

## Information on the Processing of Personal Data

At Ray Service we recognize that you, our customers, partners and others who visit the Ray Service website, value your privacy. As in some cases we require your personal data which we further process, we carefully protect the personal data and handle this data in full compliance with the applicable legislation. By means of this notification, we hereby inform you on the processing of your personal data.

### Personal data controller and contact data

The personal data controller is **Ray Service, a.s.**, Commercial registration no.: 277 56 203, registered office at Huštěnovská 2022, 686 03 Staré Město, Czech Republic, incorporated in the Commercial Register kept by the Regional Court in Brno, section B, file 5165 (hereinafter “*Ray Service*” or “*we*”).

If you have any questions, do not hesitate to contact us via e-mail at [info@rayservice.com](mailto:info@rayservice.com) or in writing at Huštěnovská 2022, 686 03 Staré Město, Czech Republic.

### Basic Information

On 25 May 2018, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, publicly known as **GDPR**, entered into force. It regulates the obligations of **the controller** of personal data (Ray Service), but also the rights that **the subjects** of personal data (you as a customer, visitor, etc.) have. These rights and obligations relate to **personal data** which means any information through which you can be directly or indirectly identified (e.g. your name, surname, birthdate, email address, etc.). In some cases, we use other companies to handle personal data – they are helping in processing and other operations. These are the so-called **processors** of personal data.

### Processed data and the scope of processing

In order to be able to effectively carry out our business and communicate with you, we often need to obtain some personal data from you. These are, for example:

- your name and surname,
- phone number and email,
- CV, job title, etc.

The information we request from you varies depending on the position from which you are providing them. They will be different if you are acting towards us as a

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business partner, as a visitor of our company or as a job seeker. We do not process any sensitive data, such as health, race or biometric ones.

### **Reason and purpose and legal basis for the processing of personal data**

The main reason for processing your personal data is, in particular, the efficient performance of our business activities and communication with you. We process your personal data only to the extent necessary to achieve such purposes and we regularly check whether they are still relevant and up to date.

Under the rules of the GDPR, if the controller wishes to process personal data, he must always process it on the grounds of a **legal basis**. At Ray Service, when processing personal data, we always verify the existence of a legal basis. This can be, for example, **the performance of a contract** if your personal data are necessary for e.g. concluding a contract or fulfilling a contractual relationship, or our **legitimate interest** in e.g. processing CVs of individual job seekers or sending newsletters to our customers. If this legal reason ceases to exist and there is no other, your personal data will be deleted.

In case you refuse to provide us with data for any reason, we may not be able to continue to effectively communicate with you or cooperate in other ways.

### **Processors and recipients of personal data**

For maximum efficiency of our activities, but also for the security of your personal data, we cooperate with some processors and recipients in the following areas:

- providers of information systems, databases and IT services,
- providers of marketing and communication services,
- intermediaries in sending newsletters,
- contractual partners, etc.

If we are about to transfer your personal data to countries outside the EU, each transfer is based on an adequacy decision or appropriate safeguards to ensure maximum security.

### **Period of the processing of personal data**

The period of processing your personal data varies depending on the purpose for which we process it. However, they are always processed for the period required for the contract, period for which you consent lasts, or which is specified in applicable legal provisions, or our internal regulation. If you are interested in the specific period

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for which we store your particular data, do not hesitate to contact us via email on [info@rayservice.com](mailto:info@rayservice.com).

### **Sending newsletters**

If you received a newsletter from us and you are interested in the details, you will find the necessary information below:

You have received the newsletter from us if you are our customer. Thus, we can send you offers for products or services similar to those we have already provided to you – this is our legitimate interest. We use your email address as long as you are our customer, or for the period of 24 months. You can cancel the sending at any time just by clicking on the cancellation option in your inbox or via e-mail.

### **Use of cookies**

On our websites we may use cookies. Cookies are small text files stored in users' computers for use to improve user comfort, to recognise repeated visits, evaluate visit statistics (while ensuring anonymity), and personalise content and advertisements so that Ray Service can improve website content. Cookies do not identify individual users (they cannot recognise e.g. your name, password, etc.) and do not influence files or computer settings. If you do not want the Ray Service website to use cookies, you can block or limit them in your web browser. Please note that if you do so, website browsing options may be partially or fully limited.

### **Inquiry list**

If you have used our online catalogue and sent us an inquiry, we will process following personal data: name and surname, phone number, email, job title and other data that will be included in your demand. The legal reason for such processing is the performance of the contract. We will process this personal data for a period of 1 year, unless business cooperation is initiated – then it will be as long as our cooperation lasts.

### **Job seekers**

If you are interested in a job position in our company Ray Service, we will process following personal data: name and surname, phone number, email and other information contained in the CV you sent. The legal basis for processing is our legitimate interest in organizing a selection procedure. We will process your personal

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data as long as the specific selection procedure lasts. After the procedure it is also possible we will ask you for your consent to keep your CV for any other possible job offers. In this case, we will keep the CV for a maximum period of 6 months and then it will be deleted. You can also withdraw your consent at any time during this period.

### **Rights of data subjects**

With regard to the processing of your personal data, you may assert the following rights with us:

- to ask for **confirmation as to whether or not your data are processed**, and if yes, we will provide you more information on the processing of data;
- to request **corrections to personal data** if they are incorrect or missing;
- to **withdraw consent** to the processing personal data;
- to **object to** the processing of personal data;
- to request **limitations to the processing** of personal data in the case the you question data accuracy or if we do not need the specific personal data for processing purposes but you need the data to determine, assert or defend of legal claims, or if you have already contested the processing of personal data;
- to ask for the transfer of your personal data (**the right to data portability**);
- to request **the deletion** of your personal data if we do not need the specific personal data for processing purposes, if you withdraw your consent, or if you contested the processing of personal data and there is no legitimate grounds for saving this data.

To facilitate exercising rights with us, you can request form templates via email sent to [info@rayservice.com](mailto:info@rayservice.com).

### **Right to lodge a complaint with the supervisory authority**

You also have the right to lodge a complaint regarding processing your data. The complaint may be submitted to the Office for the Protection of Personal Data, Pplk. Sochora 27, 170 00 Praha 7. For more information, visit the website [www.uoou.cz](http://www.uoou.cz).

**These updated rules are effective from 1.8.2021**