

MAKPAK s.r.o.

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Information of general data protection

MAKPAK s r.o., ID: 03437868, Lidická 2857/42a, 69003 Břeclav -registered in Commercial Register by Municipal Court Brno, section C, inlay 84810 (hereinafter „MAKPAK“) hereby give an information to their business partners that the personal data processing by company MAKPAK are in line with Regulations.

1. **Controller of personal data** - Controller of personal data is company MAKPAK. You can contact them by post at the address Lidická 2857/42a, 69003 Břeclav or electronically by email info@makpak.cz or servis@makpak.cz
2. **The purpose of processing personal data** - Personal data are processed by MAKPAK for the purpose of:
 - contract obligations
 - business relationship realization
 - mutual communication
 - MAKPAK legal claim protection
3. **Legal reasons for processing personal data**
 - necessity of processing due to contract, where contracting part is a personal data subject
 - necessity of processing for purpose of MAKPAK's legitimate interest, that means legal claim protection in case of dispute with business partner
4. **Category of personal data subjects** - MAKPAK processes data of its business partners to fulfill its contractual obligations. Provide the services agreed upon by the parties and effectively communicate with its business partners.

MAKPAK processes these personal data about its business partners:

- Basic identification data (name, surname, title, job title)
- Contact information (email, phone number, billing address)
- Information from the phone calls and other communication

Personal data are processes in electronic and paper form.

5. **Recipients of personal data** - Personal data might be provided to external subject to the extent that is necessary for contract or other obligations (e. g. transportation, external IT processors, external accountant, lawyer, insurance agent).
6. **The length of time that personal data will be stored** - Personal data will be stored for the whole duration of the business partnership between the subject and MAKPAK. Once as it is complete, the data will be retained for as long as it is necessary. Or until you make MAKPAK aware you do not want us to process your personal data any longer.
7. **Source of personal data** - Personal data are obtained from data subjects, from contracts between subject and MAKPAK, from public registers, purchase orders, visits, and websites.
8. **Rights of the data subjects** - By this document MAKPAK provide information about data subject rights which are:
 - the right for access to its personal data
 - the right to know what data about the subject are processed in MAKPAK
 - the right to change or limit the processing
 - the right to delete personal data in case of controller has completed the purpose of processing the data
 - the right to transfer data to another controller
 - the right to submit a complaint against the processing of your personal data
9. **Commercial communication** - Business partner has the option to provide agreement with processing its personal data for the purpose of sending the information about controller services, electronically or by another contact that business partner prefer. In case that business partner contacts controller by email address that is public on their websites, the controller has rights to process these data to reply the business partner's requests. By contacting the controller, the business partner agrees with processing its personal data for this purpose.

Břeclav May 21st 2018

Bc. Klára Brůčková, Executive Director

Michal Tuček, Executive Director