

## **Terms of Personal Data Processing and Protection**

### **I. Basic provisions**

1. P.P. Architects s.r.o., ID 27689778, with its registered office at Slovinská 693/289, 612 00 Brno, Czech Republic, registered in the Commercial Register at the Regional Court in Brno, File No. C 52322, is the data Controller (hereinafter referred to as: "Data Controller") pursuant to Article 4(7) of 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 (hereinafter referred to as: "GDPR").
2. Personal data means any information about an identified or identifiable natural person; an identifiable natural person is a natural person who can be identified, directly or indirectly, in particular by reference to a certain identifier such as a name, an identification number, location data, a network identifier or one or more specific elements of the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
3. These Terms of Personal Data Processing and Protection apply to all persons visiting the Data Controller's website <https://www.pparchitects.cz> (hereinafter referred to as: "Website"), regardless of whether they are in a contractual relationship with the Data Controller or not.
4. The Data Controller has appointed a data protection officer who can be contacted by e-mail at [atelier@pparchitects.cz](mailto:atelier@pparchitects.cz), or at P.P. Architects s.r.o., Slovinská 693/29, 612 00 Brno, Czech Republic.

### **II. Sources and Categories of Personal Data Processed**

1. The Data Controller processes the personal data that you have provided to it or personal data that the Data Controller has obtained on the basis of the performance of a contract/order.
2. The Data Controller processes your identification and contact data and the data necessary for the performance of the contract.

### **III. Legal Grounds and Purpose for Personal Data Processing**

1. The legal grounds for personal data processing are:
  - the performance of the contract between you and the Data Controller pursuant to Article 6(1)(b) GDPR;
  - actions aimed at concluding an employment relationship in the context of selection procedures for vacancies.
2. The purposes of personal data processing are:
  - processing your order and exercising the rights and obligations arising from the contractual relationship between you and the Data Controller; when placing an order, personal data are required which are necessary for the successful execution of the order (name and address, contact); the provision of personal data is a necessary requirement for the conclusion and performance of the contract; without the provision of personal data, the contract cannot be concluded or performed by the Data Controller;
  - the purposes contained in the consent by the data subject.
3. The user is under no obligation to provide its personal data. However, the

provision of personal data is a necessary requirement for the conclusion and performance of the contract, and without the provision of personal data, the contract cannot be concluded or performed by the provider.

4. There is no automatic individual decision-making by the Data Controller within the meaning of Article 22 of the GDPR.

#### **IV. Data Retention Period**

1. The Data Controller retains personal data:
  - for the period necessary to exercise the rights and obligations arising from the contractual relationship between you and the Data Controller and to assert claims arising from these contractual relationships (for 15 years from the termination of the contractual relationship);
  - for the validity period of the consent or until the consent is revoked.
2. After the expiry of the retention period, the Data Controller will delete the personal data.

#### **V. Personal Data Recipients (Data Controller's Subcontractors)**

1. Recipients of personal data are persons:
  - involved in the delivery of services / execution of payments under a contract for the provision of services;
  - processing the human resources agenda;
  - providing marketing services.
2. The Data Controller does not intend to transfer personal data to a third country (non-EU country) or to an international organization.

#### **VI. Rights of the Data Subject**

1. Under the conditions set out in the GDPR, you have:
  - the right to access your personal data pursuant to Article 15 of the GDPR;
  - the right to amend your personal data pursuant to Article 16 of the GDPR, or to restrict their processing pursuant to Article 18 of the GDPR;
  - the right to erasure of personal data pursuant to Article 17 of the GDPR;
  - the right to object to personal data processing pursuant to Article 21 of the GDPR;
  - the right to data portability pursuant to Article 20 of the GDPR;
  - the right to revoke your consent to personal data processing in writing or electronically to the address or e-mail address of the Data Controller set out in Article III of these Terms.
2. You also have the right to file a complaint with the Office for Personal Data Protection if you believe that your right to personal data protection has been violated.

#### **VII. Cookies**

1. The company uses cookies for the operation of its Website, which are small text files (hereinafter referred to as: "Cookies") that are sent from the Data Controller's server to your browser and are sent back to the Data Controller's server when you visit the Website again. Cookies allow the Data Controller to recognize your browser, to remember information about your previous activity on the Website, and thus tailor the content of the Website to your needs.
2. The Data Controller uses the following types of Cookies:
  - basic Cookies which enable the basic operation and functionality of

the Website and without which it would not be possible to display the content of the Website correctly;

- technical Cookies which enable the analysis of the use of the Website, ensure a secure login, and remember the progress of filling in the contact form.
3. You can delete Cookies using your browser settings. It can also be set so that Cookies are not automatically saved. However, if you block, disable or otherwise refuse certain Cookies, the Website may not display properly, or you may not be able to use certain features of the Website.

#### **VIII. Final Provisions**

1. The Data Controller is entitled to modify these Terms. It will publish the new version of the Terms of Personal Data Processing and Protection on its website.
2. Relationships not expressly regulated by these Terms are governed by the GDPR and the legal order of the Czech Republic, in particular Act No. 89/2012 Coll., the Civil Code, as amended.

These Terms shall take effect on January 1, 2022.