

PUBLIC INFORMATION ON PERSONAL DATA PROCESSING

ADVICE ON RIGHTS IN RELATION TO PERSONAL DATA PROTECTION

INTRODUCTORY INFORMATION

Please pay attention to the following document, through which we provide you with information about the processing of your personal data and the rights related to the processing of your personal data within our activities. Any processing of personal data shall be governed by the applicable law, in particular the Personal Data Protection Act and Regulation No 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (hereinafter referred to as the "General Data Protection Regulation"). In accordance with the provisions of Article 13 et seq. of the General Data Protection Regulation, we provide you as data subjects with the following information. This document is public and serves to inform you properly about the scope, purpose, the time of processing of personal data and to advise you about your rights in relation to their protection.

WHO IS THE PERSONAL DATA CONTROLLER?

The personal data controller is Wera Werk s.r.o., with its registered office at Nádražní 1403, 593 01 Bystřice nad Pernštejnem, Czech Republic, Company ID No.: 60751983, registered in the Commercial Register maintained by the Regional Commercial Court in Brno, Section C, File 19332 (hereinafter referred to as the "Company"). If you have any questions, please contact us at gdp@werawerk.cz.

GENERAL – WHAT CONSTITUTES PERSONAL DATA?

Personal data is any information that relates to an identified or identifiable natural person (individual), by means of which a specific natural person can be directly or indirectly identified. Personal data thus includes a wide range of information such as name, gender, age and date of birth, personal status, photo, birth certificate number, place of residence, telephone number, e-mail address, health insurance information, citizenship, health data (physical and mental), as well as signature, cookies or IP address.

ON WHAT BASIS CAN WE PROCESS YOUR PERSONAL DATA?

Processing is lawful only if at least one of the following conditions is met and only to the corresponding extent:

- the data subject has consented to the processing of his/her personal data for one or more specific purposes;
- processing is necessary for the performance of the contract to which the data subject is a party or for the implementation of measures taken prior to the conclusion of the contract at the request of the data subject;
- processing is necessary to fulfill the legal obligations applicable to the controller;

- processing is necessary to protect the vital interests of the data subject or another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority entrusted to the controller;
- processing is necessary for the purposes of the legitimate interests of the relevant controller or a third party, except where the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data take precedence over those interests, especially if the data subject is a child.

INFORMATION FOR VISITORS OF THE COMPANY WEBSITE

SCOPE OF PERSONAL DATA PROCESSED BY THE COMPANY

We inform you that when visiting the Company's website that the personal data of data subjects is processed in the following categories:

Website traffic statistics and cookies

We use Google Analytics cookies and services to evaluate traffic to our website. In particular, the following information is collected under these tools: IP address, data obtained from a web browser such as the language setting, browser type and version, operating system, geographic location, provider, screen resolution, demographic data such as age and gender, data on your behavior on our website – pages and articles visited, visiting time, information on whether you revisit the website, how you accessed our website and what you might be searching for.

All of this information is always anonymous and cannot be connected to a specific individual.

Subscription

If you subscribe to our newsletter, we will save your e-mail address.

PURPOSE OF PERSONAL DATA PROCESSING

In the framework of its activities under the conditions and within the limits set by the applicable legislation, in particular in accordance with Article 6 (1b) of the General Data Protection Regulation, the Company, as the personal data controller, processes and stores the personal data of data subjects for the following purposes:

- We monitor traffic statistics to see what interests you on our website, and from what types of devices you access our website, so we can optimize our website and provide you with trouble-free use.
- We store your e-mail address so we can send you news from our website.

PERIOD OF PERSONAL DATA PROCESSING

Personal data will be processed for the time necessary to ensure mutual rights and obligations as follows:

- e-mail address for the purpose of newsletter subscription for as long as you subscribe to it
- web usage statistics are stored for a period of 26 months

ADDITIONAL INFORMATION ON PERSONAL DATA PROCESSING

Our websites may contain links to other websites. If you use such a link and leave our site, please note that we have no control over other sites and cannot be held responsible for the privacy of any information you may provide to such sites.

Personal data of data subjects are processed automatically in electronic form.

Personal data of data subjects may be further processed by the following personal data processors:

Google Analytics operator – Google LLC, USA

Webhosting operator – savana.cz s.r.o., CZ

INFORMATION FOR VISITORS TO THE COMPANY PREMISES AND VISITORS OF EVENTS ORGANIZED BY THE COMPANY

SCOPE OF PERSONAL DATA PROCESSED BY THE COMPANY

We inform you that when visiting the company premises the personal data of data subjects is processed in the following categories:

Information about visitors to the area

To ensure health and safety at the entrance to the company premises and registration of visitors, we collect basic identification data – name, surname, company, vehicle registration number (if entering the premises by a vehicle) and the visitor's signature.

Camera record

There is a CCTV system in operation on the company premises, which records a video.

Photos and videos

At various events organized by the company (for example, Open Day) we take photographs or video recordings as documentation of the event.

