

## **Principles regarding the personal data protection**

KLAUS Timber a. s., IN 279 89 313, with seat in Kladrubce 1, Kasejovice, 335 44, Czech Republic, registered in the Commercial register of Regional Court in Pilsen, section B, number 1332 (hereinafter also referred to as „Us“), as a controller of the personal data, wants to inform you about how it works with your personal data.

### **We will talk about:**

1. Which ones of your personal data we work with
2. Why we work with your personal data
3. What are your rights associated with the personal data protection
4. What are our obligations associated with the personal data protection

In case you would need any explanation or you would like to discuss how we work with your personal data, you can contact us via e-mail [klaustimber@klaustimber.cz](mailto:klaustimber@klaustimber.cz).

### **Personal data**

Personal data are the data which, on their own or associated with another data, can identify a specific person. If other data are combined with the personal data, we work with that data and with personal data in the same way. Especially we work with the data you have given us in relation to your participation in our loyalty program, the data you have given us in relation to business partnership, and the data you have given us in relation to our newsletter and other advertising messages.

### **Purposes of working with your personal data**

We work with all your personal data correctly and transparently and we work only with relevant and necessary data associated with specific purpose.

We use your personal data for concluding and fulfilling contracts, for fulfilling legal obligations or for making a claim against you or the third party, if it's necessary for our protection. We work with this kind of personal data for 18 months since their collection and they are saved for possible claims making, but for no more than 10 years (since their collection). Your personal data will be saved only for necessary time.

We do not follow you on our website. We do not share your personal data with third parties for marketing purposes of those third parties. Your personal data are not transported abroad and they are not accessible from foreign countries.

Personal data we collect for invoice payment can be shared with Bisnode Czech Republic, a. s. This company can work with invoices for payment discipline evaluation of specific business partners. More information about Bisnode company and its principles regarding the personal data protection here: [www.bisnode.cz/privacy](http://www.bisnode.cz/privacy).

### **Your rights associated with the personal data protection**

- a) The right to access to your personal data
- b) The right to ask for incorrect, inaccurate or incomplete personal data to be corrected

- c) The right to be forgotten
- d) The right to request the restriction of the processing of your personal data in specific cases
- e) The right to object
- f) The right to data portability
- g) The right to make a complaint

**You can enforce all your rights by contacting us via e-mail [klaustimber@klaustimber.cz](mailto:klaustimber@klaustimber.cz).**

### **Our obligations associated with the personal data protection**

We work only with relevant personal data that are necessary for a specific purpose.

Those who collect and work with personal data are obligated to collect and work correctly and in accordance with the principles of law with them. Our workers learn about personal data protection. They are obligated to keep confidential all personal data. This duty of confidentiality lasts even after workers don't work for our company anymore.

We deal with all your requests associated with your personal data immediately, at least not later than one month (in rare occasion two/three months) from receiving your request.

We have made relevant safety arrangements which help us with your personal data protection. If you find some error in our safety arrangements or if you would like to report some safety violation, please let us know. If we find out your personal data are in danger, we let you know immediately.

### **Access to your personal data**

Our company is a controller of your personal data. We use a third party services for specific services like card payments, newsletter sending, accounting etc. Your personal data can be shared with a third party but only if it's necessary for a specific purpose.

### **Update of the principles regarding the personal data protection**

We will inform you on our website if we change the principles regarding the personal data protection. All changes are valid since their publishing on our website. These Principles regarding the personal data protection have been valid since 25th May 2018.