

## Information for business partners on GDPR

Dear partners,

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC also applies to our company from 25 May 2018 (General Data Protection Regulation), abbreviated GDPR.

We want to tell you the following:

- a) We have implemented a **system of management documents** that covered the issue of GDPR and trained our employees from it. The goal is the highest possible security of your personal data.
- b) The system of governing documents includes the **GDPR Policy, the GDPR Directive** and several **GDPR Special Situation Guidelines**. In addition to control documents, records on the processing of personal data are introduced.
- c) In order to set the rules correctly, we have prepared a **risk analysis** and we have taken **risk mitigation measures** for the most dangerous risks.
- d) We process your personal data only for the following reasons:
  - preparation, conclusion and implementation of the contract,
  - organization of meetings, advisory days, inspections, etc.,
  - protection of your lives, health and property when visiting the company (using a camera system).
- e) The GDPR introduces the principle that personal data should only be processed for the shortest possible period of time. We respect this principle.
- f) The company's management does not rely only on setting up the system, but **also audits the level of GDPR implementation** and the overall annual **review of the GDPR system**.
- g) **The guarantor of GDPR** is Mrs. Pavlína Hanušová. You can contact her via the e-mail address [pavlina.hanusova@ocun.com](mailto:pavlina.hanusova@ocun.com). Ms. Hanušová will discuss with you the possible use of your rights in terms of GDPR, or an incident related to your personal data.

In Mnichovo Hradiště on February 25, 2019

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Pavlína Hanušová

The guarantor of GDPR

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Ing. Pavel Hendrych

Executive