

Information about the Processing of Clients' Personal Data

Introductory information

Euramco Asset Czech s.r.o. processes personal data of clients – the customers of its services who are natural persons (hereinafter the “**Clients**”), pursuant to and in accordance with the relevant legal regulations, including without limitation

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) (hereinafter also the “**GDPR**”).

for specified purposes of processing, and using specified methods and means of processing, which always correspond to the relevant legal ground within the meaning of Article 6 of the GDPR.

This Information about the Processing of Clients' Personal Data includes both transparent information within the meaning of Articles 13 and 14 of the GDPR, and information about the rights of data subjects within the meaning of Articles 15 to 22 of the GDPR.

Personal data controller

In relation to the Clients' personal data, Euramco Asset Czech s.r.o., with registered offices at Olivova 4/2096, 110 00 Prague, ID no.: 26778246, registered in the Commercial Register maintained by the Municipal Court in Prague, section A, entry no. 50270, acts in the legal position of a personal data controller (hereinafter the “**Controller**”).

The Controller is responsible for processing personal data of Clients and other groups of data subjects, and in this respect, the Controller has adopted internal organisational, technical and other measures to secure and protect the personal data being processed, which are specified in the **Guideline for personal data processing and protection** of Euramco Asset Czech s.r.o. (hereinafter the “**Guideline**”).

The Clients have the right to approach Euramco Asset Czech s.r.o., as the Controller, with any questions regarding the processing and protection of personal data and to exercise their rights as data subjects against the Controller, namely:

- in writing, by letter/notification at the address of the Controller's registered offices
- electronically at the e-mail address: gdpr@euramco.cz
- by phone at the number: +420 224 505 550
- personally at the Controller's registered offices

Personal data processors

With regard to the Clients' personal data, the Controller has contractually authorised the following processor to further process the personal data:

- TPA Tax s.r.o., se sídlem Antala Staška 2027/79, Krč, 140 00 Praha 4, IČO: 26126851

The list and extent of personal data processed

The Clients' personal data are maintained and processed in to the following extent:

- first name and surname, date of birth, address, nationality

The purposes of personal data processing

The Controller processes the Clients' selected personal data for the following purposes:

- the performance of a business contract, preparation of tax returns;
- the performance of obligations arising out of tax legal regulations.

Legal grounds for personal data processing

The legal ground for processing Supplier's personal data within the meaning of Article 6 of the GDPR in relation to the above purposes of processing is as follows:

- the performance of an agreement;
- the performance of the Controller's legal obligations;
- consent of the data subject.

Legal regulations:

- Act No. 586/1992 Sb., on income taxes
- Act No. 563/1991 Sb., on accounting
- Act No. 235/2004 Sb., on value added tax

Methods and means of personal data processing

The Clients' personal data are processed by the Controller using the following methods and means:

- **manual processing**
in both paper and electronic form – agreements, tax documents, tax returns;
- **automatic processing**
solely as part of using software for the preparation and submission of tax returns.

Storage period for personal data

The period for which Suppliers' personal data are stored or processed is as follows:

- for the duration of the contractual relationship;
- for the duration of obligations arising out of tax legal regulations.

Rights of data subjects

Clients as data subjects have the following rights towards the Controller within the meaning of Articles 15 to 22 of the GDPR:

- **the right of access** to personal data, including without limitation the right to request information about the processing of their personal data from the Controller;
- **the right to rectification**, if inaccurate data are maintained;
- **the right to erasure** of personal data ("the right to be forgotten");
- **the right to withdraw consent** to processing;
- **the right to restriction of processing** of personal data;
- **the right to object to the Controller** against personal data processing, against automated processing or profiling;
- **the right to data portability.**

In addition, the data subject has the right to lodge a complaint with the competent supervisory authority, namely:

the Office for Personal Data Protection

Pplk. Sochora 27
170 00 Prague 7

E-mail address: posta@uouu.cz

www.uouu.cz