

PRINCIPLES OF PERSONAL DATA PROCESSING

I. **Introduction**

JTH Třebíč s.r.o., ID No.: 09483772, with its registered office at Krupská 33/20, Teplice, 41501, registered in the Commercial Register maintained by the Regional Court in Ústí nad Labem under file no. C 45839 (hereinafter referred to as the “**Company**”), hereby, as the controller of personal data, provides information regarding the principles of personal data processing, i.e., the purpose, scope, duration, and legal basis for the processing of the data subject's personal data, including access to such data and the scope of the data subject's rights related to the Company's processing of personal data.

The Company processes personal data in accordance with applicable legislation, in particular Act No. 110/2019 Coll., on the Processing of Personal Data, Act No. 111/2019 Coll., amending certain acts in connection with the adoption of the Act on the Processing of Personal Data, and 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 referred to as the “**Regulation**”).

II. **Purpose, Scope and Duration of Personal Data Processing**

The Company processes personal data only to the extent necessary to fulfil the specified purpose and only for the period necessary to achieve such purpose, but no longer than the period stipulated by the applicable legislation and in accordance therewith.

The Company's primary purposes of personal data processing are:

- fulfilment of record-keeping obligations,
- maintenance of personnel and payroll records,
- protection of property rights,
- performance of contractual obligations,
- provision of accommodation services,
- sending commercial communications
- operation of customer competitions.

The Company processes personal data and special categories of personal data to the following extent:

- Identification data:
 - title,
 - first name and surname,
 - identification number and tax identification number,
 - date of birth,
 - birth identification number (only in the case of a statutory director, Chair of the Board of Directors, procurator, employee and the employee's spouse/children, where the employee claims a tax allowance),
 - identity card number,
 - passport number,
 - visa number;
- Address and contact details:
 - address stated on the identity card,
 - correspondence address, if different from the address stated on the identity card,

- permanent residence abroad,
 - address of residence abroad,
 - registered office address,
 - telephone number,
 - email address;
- Health-related data:
 - ZTP or ZTP/P disability card,
 - information concerning the provision of healthcare services,
 - decision granting a pension,
 - decision on temporary incapacity for work;
 - Other personal data:
 - signature,
 - nationality,
 - purpose of residence in the Czech Republic,
 - duration of residence in the Czech Republic,
 - salary/remuneration amount,
 - bank account number,
 - commencement and termination of the contractual relationship,
 - information related to the education, work experience and references of job applicants and employees,
 - payroll record,
 - social security pension insurance record,
 - signed tax declaration,
 - attendance records,
 - holiday/leave records,
 - travel and expense records,
 - records of the use of a company mobile phone,
 - information on completed training courses,
 - information on benefits received in connection with membership or participation in a customer competition,
 - logs,
 - cookies,
 - Facebook social media profile,
 - information on compensation paid for loss of earnings following incapacity for work resulting from a work-related accident or occupational disease (if such circumstances have occurred),
 - video recordings,
 - photographic likeness/image,
 - obligation to compensate for damage caused in connection with a criminal offence or misdemeanour committed,
 - seizure of assets by way of enforcement/execution proceedings,
 - commencement of insolvency proceedings,
 - other personal data arising from applicable legislation or from a specific contract.

The Company uses cookies for the proper functioning of the website www.rezidencetrebic.cz. A cookie is a small file containing characters that is stored on your computer when you visit a website. Cookies enable a website to recognize user settings from previous visits. If a data subject uses the same computer and the same internet browser to visit our websites, cookies help the data subject's computer remember the websites visited and the user's website settings.

Standard web browsers (Safari, Internet Explorer, Firefox, Google Chrome, etc.) support cookie management. Within the browser settings, a data subject may manually delete, block or completely disable individual cookies. Cookies may also be blocked or enabled only for individual websites. For

more detailed information, the data subject may consult the help section of their browser. If the data subject's browser allows the use of cookies, the Company will assume that the data subject consents to the use of standard cookies by the Company's servers.

The Company uses cookies to identify users with similar interests in order to display more relevant advertisements. The Company does not use cookies for any purposes other than purely technical purposes and processes cookies in a manner that does not enable the identification of specific individuals.

There are temporary cookies and persistent cookies. Temporary cookies are stored on the data subject's computer only until the browser is closed. Temporary cookies enable information to be retained when navigating from one website to another and eliminate the need to repeatedly enter certain information. Persistent cookies help identify the data subject's computer when the above-mentioned website is visited again. They enable the Company's websites to be tailored to the data subject's interests, but they cannot in any way identify the data subject, as the relevant data is stored entirely anonymously and is not linked to any other data.

For the full use of data obtained through cookies, the legal basis for processing is the consent of the data subject as a website user, generally obtained through the data subject's browser settings.

More information about cookies can be found here: <http://www.youronlinechoices.com/cz/>

As part of its remarketing activities, the Company uses Google systems in addition to cookies. Data obtained through remarketing is used exclusively to segment visitors to the above-mentioned websites for the purpose of delivering more relevant advertising messages. The segments are created based on several general patterns of visitor behaviour.

III.

Legal Basis for the Processing of Personal Data

The Company processes personal data on the following legal bases:

- consent to the processing of personal data pursuant to Article 6(1)(a) of the Regulation;
- performance of a contract pursuant to Article 6(1)(b) of the Regulation;
- compliance with a legal obligation pursuant to Article 6(1)(c) of the Regulation;
- legitimate interest of the controller pursuant to Article 6(1)(f) of the Regulation.

IV.

Access to Personal Data

Personal data may be accessed only by the Company and persons who have a legal relationship with the Company, or by processors acting on the basis of a contractual relationship with the Company, and only for the specified purpose of processing. Access to and handling of personal data processed by the Company are subject to the Company's internal security regulations.

The Company may disclose personal data of a data subject to third parties only where required or permitted by law; otherwise, such disclosure may take place exclusively with the consent of the data subject.

Personal data processors include, in particular, suppliers and service providers (including providers of camera surveillance and access control systems) related to the operation of the Residence Třebíč accommodation facility.

V. Rights of Data Subjects

Under the Regulation, every data subject has, in particular, the following rights:

- **right of access to personal data pursuant to Article 15 of the Regulation** – the data subject has the right to obtain confirmation from the Company as to whether or not their personal data is being processed and, where this is the case, to obtain access to such personal data;
- **right to rectification or erasure, or restriction of processing pursuant to Articles 16, 17 and 18 of the Regulation** – the data subject has the right to request that the Company rectify or complete inaccurate or incomplete personal data, request the erasure of personal data where there is no longer a reason for its processing or no such reason exists, or request the restriction of processing of personal data in connection with resolving issues concerning the processing of personal data by the Company;
- **the right to file a complaint with the supervisory authority pursuant to Article 77 of the Regulation** – the data subject has the right to lodge a complaint with a supervisory authority if they believe that the processing of their personal data has infringed the Regulation. For data subjects residing in the Czech Republic, the supervisory authority is the Office for Personal Data Protection (Úřad pro ochranu osobních údajů), Pplk. Sochora 27, 170 00 Prague 7, tel.: +420 234 665 111 (Switchboard), fax: +420 234 665 444, email: posta@uouu.cz, website: <https://www.uouu.cz>.

VI. Contact Details for Data Subjects

To exercise the above-mentioned rights, any data subject may contact the Company by email at gdpr@jth.cz or in writing at Rezidence Třebíč, Smila Osovského 199/3, 674 01 Třebíč.