PURPOSE OF PERSONAL DATA PROCESSING

In the framework of its activities under the conditions and within the limits set by the applicable legislation, in particular in accordance with Article 6 (1b) of the General Data Protection Regulation, the Company, as the personal data controller, processes and stores personal data of the data subject for the following purposes:

- To record visits to the company premises
- To ensure operational health and safety and environmental protection
- To ensure the protection of company assets
- To take photos and videos for the company magazine and for web and other company presentations

PERIOD OF PERSONAL DATA PROCESSING

Personal data will be processed for the time necessary to ensure mutual rights and obligations as follows:

- Records of visitors are kept for a period of 5 years
- CCTV recordings are kept for a period of no more than 3 weeks after they are made
- Photographs and videos of company events are kept for a period of 10 years
- Photographs and videos documenting the history of the company are stored for the duration of the company's existence

ADDITIONAL INFORMATION ON PERSONAL DATA PROCESSING

Personal data of data subjects are processed both automatically and manually in electronic and paper form.

Personal data of data subjects may be further processed by the following personal data processors:

Security guard – LARN Brno spol. s r.o., Všetičkova 31, 602 00 Brno

(photos and videos only) companies of the Wera Werkzeuge GmbH group

Webhost operator (photos and videos only) – savana.cz s.r.o., CZ, Facebook Inc., USA

INFORMATION FOR JOB APPLICANTS

SCOPE OF PERSONAL DATA PROCESSED BY THE COMPANY

We inform you that when applying for a job with the company the personal data of data subjects is processed in the following categories:

Identification data

Information by which we can identify you – name, surname, degree, date of birth, address, telephone number and e-mail address.

Data on education and skills

Name and address of the school, period of education, exam data, language skills, PC skills, various certificates etc.

Work history

Information on your previous employers and the duration of employment with them, data relating to profession

CV

PURPOSE OF PERSONAL DATA PROCESSING

In the framework of its activities under the conditions and within the limits set by the applicable legislation, in particular in accordance with Article 6 (1b) of the General Data Protection Regulation, the Company, as the personal data controller, processes and stores personal data of the data subject for the following purposes:

- Recruitment of new employees

PERIOD OF PERSONAL DATA PROCESSING

Personal data will be processed for the time necessary to ensure mutual rights and obligations as follows:

- If you apply for a specific position, we keep your data for a period of 6 months; if you agree to the processing of your personal data after the selection process is closed, we will keep it for a period of 2 years;
- If you apply without providing a specific position and agree to the processing of your personal data, we keep it for a period of 2 years

ADDITIONAL INFORMATION ON PERSONAL DATA PROCESSING

The personal data of data subjects is processed manually in electronic and paper form.

The personal data of data subjects may be further processed by the following personal data processors:

Recruitment agencies

INFORMATION FOR COMPANY BUSINESS PARTNERS

SCOPE OF PERSONAL DATA PROCESSED BY THE COMPANY

We inform you that as part of business negotiations or other activities in the company the personal data of data subjects is processed in the following categories:

Identification data

Information by which we can identify you – name, surname, degree, telephone number and e-mail address, company, position in the company, certificate, data on necessary training, signature.

PURPOSE OF PERSONAL DATA PROCESSING

In the framework of its activities under the conditions and within the limits set by the applicable legislation, in particular in accordance with Article 6 (1b) of the General Data Protection Regulation, the Company, as the personal data controller, processes and stores personal data of the data subject for the following purposes:

- Cooperation within business relations – conclusion of contracts, orders, delivery of goods and services, complaints, etc.

PERIOD OF PERSONAL DATA PROCESSING

Personal data will be processed for the time necessary to ensure mutual rights and obligations as follows:

- Contracts, orders, notices, invoices, delivery notes are kept for a period of 10 years
- Inquiries are kept for a period of 1 year
- Complaints are kept for a period of 5 years

ADDITIONAL INFORMATION ON PERSONAL DATA PROCESSING

Personal data of data subjects is processed manually in electronic and paper form.

Personal data of data subjects may be further processed by the following personal data processors:

Companies of the Wera Werkzeuge GmbH group

Transport companies

Customs office

ADVICE ON THE RIGHTS OF DATA SUBJECTS

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed.

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies.

The data subject shall have the right to obtain from the controller the restriction of processing of personal data in the cases provided for by the General Data Protection Regulation.

The data subject shall have the right to object to the processing of personal data concerning him or her if the controller processes personal data on the following grounds:

- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority entrusted to the controller,
- where processing is necessary for the legitimate interests of the controller or a third party,
- for direct marketing purposes,
- for scientific or historical research purposes or for statistical purposes.

The data subject shall have the right to obtain personal data concerning him or her which he or she has provided to the controller in a structured, commonly used and machine-readable format and the right to transfer such data to another controller without the controller's obstructions, even in cases provided by the General Data Protection Regulation.

If the processing of personal data is based on the consent to the processing of personal data provided by the data subject, this data subject shall have the right to revoke consent at any time.

Any other rights of data subjects are provided in the General Data Protection Regulation.

The right of access to data and other rights can be exercised by submitting a written request to the personnel department of the company.

If the data subject considers that there has been a breach of legal regulations in relation to the protection of his or her personal data, the data subject has the right to file a complaint with a supervisory authority. The supervisory authority in the Czech Republic is the Office for Personal Data Protection.