

With this document, ŠKO-ENERGO, s.r.o., registered address: Mladá Boleslav, Tř. Václava Klementa 869, postal code 293 60, reg. no.: 616 75 938, registered in the commercial register maintained by Prague City Court, under file ref. C 38550 (hereinafter referred to as “ŠKO-ENERGO”), as a personal data controller, provides you with information about data processing and your rights related to the processing.

Processing takes place as part of this activity:

## Administration of business partners' agenda

### Purpose of processing:

**(1) Assessing any negative consequences of cooperation with ŠKO-ENERGO**

### Description of the purpose of processing:

We process your personal data that you filled in in the Compliance Questionnaire in order to assess whether cooperation with you or the company you represent could have a negative impact on ŠKO-ENERGO and whether any cooperation would meet all standards resulting from the internal regulations that ŠKO-ENERGO is bound by.

### Description of the legal basis for processing:

We have a legitimate interest in carrying out this processing.

### Categories of personal data that we process:

Identification data; contact information; descriptive data

### Processing and archiving time:

Your personal data will be destroyed 10 years after the end of the business relationship.

### Categories of other processors or recipients, to whom we may provide personal data:

\* ŠKODA AUTO a.s.

Your personal data may be provided on request to public authorities, especially to the courts, the Czech Police and other law enforcement agencies to the extent necessary and within the limits of the law.

### Origin of personal data:

Directly from you.

### Transfer of personal data to third countries or multinational companies?

As part of this processing, we will not transfer your personal data to third countries or other international companies.

### Automated decision-making based on personal data:

This will not occur as part of this processing.

### Other information

Personal data may be archived in the public interest and used for scientific, historical or statistical research purposes.

**Purpose of processing:**

**(2) Providing communication with representatives of business partners**

**Description of the purpose of processing:**

We process your personal data to keep records of our business partners' contact persons (customers and suppliers), i.e. so that we can communicate with the company that you represent and that is our business partner.

**Description of the legal basis for processing:**

We have to carry out processing so that it is possible to conclude the contract that you have entered into with us. Providing your personal data is a contractual requirement and, if you do not provide it, you may make it impossible to conclude a contract with you or impossible to fulfil a contract that has already been concluded.

**Categories of personal data that we process:**

Identification data; contact data

**Processing and archiving time:**

Your personal data will be destroyed 10 years after the end of the business relationship.

**Categories of other processors or recipients, to whom we may provide personal data:**

Your personal data may be provided on request to public authorities, especially to the courts, the Czech Police and other law enforcement agencies to the extent necessary and within the limits of the law.

**Origin of personal data:**

Directly from you and from third parties (including public registers).

**Transfer of personal data to third countries or multinational companies?**

As part of this processing, your personal data will not be transferred to third countries or other international companies.

**Automated decision-making based on personal data:**

This will not occur as part of this processing.

**Other information**

Personal data may be archived in the public interest and used for scientific, historical or statistical research purposes.



## What are your rights?

As part of the data processing you have the following rights:



Access to processed personal data.



Withdrawal of consent to the processing of personal data.



Rectification of inaccurate or incorrect data or the completion of incomplete data.



Erasure of personal data if the purpose expires or in the case of unauthorised processing.



Restriction or blocking of data processing.



Extract of the personal data in a structured and machine-readable format for yourself or for another controller.



Submission of an objection to the processing of personal data if you believe the processing is unauthorised.



To not be subject to automated decision-making.



## How can you exercise your rights?

To communicate with ŠKO-ENERGO regarding personal data protection you can use the following contacts:



**By e-mail to the address:**  
gdpr@sko-energo.cz



**By phone to the number:**  
+420 326 8 19029



**In writing to the address:**  
ŠKO-ENERGO, s.r.o.  
Tř. Václava Klementa 869  
293 60 Mladá Boleslav

When exercising your rights, ŠKO-ENERGO may require a reasonable reimbursement not exceeding the costs required to settle the claim if such claims are clearly unreasonable, inappropriate or repeated.



## Contact person for personal data protection

If you have any questions regarding personal data protection, you can contact ŠKO-ENERGO's contact person for data protection.



[www.sko-energo.cz/cs/o-spolecnosti/ochrana-osobnich-udaju](http://www.sko-energo.cz/cs/o-spolecnosti/ochrana-osobnich-udaju)



[gdpr@sko-energo.cz](mailto:gdpr@sko-energo.cz)



## Making a complaint

If you do not agree with how we process your personal data, you can make a complaint about the protection of your rights to ŠKO-ENERGO's contact person for data protection or file a complaint with the supervisory authority.



Úřad pro ochranu osobních údajů  
Pplk. Sochora 27  
170 00 Praha 7



+420 234 665 111



<http://www.uoou.cz/>