



VEBA, textilní závody a. s.

Information on the processing of personal data

in accordance with the Regulation of the European Parliament and Council(EU) No 2016/679 on the protection of natural persons in connection with the processing of personal data and the free movement of this data (general regulation on the Protection of Personal Data)

1. The identity and contact details of the processor or his representative

- **VEBA, textilní závody a.s.**, Registration number: 45534276, headquarters at Přadlácká 89, Velká Ves, 55001 Broumov, CZ, registered in the Commercial Register run by the Regional Court in Hradec Králové, Section B, Insert 582.
- The processor did not appoint a Personal Data Protection Representative, nor did he designate a representative to fulfil his obligations under Regulation 2016/679.

2. Why process personal data?

- **For labour purposes, in particular:**
 - Selecting employees
 - Legal proceedings during the course of the establishment, duration, change and termination of a labour relationship
 - Application and protection of employer's claims in labour relationships
 - Working-hour files
 - Payment of wages, including deductions and compulsory payments or other payments arising from a labour relationship
 - Safety and protection at work
 - Management of employee improvement suggestions
 - Occupational medicine
 - Assessment of an employee's ability to work
 - Insurance / supplementary insurance of an employee who is posted on a foreign business trip
 - Fulfilment of other statutory obligations of the employer provided by law (especially in the field of pensions, social security, sickness insurance, health insurance, tax, accounting)
- **For civil purposes, in particular:**
 - Legal proceedings during the course of the establishment, duration and termination of a civil law relationship within the processor's business activities
 - Contractual relationship offers within the processor's business activities
 - Spreading sales communications about products or services similar to those already provided by the processor
 - Settlement of claims and obligations arising from civil law relationships
 - Application and protection of the processor's claims in civil law relationships
 - Protection of the property of the processor and of third parties
- **For public law purposes, in particular:**
 - Fulfilling obligations under the relevant legal regulation regarding taxes and accounting
 - Filing documents according to the relevant legal regulation
 - Filing personal data about accommodated foreigners for the Police of the Czech Republic
 - Filing personal data about accommodated guests for the purpose of paying local fees



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- Creating an electronic driving book

- **For purposes included in the data subject's consent.**

3. Categories of relevant personal data

- **Address and identification data**

- Name, surname
- Date of birth
- Place of birth
- Age
- Marital status
- Personal identification number
- Nationality
- Permanent address
- Mailing address
- Business address
- GPS coordinates
- Phone number
- email address
- Personal number
- Registration number
- Tax identification number
- Passport number for foreigners
- Identification number in the state of tax residency
- Sex
- Or any other personal data connected to a particular legal relationship or to a legal regulation

- **Descriptive data**

- Education
- Qualifications
- Knowledge of foreign languages
- Expertise and skills
- Information on work activities
- Number of children
- Video recording from the camera system
- Military service
- Previous employment
- Health insurance
- Wage amount and wage structure
- Pension information
- Banking information
- Length of stay
- Information on financial transactions
- or other personal data connected to a particular legal relationship or to a legal regulation

- **Information about another person** (address and identification data of a family member, spouse, child, etc., or other personal data connected to a specific legal relationship or to a legal regulation).

- **A specific category of personal data (health data).**



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4. Legal reason for the processing of personal data

- The fulfilment of the processor's legal obligation.
- Implementation of a contract of which the data subject is a party, or for the implementation of measures taken prior to the conclusion of the contract at the request of the data subject.
- For the purposes of legitimate interests of the processor or third party.
- The data subject's consent for one or several specific purposes.

5. Processing based on legitimate interests

- The legitimate interests of the processor or a third party on the basis of which personal data is processed:
 - are the protection of the processor's and third party's property
 - carrying out business activities in accordance with the processor's field of business
 - Selecting potential employees to work for the processor

6. Potential recipients or categories of recipients of personal data

- The processor transfers personal data to third parties only if the relevant legal regulation so provides.
- The potential recipient is the state or state authorities exercising the powers and competencies established by the relevant regulation.

7. Available information about the personal data source

- Personal data is obtained from the data subject, in particularly while negotiating the relevant contractual relationship.
- Personal data is obtained from public records, from state authorities or from special legal regulations.

8. The length of time that personal data will be stored

- Personal data is stored for the duration of the relevant legal relationship. After this legal relationship is terminated the personal data will be stored for the time necessary for the application and protection of the processor's claims regarding the relevant legal relationship and for the period stipulated for archiving by the relevant legal regulations.
- The processor specifies the length of time data will be stored and its disposal in the internal Filing and Shredding Rules document.

9. Data subject's rights

- Each data subject has, in the cases and under the conditions laid down by the regulation:
 - the right of access to the subject's personal data
 - the right to correct or complete personal data
 - the right to delete personal data (the right to be "forgotten")
 - the right to limit the processing of personal data



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- the right to the portability of personal data
- the right to object to the processing of personal data
- the right to request the transfer of data
- other rights set forth in the Personal Data Protection Act and the General Regulation on Personal Data Protection No. 2016/679 after its entry into force.

10. Right to withdraw consent at any time

- You can revoke your consent to the processing of personal data at any time. Revocation of consent does not affect the possibility to continue processing personal data on the basis of the consent given prior to its withdrawal. Revocation of consent also has no effect on the processing of personal data that is processed on a legal basis other than consent (i.e., in particular if processing is necessary to fulfil a legal obligation or a contract or for the purposes of the legitimate interests of the processor or third party).

11. Right to file a complaint with the Office for Personal Data Protection

- Every data subject has the right to file a complaint with the Office for Personal Data Protection if he considers that the processing of personal data is contrary to the regulation governing the processing of personal data.

12. Whether providing personal data is a statutory or contractual requirement, a requirement which must be stated in the contract and whether the data subject is required to provide personal data and what are the possible consequences of non-disclosure

- Personal data is processed according to the purposes of the processing. If the processing is not based on the data subject's consent, providing personal data is a legal condition for the establishment of a legal (contractual) relationship with the processor or the proper fulfilment of the legal obligations arising from the existing legal (contractual) relationship with the processor. The data subject is not obliged to enter into a legal (contractual) relationship with the processor. If the data subject fails to provide data to the processor, the legal (contractual) relationship with the processor might not arise and the processor might not be able to properly fulfil his/her legal obligations resulting from the existing legal (contractual) relationship.
- When it comes to processing personal data on the basis of the data subject's consent, providing data is voluntary and, if it is not provided, the processing for the purpose defined in the consent will not be carried out and this without any consequences for the data subject.

13. Whether automated decision making, including profiling occurs and information on the procedure used

- Personal data is processed manually on paper or electronically using hardware and software tools.
- Personal data is processed in the processor's office to prevent unauthorized access. Access is limited to employees who work with personal data to perform tasks related to their job description. Personal data is further protected by a system of access accounts,



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passwords and rights set up for the necessary fulfilment of the tasks resulting from the employees' job description.

- Automated decision-making does not take place.
- The processing of profile analyzes can be used in connection with the processor's service offer according the processor's field of business, based on the explicit consent of the data subject.
- The processing of profile analyzes based on the explicit consent of the data subject can be used in connection with filling vacancies. The Thomas International methodology is used for profiling.