

## PERSONAL DATA PROTECTION POLICY OF DEKRA CZ GROUP IN LIGHT OF 'GDPR'

To be able to offer you and to provide you with our services and to maintain contact with you, we must collect your personal data and keep these data in our system. These data are your personal identification data that you have provided to us voluntarily such as your name, surname, address, telephone number, e-mail address or any other contact details disclosed to use either by you or any party for whom you perform agreed activities. In case of some services we also collect the registration plate and vehicle identification number of your vehicle or identification of your other devices to which our services apply or, if appropriate, your professional certification.

Through this document, we would like to inform you – and not only with regard to the new General Data Protection Regulation (EU) 2016/679 (GDPR) – how we treat your personal data (or personal data of your staff) that were, are or will be in our possession. In particular, we would like to assure you that your personal data is the most valuable thing for us and we keep them under permanent protection.

### Who we are, why do we have your data and what do we do with these data?

Our company, i.e. **DEKRA CZ a.s.**, with its registered office at Türkova 1001/9, 149 00 Prague, is the controller (or processor) of your personal information for the Czech Republic. Our subsidiary company **QC Plzeň s.r.o.**, with its registered office at Teslova 1239/5, Skvrňany, 301 00 Plzeň), may also act as data controller (or processor) if it provides services to you (or with you).

As a controller (or processor) we record, store, organize and process your personal data, especially due to our obligation to [perform a contract](#) we have signed with you or your company as our business partner, to act in compliance with laws and regulations and to fulfil our legal obligations arising under a contract or [legislation](#) and so that we are able to offer our services, provide the services being offered and keep the necessary related records, which is our [legitimate interest](#).

We are aware of the fact that your personal information you have entrusted to us is not our property and therefore we appreciate the trust you put in us when entrusting us your personal data. Whether we obtain your personal data from your employers, your business partners, from public sources whether we obtain the data from you, as a data controller we will always inform you about this. **If we process your personal data at all, then we will process only the data that we really need and have to process and we will do so only for the [purposes](#) related to our activities.**

In most of the processing we carry out we rely on the existence of a contractual relationship, i.e. we need your personal data to be able to enter into and perform a contract with you or your employer. Even legislation requires us to perform certain obligations which we must honour and, therefore, we also process data about you as the laws of the Czech Republic require. Nevertheless, we may process some data beyond the scope of our obligations or legitimate interests and in this case we must obtain your [consent](#), which you

can give freely and it will not restrict you from using the services we offer. You can freely withdraw this consent at any time and this will not have any direct impact on you.

Not all the data are provided to us directly by you, which means that we may also obtain some data e.g. as a result of your visits at our website (in this case, the data especially include IP addresses and cookies) or at our profiles on Facebook, Instagram, YouTube or LinkedIn. However, we will not use this information for the purposes of advertising or other profiling of your personality or your behaviour (for example, sending any commercial communications is subject to consent you must give us on our website). More detailed information can be found on our website in the Terms of Use of our website at [www.dekra.cz/podminky](http://www.dekra.cz/podminky).

We can also receive your data from our contract partners if you are their employees or customers and your data are transferred to us so that we can fulfil our contractual obligations. Thus, as part of contractual business relationships, we may especially become the processor of your personal data. However, in these cases we are bound to protect them not only by legal obligations, but mostly also by instructions of the person who controls your data and transfers them to us in accordance with a written agreement on personal data processing which requires us to maintain high standards with regard to the protection of your data and the provision of information about everything that concerns handling your data. Nevertheless, this should come as no surprise to you. If you are still not aware that your personal data are to be transferred to us in this way or if we obtain your personal data from a different source, i.e. not by any of the means mentioned above, then we or our business partner (if he/she is your employee or if you are his/her client) will inform you about this fact so that you can properly exercise your rights. We can release ourselves from this duty only if the disclosure of such information handling your data required too much effort from us or we thus violated the legal confidentiality obligation.

### **How do we protect your personal data?**

Any personal data that you entrust to us or that we obtain by other means (from public sources or as part of contractual business relationships) are kept by us under continuous physical, electronic and procedural control. We possess state-of-the-art control, technical and security mechanisms that guarantee the maximum possible protection of the data undergoing processing against unauthorized access or transfer, against loss or destruction, as well as against any other potential misuse. Any parties that come into contact with your personal data while performing their job or contractual duties are bound by the legal or contractual confidentiality obligation.

Our employees handle personal data in accordance with the applicable legislation of the Czech Republic and of the European Union and in line with our internal regulations concerning access management and the methods of handling your personal data. Our IT systems and processes are regularly inspected by internal processes and specialists, as well as by external specialized companies to make sure that we always treat your personal data in the best and safest manner possible.

## Who else may gain access to your personal data which we possess?

As we are a part of the multinational DEKRA group, we transfer some of your personal data to our parent company DEKRA SE, Handwerkstrasse 15, Stuttgart, 70565, if required for the fulfilment of our job duties. You can contact our company DEKRA CZ a.s. ([www.dekra.cz](http://www.dekra.cz)) or our German parent company DEKRA SE ([www.dekra.de](http://www.dekra.de)) via the indicated website, where you will also learn more details about activities pursued by DEKRA.

