

PROTECTION OF PERSONAL DATA AND INFORMATION SECURITY FOR STAKEHOLDERS

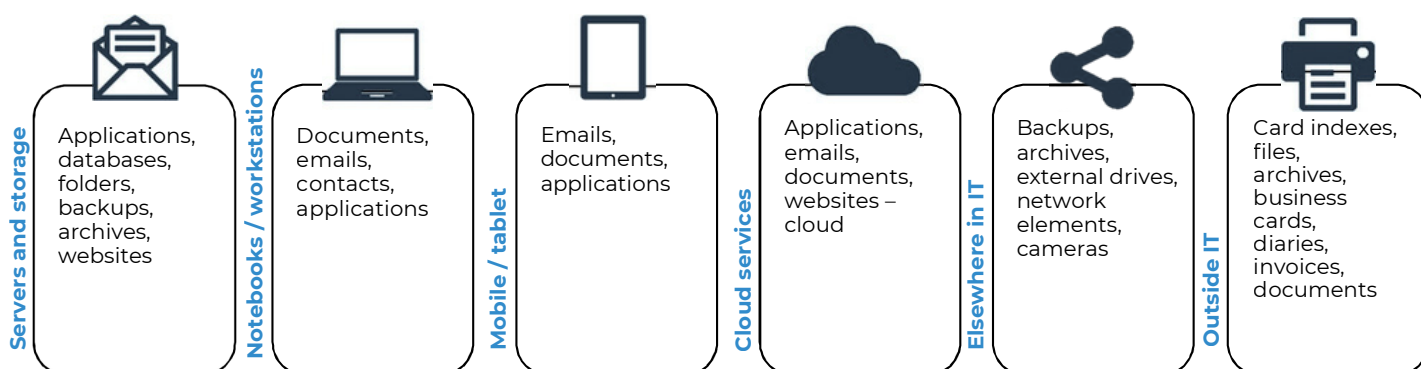
1. WHO IS THIS DOCUMENT FOR?

For you – past, future, and current customers, suppliers, and all other stakeholders of CODACO ELECTRONIC s.r.o.

2. WHAT IS THIS DOCUMENT ABOUT?

We want to transparently show everyone what personal data about you are collected, how they are handled, from which sources they are obtained, for what purposes they are used, to whom we provide them, how we dispose of them, how they are secured against misuse, and what rights you have regarding the handling of personal data.

3. WHERE ARE YOUR PERSONAL DATA STORED?

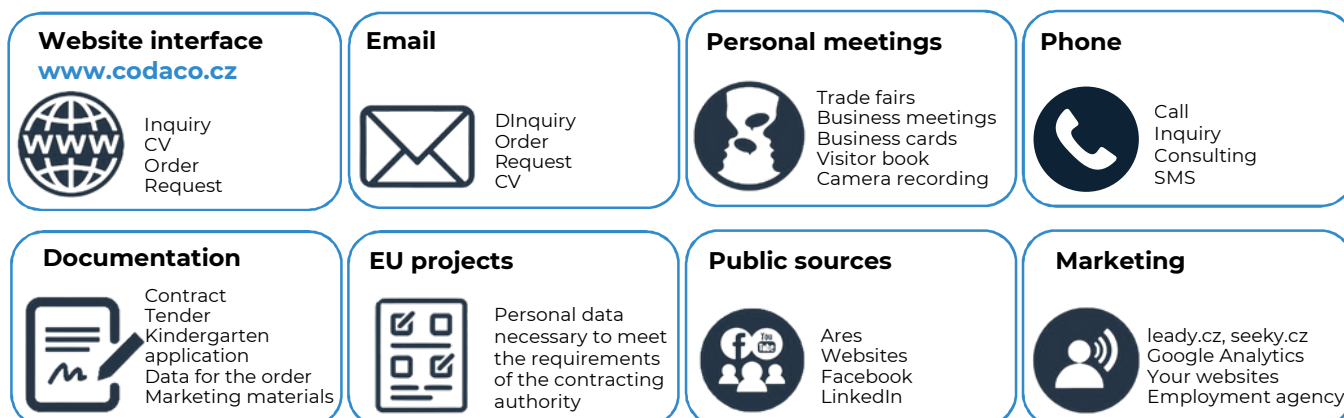


4. WHAT SPECIFIC PERSONAL DATA DOES CODACO HAVE ABOUT ME? WHY AND HOW DOES IT PROCESS MY DATA? DOES IT EVEN HAVE THE RIGHT TO?

