

PRINCIPLES OF DATA PROTECTION

Personal data controller: **GALA a.s.**, ID No 499 69 820, registered office Západni 1/75, Krasice, 796 04 Prostějov

telephone: +420 582 314 314

e-mail: gala@gala.cz

(hereinafter “We” or the “Company”)

Through these Principles of Data Protection (hereinafter the “Principles”) We as the personal data controller inform data subjects, thus the natural persons (individuals), whose personal data we process (hereinafter “You”), of all activities of processing and principles of protection of their personal data and privacy.

1. Processed personal data

We process personal data of the following categories of persons:

- a) Job applicants
- b) Customers
- c) Suppliers of goods and services
- d) Potential customers and suppliers
- e) Company representatives

We process personal data of the persons within the scope, for the purposes and on the legal basis stated below:

Category of data subjects	Purpose of personal data processing	Legal basis and processed personal data	Time of processing
Job applicants	Assessment of applicant's suitability at the selection procedure and contacting again in case of other selected applicant's employment termination during probationary period	<ul style="list-style-type: none">• The legal basis is implementation of the measures taken before concluding a contract upon your request.• Particularly We process your identification and contact information, data on education, work experience and qualifications and other information contained in Your CV.	We process personal data for the period of 3 months after selection procedure termination.

Category of data subjects	Purpose of personal data processing	Legal basis and processed personal data	Time of processing
Job applicants	Repeated contacting of the applicant with an offer of other job position	<ul style="list-style-type: none"> The legal basis is Your consent. We process particularly Your identification and contact data, information on education, work experience and qualifications and other information included in Your CV. 	For such purpose, personal data can be processed for 3 years after the selection procedure termination or until Your consent is cancelled.
	Possible proving of adherence to the ban on discrimination and the obligation of equal treatment at staff selection procedure as per the Act on Employment	<ul style="list-style-type: none"> The legal basis is our legitimate interest. We collect identification, contact personal data and information on job applicants' education and work experience for the purpose of possible proving of adherence of the staff selection procedure to the provisions of the Act on Employment, on the ban on discrimination and obligation of equal treatment. 	For such purpose, personal data can be processed for 3 years after the selection procedure termination; in case of pending court proceedings, for its entire duration.
Our customers and suppliers	Fulfilment and implementation of contracts concluded with customers, suppliers	<ul style="list-style-type: none"> The legal basis is fulfilment of the contract. Most of the customers are legal entities (LE) and We process contact information on natural persons (NP) with whom we communicate within contract conclusion and fulfilment. Exceptionally we trade with enterprising natural NPs; in such case We process their identification data (particularly name, surname, ID No.), contact information (particularly address for service or home address, e-mail, telephone), accounting data (particularly bank account number), information on current orders/deliveries and on enforced claims. 	For such purpose, personal data can be processed for the duration of contractual relation .

Category of data subjects	Purpose of personal data processing	Legal basis and processed personal data	Time of processing
	Making contractual claims after contract termination	<ul style="list-style-type: none"> The legal basis is our legitimate interest. We process identification data, contact information, order and claim history, history of communication in our customers and suppliers that are NPs. After the contract termination, such data is required for complaints handling, enforcement of claims and other obligations arising from the contracts concluded between us and our customers or suppliers. Identification and contact information of NPs representing LE can be retained within such documentation. 	For such purpose, personal data can be processed for 3 years after termination of the contractual relation and if administrative or court procedure is instituted, then throughout entire period of such procedure.
Our customers and suppliers	Distribution of commercial communication in the form of e-mail newsletters containing offer of goods and news	<ul style="list-style-type: none"> The legal basis is our legitimate interest. Processing of customers' and suppliers' identification and contact information is done for distribution of commercial communication in compliance with the Act No. 480/2004 Coll. In case a person cannot be considered our customer within the meaning of the Act No. 480/2004 Coll., We send commercial communication to such person solely with his/her explicit consent. 	For such purpose, personal data can be processed for an indefinite period of time until the receiver unsubscribes.
	Fulfilment of our obligations in the sphere of accounting and taxes	<ul style="list-style-type: none"> The legal basis is fulfilment of legal obligations imposed on us by legal provisions such as the Act on Accounting, Act on Value Added Tax and other tax laws. We process identification data, contact information, accounting data, order and complaint history, history of communication. 	For such purpose, personal data can be processed for 5 years from the end of tax period, in which the transaction was entered.
Potential customers and suppliers	Addressing new suppliers, recording of the results of dealings with them and potential customers	<ul style="list-style-type: none"> The legal basis is our legitimate interest. We process identification data, contact information and information of the results of dealings with potential customers and suppliers – enterprising natural persons or contact persons in legal entities. 	For such purpose, personal data can be processed for an indefinite period of time (until the right to erasure is exercised).

