and stored for the following 36 months in case of a dispute concerning the relationship between the Operator and the Participant, in order to protect the legitimate interests of the Operator. After the expiry of the period, the Operator shall destroy Personal data.
7. The Participant shall only provide the Operator with true and accurate Personal data.

8. The Operator makes every effort to prevent unauthorised processing of Personal data. Personal data of the Participants will not be transferred to any third party, third country or international organization without the Participant's consent. The exception is an external processor, solely for the purpose of processing the data in accordance with the contractual relationship between the Operator and the Participant or for the purpose of fulfilling a legal obligation of the Operator.
9. Personal data are and will be processed in electronic form in an automated or non-automated manner. The Operator does not carry out automated decision-making or profiling.
10. The Participant acknowledges that his Personal data is stored and processed in the European Union, while ensuring compliance with European data protection standards at all times.
11. The Operator adopts and complies with technical, organizational and security measures to protect the Participant's Personal data against leakage, loss, destruction and against unauthorised intervention by unauthorised persons. The processing of and access to the Participant's Personal data shall be carried out only by authorised persons who are bound by the obligation of confidentiality and compliance with legal regulations.

IV. Cookies on the website

1. Pursuant to the provisions of Section 89 of Act No. 127/2005 Coll., on Electronic Communications, as amended, the website uses cookies to identify the logged-in user at *clients.sidlonamiru.cz*. These are short text files that the visited website sends to the browser. They make it possible to distinguish logged-in users from other users. Cookies are not used to collect any sensitive Personal data.
2. The following types of cookies are used during operation:
 - detecting the logged-in user at *clients.sidlonamiru.cz*

V. Participant's rights related to processing

1. The Participant has the right to:
 - a. be informed about the processing of his Personal data
 - b. to request access to his Personal data from the Operator
 - c. to correct Personal data provided
 - d. to delete Personal data provided
 - e. to limit the processing of Personal data
 - f. object to processing, as well as the right to portability of Personal data
 - g. file a complaint with the Office for Personal data protection, located at Pplk. Sochora 27, 170 00 Prague 7, website <https://www.uoou.cz/>
 - h. in the case of processing of Personal data on the basis of the Participant's consent to the processing, this consent is revocable at any time

The Participant may exercise the above rights in writing at the address of the **company L&K s.r.o., ID: 08834547, with registered office at Dopravní 500/9, Uhřetěves, 104 00 Praha 10** or **co L&K s.r.o., ID: 14408392, with registered office at Dopravní 500/9, Uhřetěves, 104 00 Praha 10** or electronically at **companyLK@seznam.cz**. The Provider shall deal with such requests without delay, but no later than one month after receipt of the request. The Participant shall be informed in due time of any extension of this deadline.

2. The Participant has the right to obtain confirmation as to whether or not his/her Personal data is being processed and, if so, the right to access Personal data and other information. If the Participant chooses to communicate with the Operator in electronic form, the Operator shall also provide the requested information to the Participant in electronic form, unless the Participant requests a different method of providing the information.
3. In the event of repeated and unreasonable request for a physical copy of Personal data processed, the Operator is entitled to charge a reasonable fee for the administrative costs involved.

4. If a particular Personal data breach is likely to result in a high risk to the rights and freedoms of the Participant, the Controller (Operator) is obliged to notify the Participant of the breach without undue delay.

VI. Final provisions

1. All legal relations arising in connection with the processing of Personal data shall be governed by the laws of the Czech Republic, regardless of where the access to Personal data was made. The Czech courts are competent to resolve any disputes arising in connection with the protection of privacy between the Participant and the Operator.
2. Participants who provide their Personal data through the registration form for the purpose of concluding a contract with the Operator or provide consent to the processing of Personal data do so voluntarily, on their own behalf and the Operator does not control their activities in any way.
3. The Operator may change or supplement the wording of the Policy. The Operator shall inform the Participants of any such change by e-mail at least 30 days before the changes take effect.
4. This Policy shall take effect on 1 August 2020.