


Elaborated by:	SWISS – FORM a.s.	Valid from:	25/05/2018	
Reviewed by:	SWISS – FORM a.s.	Date of elaboration:	31/07/2018	
Approved by:		Date of last review:	31/01/2019	

Information on personal data processing at SWISS-FROM a.s.

Information about personal data processing provided within the meaning of 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 (hereinafter the “GDPR”) to representatives of SWISS-FORM’s customers and business partners.

Personal data controller

SWISS – FORM a.s., Identification No.: 005 18832, with its registered office at Nerudova 369, 362 21 Nejdeč (hereinafter “SWISS – FORM”) as the controller, hereby informs you in accordance with the GDPR about your personal data processing and about your rights.

Purpose of your personal data processing

We process your personal data to the extent necessary for the following purposes:

- Performance of obligations resulting from contracts;
- Performance of obligations resulting from generally binding legal regulations (for example, tax laws and labour law acts, work safety);
- Ensuring protection of our rights and legitimate interests (for example, arranging for production continuity, safety, health, property protection and responsibility).

Your processed personal data

We process the following categories of your personal data:

- **Identification data**

To be able to unmistakably identify you, we process personal data to the following extent: name, surname, title, company, company position.

- **Contact data**

To be able to contact you, we process your personal data to the following extent: e-mail address, telephone numbers, company address or contact address, Identification No. and VAT No.

- **Other personal data**


In performing contracts, we process signatures affixed to the contracts and confirmations, financial data for performance of payables and receivables, industrial specialisation and other personal data occasionally processed in performing contracts (insured events, legal acts and others).

Your personal data recipients

Personal data of a business character may be shared in business negotiations with customers and suppliers. Such data includes your first name and surname, job position, business e-mail and business telephone number. We only process and store your personal data within the Company, and the data is not passed on to any third parties without your consent, except for legal and contractual requirements and the legitimate interests of the Company.

For processing your personal data, we use processors who only perform the processing for SWISS – FORM on the basis of a personal data processing agreement.

These are mainly telecommunication and IT network administrators including internet providers, as well as the ERP system administrator and support, external accountants, and auditing, certification and shredding companies.

Elaborated by:	SWISS – FORM a.s.	Valid from:	25/05/2018	
Reviewed by:	SWISS – FORM a.s.	Date of elaboration:	31/07/2018	
Approved by:		Date of last review:	31/01/2019	

Your personal data may be disclosed to state authorities (Czech Police, courts, Financial Administration of the Czech Republic, etc.) under certain conditions or pursuant to law within the exercise of their statutory powers.

[Your personal data processing period](#)

The periods for processing your personal data are governed by internal regulation and by many legal regulations, even after termination of our employment relationship.

Once the period of your personal data storage or the period we are required to maintain the data under legal regulations has elapsed, we will anonymise or delete your personal data from our databases, systems and archives.

[What are your rights?](#)

We process your personal data transparently, correctly and in accordance with the GDPR and generally binding legal regulations. You have the right to access to your personal data and are entitled to require its rectification. In the case of processing your personal data, for which you have granted your consent, you are entitled to revoke the consent at any time. If you wish to revoke your processing consent and there is no other legal reason for processing your data, you have the right to delete or restrict its processing.

You may exercise your right to access your data and other rights by written request sent by post with an officially authenticated identity to our address, or send it electronically to blazek@swissform.cz from the e-mail address you have registered as your contact address with us. Or you may address the persons in charge: