



INFORMATION ABOUT PERSONAL DATA PROCESSING

OVERALL SUMMARY

The company OptimiDoc s. r. o. processes your personal data as it is essential for the fulfillment of the contract terms (or taking measures received before concluding the contract) and statutory obligations of this company.

1. DATA CONTROLLER'S IDENTITY AND CONTACT INFORMATION

- 1.1. The controller of your personal data is the company OptimiDoc s. r. o. with registered office at tr. Tomase Bati 385, 76302 Zlin, Czech Republic, Company No: 292 94 258, registered in the Commercial Register maintained by the Regional Court in Brno, Section C, File 71857 (hereinafter referred to as "**data controller**").
- 1.2. Data controller's contact information is as follows: delivery address tr. Tomase Bati 385, 76302 Zlin, Czech Republic, e-mail info@optimidoc.com, phone number +420 576 880 059.
- 1.3. Data controller hasn't appointed any commissioner for the personal data protection.

2. LEGAL BASIS FOR PERSONAL DATA PROCESSING

- 2.1. The legal basis for processing your personal data is the necessity for the performance of the following actions:
 - 2.1.1. Fulfilment of the contract terms arranged between you and the data controller or executing the data controller's measures before concluding the contract, within the meaning of Article 6(1)(b) of the Regulation (EU) 2016/679 of the European Parliament and of the Council 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 "**regulation**");



2.1.2. Compliance of the legal obligations to which the controller is subject within the meaning of an Article 6(1)(c) of the regulation, specifically fulfilling the data controller's obligations imposed by generally binding legal regulations, especially by Act no. 235/2004 Coll. on Value Added Tax, as amended, Act 586/1992 Coll. on Income Taxes, as amended, and Act 563/1991 Coll. on Accountancy, as amended.

3. PURPOSE OF PERSONAL DATA PROCESSING

- 3.1. The purpose of personal data processing is the performance of the contract between you and the data controller or taking measures received before concluding the contract, and further the data controller's fulfilment of the statutory obligations.
- 3.2. There is no automated individual decision-making made by the data controller within the meaning of Article 6 of the regulation.

4. DURATION OF PERSONAL DATA STORING

- 4.1. Your personal data will be processed for the duration of the effects of rights and obligations under the contract, and further for the duration necessary for the purpose of archiving on the basis of generally binding legal regulations; no longer than for the period set by generally binding legal regulations.

5. OTHER RECEIVERS OF PERSONAL DATA

- 5.1. Other receivers of your personal data will be individuals providing the data controller (processor of the personal data) with technical and organizational services in compliance with the data controller's instructions, including the server running and data storing, and individuals providing the data controller with tax and accounting services.
- 5.2. Further receivers of your personal data for the purpose of fulfilling conditions arising from legal regulations can be financial authorities or other competent authorities, in such cases when generally binding legal regulations are imposed on the data controller.
- 5.3. The data controller does not intend to forward your personal data to a third party (to a country outside the EU) or an international organization.



6. RIGHTS OF PERSONAL DATA SUBJECTS

- 6.1. Under the conditions laid down in the regulation, you have the right to require an access from the data controller to your personal data, the right to have your personal data corrected or deleted, alternatively to restrict their processing, and further the right to a personal data portability.
- 6.2. If you assume that the processing of your personal data caused or is causing breach of the regulation, besides other things you have the right to file a complaint with a supervisory authority.
- 6.3. You are not obligated to provide your personal data. However, providing your personal data is necessary for concluding and performance of the contract. Without providing your personal data, it is not possible to conclude or perform the contract by the data controller.