Category of data subjects	Purpose of personal data processing	Legal basis and processed personal data	Time of processing
Company representatives	Marketing and presenting of the company	<ul style="list-style-type: none"> • The legal basis is representative's consent. • We process especially photographs, videos, sound recordings and sport results in connection with name and surname. 	For such purpose, personal data can be processed for an indefinite period of time until the representative withdraws the consent. The processing done before the withdrawal is not affected by the consent withdrawal.
All categories of data subjects	Security and protection of property	<ul style="list-style-type: none"> • The legal basis is our legitimate interest. • We process camera system recording from the premises, workshops and storage area for the purpose of recording situations that led to damage occurrence. In no case the recordings are used for monitoring of persons, employees or for disciplining them. 	For such purpose, personal data can be processed for 7 days and in case of an incident, for the period required for its settlement .
	Selection of archived documents (archiving)	<ul style="list-style-type: none"> • The legal basis is fulfilment of legal obligation under the Act No. 499/2004 Coll. on archiving and records management, on selection of archived documents. 	For such purpose, personal data, after removing the above mentioned purposes, can be still processed for a reasonable period set by the archiving rules.

2. Recipients of personal data and transfer of personal data outside the European Union

In justified cases We can transfer Your personal data to other subjects (hereinafter the “Recipients”).

Personal data can be transferred to the following recipients:

- processors that process Your personal data in compliance with our instructions and relations with them are treated according to the requirements of GDPR Article 28:
 - particularly Vision Praha s.r.o. (Vision system provider),
 - ORTEX spol. s r.o. (Orsoft system provider),
 - Kerio Technologies (e-mails, firewall),
- public authorities and other subjects if required by a valid legal regulation;
- other subjects in case of an unexpected event, in which provision of data is required for the purpose of protection of life, health, property or other public interest or if it is required for protection of our rights, property or safety.

3. Cookies

After your first visit to our website <https://www.gala.cz/> our server will send small quantity of data to your computer and will store it there. At each subsequent visit to the website the browser sends such data back to the server. The small file is called “cookie” and it is a short text file containing specific character string with unique information on your browser.

Most browsers are set to accept cookies. You, however, can set the browser to block cookies or to notify you of sending the cookies. However, some services or functions will not work properly without cookies.

Our Internet sites use the Google Analytics service, when only the “first party” cookies, thus cookies used exclusively by our websites (hereinafter the “first party cookies”) are stored into Your computer. We use the first party cookies solely for anonymous monitoring of website traffic and user preferences of the visitors of individual states.

4. Automated individual decision making and profiling

Automated individual decision making **does not occur** at personal data processing, even not based on profiling.

5. Your (data subject's) rights

You are entitled to require our **access to personal data concerning Your person** under the conditions set in GDPR Article 15.

You are entitled to **anytime withdraw your consent** with processing of personal data that We process based on the consent under the conditions set by GDPR Article 7.

You are entitled to require **correction of personal data** under the conditions set GDPR Article 16, **limitation of personal data processing** under the conditions set by GDPR Article 18 or **erasure of data** under the conditions set by GDPR Article 17.

You are entitled to **object to processing of personal data** that apply to You based on GDPR Article 21.

You are entitled to **transferability of data to other controller** under the conditions set by GDPR Article 20.

You are entitled **not to be the subject of any decision based solely on automated processing, including profiling**, under the conditions set by GDPR Article 22.

You are entitled to **obtain information on Your personal data breach** under the conditions set by GDPR Article 34.

If you think that the obligations set in GDPR are violated by processing of Your personal data, you are entitled to **lodge a complaint with the supervisory authority** under the conditions set by GDPR Article 77.

Office for Personal Data Protection

Pplk. Sochora 27
170 00 Praha 7

telephone: 234 665 111
E-mail: posta@uouu.cz
Data box: qkbaa2n
www.uouu.cz

You can find more information on your rights at the ÚOOÚ (Office for Personal Data Protection) website: <https://www.uouu.cz/6-prava-subjektu-udaj/d-27276>.

These Principles of Personal Data Protection have been in force since 25th May 2018.