

KUBICEK

PRIVACY POLICY

The company **KUBÍČEK FACTORY s.r.o.** with its registered office at **Jarní 1003/2a, 614 00 Brno, ID No.: 416 03 869**, registered in the Commercial Register kept at the Regional Court in Brno under file No. C 2442 (hereinafter also referred to as "We"), as the administrator of personal data, informs you as a user of the website www.kubicekvisionair.com about the collection of personal data and the privacy policy described below.

In the following you will find out in particular:

1. What personal data we will process;
2. For what purposes and how we will process your personal data;
3. To whom your personal data may be transferred;
4. For how long we will process your personal data; and
5. What rights you have in relation to the protection of your personal data.

If you need any part of the text explained, advised or to discuss further processing of your personal data, you can contact us at any time at ooou@kubicekfactory.com.

Processing of children's personal data

Our website is not intended for children under the age of 16. We do not process personal data of children under 16 years of age.

Scope of processing of personal data

When you contact us through the website, you may be asked to fill in certain information about yourself or your company. This information may include, but is not limited to:

- (a) Your name,
- b) your business name,
- c) your address or registered office,
- d) identification number and tax identification number,
- e) telephone number or
- f) e-mail address

Purpose of processing

We use the data you provide to us to contact you back and provide you with the information you have requested or for the purposes of fulfilling our obligations, i.e. contractual obligation, legal obligation. All

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personal data is processed in a lawful and transparent manner and only proportionate, relevant and necessary data is requested in relation to the purpose of the processing.

In addition, we may use your name and email address to send you commercial communications, i.e. to inform you about events, publications or services we provide that we think may be of interest to you. The provision of personal data for the purposes of performance of a contract and the provision of personal data for the purposes of responding to enquiries or information requested by you is a contractual requirement of ours and failure to provide it may result in a failure to enter into a contract or to respond to enquiries raised by you.

In addition, you can refuse the processing of your personal data for the purpose of sending commercial communications at any time and this will not affect our other relationships. Simply send us an email with your request to ooou@kubicekfactory.com.

Who has access to your personal data

Your personal data will be processed by us as the controller. We may transfer your personal data to our subcontractors for the above purposes to carry out the processing for us. Personal data may be transferred to:

- 1.1.1. to external accounting processors
- 1.1.2. to an external law firm
- 1.1.3. to processors who provide server, web, cloud or IT services to the Intermediary or who are its business partners (IT service)
- 1.1.4. external tax advisors

Period of processing of personal data

We will process your personal data for as long as we provide you with our services or perform a mutual contract, or for as long as necessary to comply with archiving obligations under applicable law, such as the Accounting Act, the Archives and Records Act or the Value Added Tax Act.

Your rights arising from the processing of personal data

You have the following rights in relation to our processing of your personal data:

- (a) the right of access to personal data;
- b) the right to rectification;
- c) the right to erasure ("right to be forgotten");
- d) the right to restrict the processing of your data;
- e) the right to object to processing; and
- (f) the right to lodge a complaint about the processing of personal data.

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Your rights are explained below to give you a clearer idea of their content.

You can exercise all your rights by contacting us at ooou@kubicekfactory.com.

You can lodge a complaint with the supervisory authority, which is the Data Protection Authority (www.uoou.cz).

The right of access means that you can ask us at any time to confirm whether or not the personal data concerning you are being processed and, if so, for what purposes, to what extent, to whom they are disclosed, how long we will process them, whether you have the right to rectification, erasure, restriction of processing or to object, where we obtained the personal data and whether or not automated decision-making, including possible profiling, is taking place on the basis of the processing of your personal data. You also have the right to obtain a copy of your personal data, the first provision of which is free of charge, and for further provision the Intermediary may require a reasonable charge for administrative costs.

The right to rectification means that you can ask us to correct or complete your personal data at any time if it is inaccurate or incomplete.

The right to erasure means that we must erase your personal data if (I) it is no longer necessary for the purposes for which it was collected or otherwise processed, (II) the processing is unlawful, (III) you object to the processing and there are no overriding legitimate grounds for the processing, or (IV) we are required to do so by law.

The right to restrict processing means that until we have resolved any disputed issues about the processing of your personal data, we must restrict the processing of your personal data so that we can only hold it and, where appropriate, use it to establish, exercise or defend legal claims.

The right to object means that you can object to us processing your personal data that we process for direct marketing purposes or on the grounds of legitimate interest. If you object to processing for direct marketing purposes, your personal data will no longer be processed for these purposes.

This Privacy Policy is effective as of 01 January 2022.