TYPE OF DATA	PURPOSE OF PROCESSING	PROCESSING	LEGAL BASIS
Name, surname, phone, email of customer/supplier	Business communication, marketing campaign	Business/marketing communication for own and related products and services	Legitimate interest
Name, surname, phone, email of customer/supplier	Business communication, marketing campaign	Business/marketing communication for activities unrelated to own products and services	Consent
Name, surname, phone, email of customer/supplier	Processing inquiries, contract negotiation	Repeated/one-time inquiries, contract preparation	Legitimate interest
Name, surname, customer databases with employee data, screenshots	Problem solving, sending data to partners	Fulfilment of contract	Consent
Name, surname, phone, email	Completion of business case	Forwarding emails to third parties – suppliers, stakeholders	Fulfilment of contract / Consent

TYPE	PURPOSE OF PROCESSING	PROCESSING	LEGAL BASIS
Name and surname, Telephone number, Email	Establishing a business relationship, Initiating communication	HeO* organizer, Organization folder, HeO* organizer, Contact persons, Contracts, Offers, Invoices (issued, received), Email, telephone, Your paper business cards in holders, in drawers, Lists and databases in office documents (business cases, etc.), Handover protocol, Specification sheet, Business documents, etc.	Performance of contract, Legitimate interest
Name and surname	Movement of employee within company premises, Security reason	Entry in the visitor book	Legitimate interest
Camera system recording	Protection of property and ensuring security in the company	For possible inspection and tracking of a security incident	Legitimate interest
Photo, video	Business and marketing visibility of Codaco Electronic s.r.o.	References, promotional videos, leaflets, brochures, etc.	Consent
Personal data from your company databases	Database testing, consultation	Storage of databases on the test server, testing, preview, trying functionalities during consultation	Performance of contract
Name and surname, address, email of job applicant	Basis for starting an interview for an offered position	CVs of unsuccessful applicants: immediately deleted and shredded. Successful applicants: stored for six months, then shredded, deleted.	Legitimate interest
Personal information for EU project needs (bank statements, name and surname, email, phone, permanent address, education documents, etc.)	Contractual requirements of the EU project (calls)	Stored on the contracting authority's portal	Fulfilment of legal obligations, Performance of contract, Consent of data subject
Name, surname, telephone – via web form, email, etc.	Your inquiry, request, etc.	In the case of a one-time inquiry, it is ad hoc information. We do not process further.	Legitimate interest

5. HOW DID WE OBTAIN YOUR PERSONAL DATA?



We do not obtain your data from any other sources.

6. DO WE PROVIDE YOUR PERSONAL DATA TO THIRD PARTIES?

Yes. Your personal data are provided to third parties only for legitimate reasons, such as fulfilling contractual requirements, where no consent is required. For example:

- § Name, surname and phone number in the carrier's cloud service for the purpose of delivery of a shipment
- § Name, surname and phone number in the cloud service (Outlook, web form) for the purpose of business correspondence
- § Personal data provided to the EU grant provider (the type of personal data depends on the conditions of the given call)
- § Personal data in administrators' databases
- § Forwarding emails with customer contact information to third parties for the purpose of completing a business case
- § Public – information on the website, in the company magazine, marketing material, etc.

Without your consent, your personal data are not used unless a legitimate legal basis for processing personal data is fulfilled.

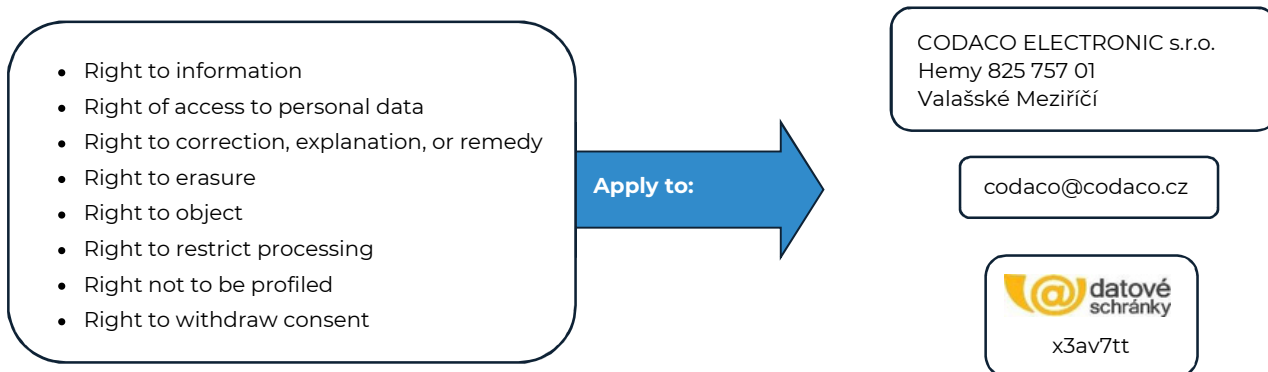
7. WHAT HAPPENS TO MY DATA AFTER OUR RELATIONSHIP ENDS?

