

PRIVACY POLICY

AppliedFEM s.r.o., Company Identification Number: 04174909, with its registered office at Jeremenkova 9, 742 42 Šenov u Nového Jičína, incorporated in the Companies Register kept by the Regional Court in Ostrava, Section C, File No. 62667 (hereinafter also referred to as “we” or “us”), as the data controller, would like to inform you as the user of the websites www.appliedfem.cz and www.appliedfem.com about the collection and other processing of personal data as described below and about the principles of personal data protection (Privacy Policy).

In this Privacy Policy, we explain:

- What data we collect about you and for what reason,
- How we use those data,
- To whom and in what cases your data may be transferred,
- The duration of data processing,
- What options we offer, including gaining access to the data and their updates, and what other rights you have.

If there is anything you do not understand or you need further information regarding personal data processing, you may contact us at info@appliedfem.cz at any time.

Why we collect and process data

We collect and work with data:

- So that we can contact you and provide you with information you requested, for example, via the contact form on our website,
- In order to protect our legitimate interests, or
- In order to fulfill our statutory obligations.

The provision of data for the purpose of responding to your inquiries or providing the information you request is a prerequisite for us to be able to contact you. A failure to provide your data may result in our inability to respond to your inquiries.

Scope of personal data processing

We process, in particular, the following data:

In the case of users of the website www.appliedfem.cz or www.appliedfem.com, personal data communicated via the contact form:

- a. First name and surname
- b. Phone number
- c. E-mail address
- d. Other information you provide to us;

Who has access to your personal data

Your personal data will be processed by us as the data controller. For the purposes stated above, we can provide your personal data to our co-workers who are involved in our services and to subcontractors who provide services on our behalf. We ensure that these entities are under a confidentiality obligation. These are, for example, the providers of our webhosting services, security guards etc. Other entities are allowed access only under statutory obligations.

Duration of personal data processing

We process your personal data:

- For the period of 1 year in the case of personal data provided via the contact form, which shall apply unless the law requires a longer period (e.g. for the fulfillment of archiving obligations under the applicable legal regulations, such as the Accounting Act, the Act on Archiving and Records Management and the Value Added Tax Act).

Security of personal data

We handle your personal data responsibly and in accordance with Czech and European legislation. We use automated as well as manual means to process personal data. We have adopted technical and organizational measures that prevent the misuse, damage or destruction of personal data. However, data transfer via the Internet is not by its nature secure, and therefore we cannot guarantee the security of data transferred in that manner. As regards CCTV recordings, we have adopted internal rules for the management, provision, viewing and storage of recordings.

Your rights

In relation to the processing of your personal data, you can exercise:

- a) The right to access your personal data, i.e. you may, at any time, ask for our confirmation of whether or not personal data pertaining to you are being processed, and if they are, you may request information on the purposes and scope of processing, the parties to whom they are made available, the duration for which we will process them, information on whether you have the right to their rectification and erasure, the right to a restriction of processing and the right to raise an objection, and information on where we obtained the personal data from and whether any automated decision-making (including profiling) is taking place under the personal data processing ;
- b) The right to rectification, i.e. you may, at any time, ask us to rectify or supplement your personal data if they are inaccurate or incomplete;
- c) The right to erasure (“the right to be forgotten”), i.e. we have to erase your personal data if (i) they are no longer necessary for the purposes for which they were collected or otherwise processed, (ii) the processing is unlawful, (iii) you raise objections to the processing and there are no prevailing legitimate reasons for processing, or (iv) we are required to do so under a statutory obligation;
- d) The right to a restriction of data processing, which means that, until we resolve any disputable issues concerning the personal data processing, we have to restrict the processing of your personal data;
- e) The right to raise an objection to processing; if you raise an objection to processing for the purposes of direct marketing, we will no longer process your personal data for those purposes; if you raise an objection to processing in other cases of processing based on a legitimate interest, we will no longer process your personal data unless we demonstrate a serious legitimate reason for processing that prevails over the interests or rights and freedoms of you as the data subject, or unless there is a reason for processing in order to determine, enforce or defend legal claims;
- f) The right to portability, i.e. you may, at any time, ask for your personal data in a structured, commonly used and machine-readable format if we process your personal data under your consent or under an agreement and if the processing is automated; where technically feasible, we will forward your personal data directly to another data controller designated by you.

You can exercise all your rights by contacting us at the address specified above or at info@appliedfem.cz, at your discretion.

If you believe that we are not handling your personal data correctly, you can lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection (www.uoou.cz).

Processing of the personal data of children

Our websites, www.appliedfem.cz and www.appliedfem.com, are not intended for children under 15 years of age. We only employ persons above 15 years of age with a completed mandatory school education. The personal data of children under 15 years of age and children who have not completed the mandatory school education are not processed in this context. If you believe that a child has provided his/her personal data to us, please contact us at info@appliedfem.cz, and we will take the necessary actions.

This Privacy Policy is effective as of 25 May 2018