

## **DECLARATION ON PERSONAL DATA PROCESSING**

### **PROTECTION OF YOUR PRIVACY IS A PARAMOUNT PRIORITY FOR US.**

We consider protection of your privacy in personal data processing as a paramount matter and pay special attention thereto. We process personal data in compliance with the applicable laws in force in Czechia and with the Regulation (EU) 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 (GDPR). Our personal data protection policy complies with the rules of behaviour applicable across KOH-I-NOOR HARDTMUTH a.s..

**KOH-I-NOOR HARDTMUTH a.s.**, registered office F.A.Gerstnera 21/3, 370 01 České Budějovice, business ID: 260 55 996 (hereinafter referred to as “controller”) is hereby informing you in conformity with Article 12 of GDPR about processing of your personal data and your rights.

#### **Extent of personal data processing**

KOH-I-NOOR HARDTMUTH a.s. respects your right for protection of privacy, and does neither collect nor processes any personal data through this website with the exception of information obtained in connection with conclusion of a contractual or other legal relationship with the controller, or those collected by the controller in a different way and processes them in conformity with the laws in force or for compliance with legal obligations of the controller, or based on the forms filled in by you available from the company’s website. This website may also contain links to websites of third parties with their own personal data protection rules, and onto which the present declaration on personal data protection does not apply. KOH-I-NOOR HARDTMUTH a.s. does not assume any liability for websites of third parties.

#### **Sources of personal data**

- **directly from data subjects** (e-mails, phone, business cards, websites, contact form, social media, etc.)
- **registers, lists, and records available to public** (e.g. commercial register, trade register, land register, public phone directory, etc.)

#### **Categories of personal data being the subject of processing**

- **identification and address data used for unambiguous and unmistakable identification of data subject** (e.g. first name, surname, academic degree, date of birth, residential address, business ID, tax ID, etc.)
- **data that allows contact with data subject** (e.g. contact address, phone, fax, e-mail, etc.)
- **descriptive data** (e.g. bank details)
- **other data required for performance of a contract**
- **data provided in addition to applicable laws** being processed under a consent granted by the data subject (e.g. use of personal data for HR management, photo processing, etc.)

### **Use of personal data**

The use of personal data is always in compliance with the reason for collection thereof, or for reason of other legitimate rights.

### **Retaining of your data**

We retain your personal data for duration of time needed to meet the purpose for which we have collected this data, unless a specific law defines otherwise. In compliance with the periods specified in relevant contract, the controller's rules for deeds and disposal, or applicable laws, the duration of time is the one necessary for provision of rights and obligations resulting from the binding relationship and from applicable laws in force.

### **Your rights related to your personal data**

According to GDPR you can withdraw your consent related to our use of your personal data. You can also request the right to access to your personal data, its correction in case the data we retain is incorrect or misleading, or change or erasure of your personal data. You also have right to raise objections against processing of your personal data based on serious and legitimate reasons related to your specific situation or your specific position. Where we have received your consent with processing of your personal data, you can withdraw your consent any time. You also have right to raise the objections against processing of your personal data including possibility to refuse use thereof for the defined purpose.

### **Protection of personal data**

KOH-I-NOOR HARDTMUTH a.s. uses technical and organizational security measures for personal data protection they control against random or intentional misuse, loss, destruction, or access by unauthorized persons. Our security procedures are continuously improved according to the development in the art.

### **Change “Declaration on personal data protection”**

In case of any changes to “Declaration on personal data protection” we will update the changes on our website. Therefore, regular monitoring is recommended. Where changes to the way of personal data processing are fundamental, you will be informed well in advance, or where the law requires so, we will ask you for consent before the changes are made effective.

### **Contact us**

If you have questions or concerns regarding the way in which your personal data has been protected, please contact us at:

**KOH-I-NOOR HARDTMUTH a.s.**

**F.A.Gerstnera21/3**

**370 01 České Budějovice**

**Business ID: 260 55 996**

**E-mail: sales@koh-i-noor.cz**

You can use these contact details also in case you are interested in displaying, correcting, blocking, or erasing of information being collected about you through this website.