

## PRIVACY POLICY

This document contains information about which personal data we process and for what purpose and how we protect it.

We process all personal data of individuals in accordance with relevant national and European Union law, in particular 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).

### Who processes your personal data:

The controller of your personal data is the company **PHP gama s.r.o.**, company registration number: 064 48 615, with registered office at Prague 1, Štěpánská 2071/37, postcode: 110 00, registered in the Commercial Register kept at the Municipal Court in Prague, sec. C, insert 282359 ("**Controller**").

### WHO TO CONTACT:

The following e-mail address is used to deal with your suggestions or complaints [info@rezidenceamata.cz](mailto:info@rezidenceamata.cz)

### What personal data we process about you:

We only process personal data that you provide to us in connection with the use of our services, sending commercial communications and concluding contracts. Most commonly these include:

- Name, surname
- Date of birth
- Telephone number
- Email
- IP address
- MAC address

If you enter into a contract with us, we usually process the following personal data:

- Permanent residence

- Marital status
- Bank account number
- VAT number (for self-employed persons)
- Birth number
- Place of birth
- Number and copy of your ID/passport/residence permit
- Citizenship
- Nationality
- Additional information, the processing of which is required from us by [the Anti-Money Laundering Act](#)

**Purposes for which we process your personal data:**

- preparation, execution, recording and archiving of concluded contracts
- contacting data subjects to conclude and perform contracts
- ensuring the quality of services provided to clients
- compliance with legal obligations
- tax and accounting purposes
- debt recovery
- direct marketing

**The legal basis for processing personal data:**

- performance of contracts
- consent given by the data subject
- fulfilling the legal obligations of the Controller
- the legitimate interests of the Controller (e.g. debt recovery, litigation)

**Method of processing personal data:**

The Controller processes all personal data in paper form manually and in electronic form in an automated manner, including through electronic systems, both technically and physically secure.

#### **Sources of personal data:**

We obtain personal data mainly directly from data subjects or their representatives, or exceptionally from third parties, in person, by telephone or by electronic or paper mail. For the purposes for which they were disclosed or provided, we also obtain personal data from public records, registers, public authorities, etc.

#### **Processors and recipients of personal data:**

With regard to specific categories of data subjects, the Controller is entitled to provide personal data to other processors and recipients for the fulfilment of legal and contractual obligations. These recipients include:

- persons forming business groups with the Controller;
- construction contractors for the construction of the infrastructure (if necessary with regard to the specifics or requirements of the client regarding the future connection of a specific property to the utility network);
- IT suppliers and web admins;
- a banking institution, in the case of arranging credit financing for the purchase of real estate;
- other persons involved in the conclusion, execution, recording and archiving of contracts and related documents;
- insurance companies;
- accountants and tax advisors;
- law firm cooperating with the Controller;
- the Controller's marketing and real estate advisors;
- real estate agents and brokers;
- state authorities and other entities within the exercise of statutory rights and the performance of statutory duties;

#### **TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES**

The Controller shall not transfer personal data to third countries or international organisations, except for the use of the following cloud services to provide secure and controlled access to documents: Microsoft Office 365, Microsoft OneDrive

(<https://docs.microsoft.com/en-us/office365/enterprise/office-365-info-protection-for-gdpr-overview>) and Google 'G Suite & Google Cloud Platform'(<https://cloud.google.com/security/gdpr/>).

## **AUTOMATED DECISION MAKING**

We will not use your personal data for purely automated decision-making or profiling.

### **The period for which we process your personal data**

If the legal basis for the processing is the client's consent, the processing of personal data will be carried out until the withdrawal of this consent, for a maximum period of 3 years from the date of its granting. Information collected on the basis of the law will be processed or archived for the period of time specified by the applicable legislation. Information collected in the context of client identification and due diligence check [under the Anti-Money Laundering Act](#) shall be stored for 10 years after the transaction or the termination of the business relationship.

**You may withdraw your consent to the processing of personal data (where required) at any time.** However, the withdrawal of consent does not affect the lawfulness of the processing of your personal data based on the previous consent before its withdrawal. You may withdraw your consent at any time by sending an email to the above contact address of our representative. In this case, we will stop all processing activities.

### **Your other rights**

In addition to the right to withdraw consent to the processing of personal data (where required), you have the following additional rights in relation to your personal data:

- the right to correct or supplement personal data;
- the right to request restriction of processing;
- the right to object to or complain about processing in certain cases;
- the right to request data portability;
- the right of access to personal data;

- the right to be informed of a personal data breach in certain cases;
- the right to erasure of personal data (the right to be "forgotten") in certain cases; and
- other rights set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR).

## **CONTACT DETAILS OF THE SUPERVISORY AUTHORITY**

If you have any doubts about compliance with the obligations related to the processing of your personal data, you can also contact the Office for Personal Data Protection, located at Pplk. Sochora 27, 170 00 Prague 7, email: [posta@uouu.cz](mailto:posta@uouu.cz), WWW: <https://www.uouu.cz>.