After the termination of our mutual relationship, your personal data are disposed of by the following actions:

Disposal of data from the HeO information system <i>(Inaccessibility of data from the Org. and Contact person folders)</i>	Deletion of contact details <i>(email, phone, shredding of business cards)</i>	Replacement of contact with third parties <i>(carrier portals)</i>
Disposal of sensitive information <i>(shredding, deletion)</i>	Deletion from all electronic lists <i>(excel, word)</i>	Other <i>(Deletion or return of provided customer databases)</i>

Your personal data that are already physically printed on a document (e.g., delivery note, invoice) are destroyed by shredding after the retention period of the given document has expired, in accordance with the Document Directive. Personal data provided for the purpose of granting subsidies are stored on a third-party portal according to the terms and conditions of the contracting authority.

8. WHAT RIGHTS DO I HAVE?



The form for exercising your rights can be found at www.codaco.cz/download.
The processing period is **30 days from receipt**.

9. HOW ARE MY DATA SECURED?

CODACO has implemented appropriate technical and organizational measures to protect data against unauthorized use.

According to the place of storage and processing of the personal data, the following measures are applied to secure the personal data:

PLACE OF STORAGE OR PROCESSING OF PERSONAL DATA	FURTHER DETAILS	SECURITY
HeO system	Name, surname, phone number in the folders Organization, Contact persons, Customers, Suppliers	Accessible to all employees using HeO. Secured with access rights. Logging ensured.
Personal data on shared disk (electronic)	Inquiries, offers, analyses, contracts, all work documentation, various lists	Secured PC, access rights to individual folders on shared disk, files password-protected.
Personal data at third parties	Outlook, Carrier portals, Provider portal	Access rights, password-protected PC, password-protected access to third-party portal.
Personal data on a document generated by HeO	Delivery note, invoice, HeO folder for incoming and outgoing invoices	Rights to the relevant module, work under password in the system, secured PC.

PLACE OF STORAGE OR PROCESSING OF PERSONAL DATA	FURTHER DETAILS	SECURITY
Printed personal data	Business cards, orders, requests, contracts, applications, CVs	Secured in a locked office. In selected cases also in a locked cabinet. Physical security of offices/premises.
Historical data – print	Outdated documents in the registry – complete portfolio of documents	Stored in the archive, controlled access to the room, keys for selected persons.
Historical data – electronic	Backup of disks and HeO database	In the server room – controlled access. Backup server – locked rack cabinet.
Data on mobile phone	Name, surname, telephone number, email	Locked phone with four-digit PIN, biometric data, or a combination of both.
Server	Camera recordings from security cameras	Stored on a secured server, automatically deleted after about two months depending on disk capacity. Defined rights for online access (reception, deputy reception).
EU grant provider's portal	Personal data required for documenting EU project functionality – on the provider's portal, printed in binders, Z-disk	Access via password-protected PC. Password-protected access to the portal.
Printouts of project documents for EU	Personal data required for documenting EU project functionality – on the provider's portal, printed in binders, Z-disk	Locked office with controlled access, locked cabinet.

10. OUR APPROACH TO YOUR PERSONAL DATA

Codaco Electronic s.r.o. is obliged to inform all stakeholders (customers, suppliers, etc.) about how your personal data are used, i.e., in particular to specify the type of personal data available, their intended use, data processing, legal basis, and the period for which they are retained. This is governed by this document, your consents, contracts, and the retention policy.

The collected data are used solely for the purposes stated in this document. If your data were to be used for any other purpose without legal justification, we would require your written consent.

Codaco Electronic s.r.o. ensures that personal data are accurate and up to date, and with regard to their purpose, measures are in place to guarantee deletion, blocking, or correction of incorrect or incomplete information.