Sometimes we also transfer your personal data to [other recipients, controllers or processors](#). These may include our customers, inspection and supervisory authorities, as well as our contractors or subcontractors, especially those who look after the security of our operations and our systems or storage and recording of documents and financial information. With these entities we will always sign – either directly or via our parent company – a contract (with processors we will always sign an agreement on personal data processing) that meets all the legal obligations, if so required by legislation, and we thus ensure the safety of your data even at these additional entities.

Nevertheless, your data are always located or transferred exclusively in the EU member states, where they are guaranteed the same high level of protection. Activities of external processors of your data are under our permanent control and are subject to contractual terms and conditions and processing agreements to prevent any unlawful processing or processing that you may not expect. When transferring and processing your personal information, we are governed by the applicable codes (internal regulations) of our organization and by legal obligations. These rules are binding on us in all respects.

## Keeping your data up-to-date: Please help us

We want and need that all the personal data we keep about you are up-to-date. As we know that your data, name, addresses, position or experience may change over time, we ask that you always promptly notify us of any changes. In the same vein, we may ask you at any time to update your personal data that are kept with us. We would really appreciate if you help us keep our database of contacts up-to-date.

## How long will we keep a record of your personal data?

We will not keep a record of your personal data forever, but only for the period necessary for us to be able to provide you with and offer you our services and to have proofs of the fact that it was you to whom we provided our services or that it was you with whom we worked with. In line with the principles of our core business activities, your personal data will be stored in our information system for no more than 10 years after termination of the contract if the reason for keeping your data is a contractual relationship and the contract or the applicable legislation does not prescribe a longer period. In other cases, we will archive these data for the period defined by the statutory provisions. If no such period is defined, we will not archive your data at all and we will delete them no later than 3 years after our last contact with you. However, you can always ask us for the restriction of processing or erasure of personal data or withdraw your consent with personal data processing, if you have granted this consent to us. We will execute this consent withdrawal without any delay.

## Your rights

If you would like more specific information on the processing of your personal data or if you don't agree with the processing or if you want to give us any question, then you can contact us, at any time. However, we may ask you to submit a clear proof your identity.

### An overview of your rights:

Right of access and right to rectification	<ul style="list-style-type: none"><li>• We will provide you with information on what we were doing with your personal data during their life at our company, including a copy of the personal data you have sent us. However, we may not provide you with all information, esp. information that may infringe our intellectual property rights or privacy of other parties.</li><li>• if you discover that your data are out-of-date or incorrect, you can ask for their correction and we will have to correct them.</li></ul>
Right to be forgotten	<ul style="list-style-type: none"><li>• We will erase or anonymize your personal data you have provided to us and we will keep this information in mind for a period of two years after erasure of your personal data.</li></ul>
Right to restriction of processing	<ul style="list-style-type: none"><li>• If you wish not to be deleted from our systems, but you don't want your data to be subject to any processing, then you can contact us and we will restrict the processing to the form you have defined. Once the restriction expires, we will contact you with information about resumption of the processing. We will apply restriction of the processing if we believe that your data are not up-to-date and we will contact you for this purpose to ensure that the information being processed is always up-to-date.</li></ul>
Right to object to processing	<ul style="list-style-type: none"><li>• If you wish not to be contacted during marketing campaigns, then you can restrict processing to the necessary minimum.</li></ul>
Right not to be subject to automated decision-making, including profiling	<ul style="list-style-type: none"><li>• Currently, we do not perform any automated decision-making or profiling and, therefore, we cannot guarantee that you will be able to exercise this right.</li></ul>
Right to data portability	<ul style="list-style-type: none"><li>• We would be happy to provide you with a copy of the personal data you have provided in a machine-readable format so that the data can be transferred to a different company. However, we may not provide you with all information, esp. information that may infringe our intellectual property rights or privacy of other parties.</li></ul>

To exercise your rights, you can contact us by telephone at +420 267 288 111-112. You can also visit us at our registered office address in Prague and we will gladly help you with everything directly at our company's branch office. However, please note that for exercising your rights you will be required to prove your identity and that exercising these rights may be sometimes subject to a fee if you already possess the requested information or if the number of your demands is unreasonably high with regard to the time-limit within which you are asking for exercising your rights. We will provide you with information about the fees charged by e-mail or telephone or in person if you visit us. If you believe that we handle your personal data contrary to law, you can file a complaint with the supervising **Office for Personal Data Protection** (more detailed information at [www.uoou.cz](http://www.uoou.cz)).

### Final provisions

*All legal relations arising under or in connection with personal data processing will be governed by the laws of the Czech Republic, regardless of from where the data are accessed. The jurisdiction over any disputes arising in connection with privacy protection between you and any company of the DEKRA CZ group belongs to Czech courts, which will apply Czech law. This personal data protection policy came into effect on 1 April 2018 and was last updated on 1 May 2018.*