

# Principles for the processing of personal data under the GDPR

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These principles become effective on 25.05.2018 and are issued in compliance with Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data (the “Regulation” or “GDPR” henceforth).

## 1 Personal data controller

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Trade name: MICRORISC s.r.o.  
Address: Průmyslová 1275, 506 01 Jičín, Czech Republic  
Company ID No.: 25921681  
Tax ID No.: CZ25921681  
WWW: [www.microrisc.com](http://www.microrisc.com)  
Tel.: +420 493 538 125

## 2 Privacy protection declaration

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MICRORISC s.r.o. undertakes to respect and protect your privacy.

The company further commits to protect your personal data and adhere to requirements laid down in Act No. 101/2000 Coll., on Personal Data Protection, and, beginning from 25.05.2018, in the GDPR (General Data Protection Regulation) - 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, and repealing Directive 95/46/EC (General Data Protection Regulation).

## 3 Security of personal data

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Personal data in electronic form are stored in secured servers owned or leased by the controller. Electronic data can be accessed only by authorized persons appointed by the controller. Data are stored in a standard database protected by modern security measures. Data are secured against unauthorized access, use or disclosure.

Data in paper form are stored in secured premises of the Sales Department and the company’s archives. Only authorized persons appointed by the controller are allowed to access these premises.

Personal data are used solely for the purpose for which these data have been provided, and only to a necessary extent.

## 4 What data are processed and how long

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Personal data processed and stored by us include: invoicing data, delivery address, contact person, telephone number, and email address.

Pursuant to Section 35 of Act No. 235/2004 Coll., on Value Added Tax, invoices issued by the controller on the basis of a performed transaction are retained for 10 years of the end of the tax period after the date of the issue of the given invoice. Invoices are stored in electronic form in the company’s database; one copy is retained in paper form within the Sales Department, and after the first year, the copy is then transferred to the company’s archives, whereas the second copy accompanies the delivered goods.



Other provided data are stored electronically until we receive a written opposing statement to such processing.

## 5 Why personal data are processed

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The provision of contact data is necessary for us to create an order and issue an invoice, send goods and handle complaints, if any.

## 6 Who obtains personal data

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Personal data, specifically a name, delivery address and telephone number, are transferred only to our forwarder for the purpose of delivering the goods to the address specified. There is a contractual relationship between MICRORISC s.r.o. and our forwarder, and on the basis of this relationship, data are used exclusively for delivery purposes and are never transferred to any third parties.

## 7 Rights of data subjects

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### 7.1 Right to erasure

Pursuant to Art. 17 of the Regulation, the data subject has a right to erasure of personal data concerning him/her unless the controller proves legitimate reasons for processing such personal data. The controller has set up mechanisms to ensure automatic anonymization or erasure of personal data in case any personal data are no longer required for the purpose for which such data have been processed. If the data subject believes that his/her personal data have not been erased, he/she may contact the controller in writing to the address of the controller's registered office address or in an electronic form to the controller's email address.

### 7.2 Right to restriction of processing

Pursuant to Art. 18 of the Regulation, the data subject has the right to restriction of processing until the data subject's instigation is settled, if the data subject contests the accuracy of personal data, reasons for processing of the same, or if the data subject has objected to processing, in writing to the controller's registered office address or in an electronic form to the controller's email address.

### 7.3 Right to notification regarding rectification or erasure of personal data or restriction of processing

Pursuant to Art. 19 of the Regulation, the data subject has a right to be notified by the controller of any rectification or erasure of personal data or restriction of processing. Where we rectify or erase personal data, we inform individual recipients, unless this proves impossible or involves disproportionate effort. The application regarding this right may be sent in writing to the controller's registered office address or in an electronic form to the controller's email address.

### 7.4 Right to data portability

Pursuant to Art. 20 of the Regulation, the data subject has the right to portability of data concerning him/her and provided by him/her to the controller, in a structured, commonly used and machine-readable format, and the right to ask the controller to transfer these data to another controller. If technically feasible, these data may be transferred to a controller appointed by you provided that a person acting through the respective controller is duly appointed and it is possible to authorize such person.

In case the assertion of this right might affect any rights or freedoms of third parties adversely, your application cannot be complied with. The application regarding this right may be sent in writing to the controller's registered office address or in an electronic form to the controller's email address.



## 7.5 Right to object to personal data processing

Pursuant to Art. 21 of the Regulation, the data subject has the right to object to processing of his/her personal data for the reason of the controller's legitimate interest.

Unless the controller demonstrates the existence of compelling legitimate grounds for the processing which override the interests or rights and freedoms of the data subject, the controller will no longer process the personal data based on the data subject's objection without undue delay. The letter of objection may be sent in writing to the controller's registered office address or in an electronic form to the controller's email address.

## 7.6 Right to withdraw consent to personal data processing

The consent to personal data processing for marketing and business purposes with effect from 25.05.2018 can be withdrawn at any time thereafter. The withdrawal must be effected in form of an express and intelligible expression of will, either in writing to the controller's registered office address or in an electronic form to the controller's email address.

Processing of data from cookies can be eliminated by adjusting the browser settings.

## 7.7 Automated individual decision-making including profiling

The data subject has a right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him/her or affects him/hersignificantly in a similar way. The controller declares that no automated decisions are made without human evaluation as to the legal effects on data subjects.

## 7.8 Right to contact the Office for Personal Data Protection

The data subject has a right to contact the Office for Personal Data Protection ([www.uouu.cz](http://www.uouu.cz)).

