

## STATEMENT OF PROCESSING OF PERSONAL DATA

Statement on the processing of personal data pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the instruction of data subjects (hereinafter referred to as “GDPR”).

### *I. Controller of Personal Data*

VALVEA Engineering s.r.o.  
Oldřichovice 1044, 739 61 Trinec  
Company ID No.: 23487917

hereby, in accordance with Article 12 of the GDPR, provides information on the processing of personal data and the rights associated therewith.

### *II. Scope of Personal Data Processing*

Personal data are processed to the extent that the relevant data subject has provided them to the controller, in connection with a mutual employment relationship, an interest in establishing such a relationship, the process of submitting/receiving an inquiry, preparing a price offer, entering into a contractual or other legal relationship with the controller, and related activities necessary for the fulfilment of mutual contractual obligations, or as required by applicable legal regulations or for the fulfilment of the controller’s legal obligations. The controller processes personal data in accordance with the applicable legal regulations.

### *III. Sources of Personal Data*

- directly from data subjects (e.g. email, telephone, business cards, contracts, CVs, personal questionnaires, etc.)

### *IV. Categories of Personal Data Subject to Processing*

- contact details (name, surname, title, address, telephone number, email, etc.),

- personal data of employees/job applicants (date of birth, personal identification number, ID card number, marital status, nationality, citizenship, bank account number, data about family members, etc.),

- payment details (e.g. bank account information),

- other data necessary for the fulfilment of a contract, inquiry/price offer, or for establishing an employment relationship.

#### *V. Categories of Data Subjects*

- employee,
- job applicant with the controller,
- contractual partner of the controller:
- customer,
- supplier,
- entity in a pre-contractual relationship with the controller (e.g. client/supplier before order acceptance, inquirer, entity in the process of concluding a future contract, etc.),
- any other person in a contractual relationship with the controller.

#### *VI. Purpose of Personal Data Processing*

- negotiation of contractual/employment relationships,
- performance of a contract/legal act,
- fulfillment of legal obligations by the controller,
- statutory archiving,
- legitimate interests of the controller or a third party.

#### *VII. Categories of Processors and Recipients of Personal Data*

- external entities providing accounting and payroll services,
- network administrator – responsible for data security and integrity, managing databases,
- administrators of information systems cooperating with the controller,
- state and other authorities in fulfilling legal obligations as required by applicable legislation.

#### *VIII. Method of Processing and Protection of Personal Data*

The controller processes personal data fairly, lawfully, and transparently. Processing is carried out at the controller's premises by authorized employees or, where applicable, at the premises of processors. Processing takes place using IT systems or manually for paper-based personal data, while ensuring compliance with all security principles for personal data management and processing.

To this end, the controller has implemented technical and organizational measures to ensure the protection of personal data, especially to prevent unauthorized or accidental access, alteration, destruction, or loss of data, unauthorized transmission or processing, or any other misuse of personal data.

All entities to whom personal data may be disclosed respect the right of data subjects to privacy and are obliged to act in accordance with applicable personal data protection laws.

Employees of the controller and other persons who, in the performance of their duties, come into contact with personal data within the scope necessary for processing purposes are required to maintain confidentiality and comply with security measures. The duty of

confidentiality does not apply to information obligations under special laws (e.g. Act No. 106/1999 Coll., on Free Access to Information).

### *IX. Duration of Personal Data Processing*

In accordance with the time limits specified in relevant contracts, internal regulations of the controller, or applicable legal provisions, personal data are processed for the period necessary to secure the rights and obligations arising from contracts, legitimate interests, or applicable legislation.

### *X. Notice*

The controller processes personal data with the consent of the data subject, except in cases where processing is permitted by law without such consent.

In accordance with Article 6(1) GDPR, the controller may process personal data without consent if:

- the data subject has given consent for one or more specific purposes,
- processing is necessary for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject prior to entering into a contract,
- processing is necessary for compliance with a legal obligation to which the controller is subject,
- processing is necessary to protect the vital interests of the data subject or another natural person,
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller,
- processing is necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data.

### *XI. Rights of Data Subjects*

In accordance with Article 12 GDPR, the controller informs the data subject of their right to access personal data and the following information:

- purpose of processing,
- categories of personal data concerned,
- recipients or categories of recipients to whom personal data have been or will be disclosed,
- planned retention period of personal data,
- all available information on the source of personal data (if not obtained from the data subject),
- whether automated decision-making, including profiling, is taking place.

Any data subject who finds or believes that the controller or processor is processing their personal data in a way that violates the protection of their private or personal life or is contrary to the law, particularly if the personal data are inaccurate regarding the purpose of processing, may, in accordance with Article 21 GDPR:

- request an explanation from the controller,



- request that the controller remedy the situation, such as blocking, correcting, supplementing, or deleting personal data,
- if the request of the data subject is found to be justified, the controller shall immediately remedy the defective situation,
- if the controller does not comply with the request, the data subject has the right to contact the supervisory authority — the Office for Personal Data Protection,
- this does not preclude the data subject from contacting the supervisory authority directly,
- the controller may charge a reasonable fee not exceeding the costs necessary to provide the information.

## *XII. Final Provisions*

For questions concerning the processing of personal data, data subjects may contact the controller in writing, electronically, or by phone using the following contact details:

Address: VALVEA Engineering s.r.o., Oldřichovice 738, 739 61 Třinec

Email: [info@valvea.eu](mailto:info@valvea.eu)

Tel.: +420 558 321 088