

Policy on the protection of personal and other sensitive data in the companies of HOPI HOLDING a.s.

PRIVACY NOTICE

Trust is the cornerstone of our company's mission. HOPI HOLDING a.s. and all its daughter companies (hereinafter referred to as [HOPI](#)) is determined to maintain the confidence of its employees, business partners and all service organizations it cooperates with. We therefore protect the personal data we collect, as well as more sensitive data of our business partners that are necessary for us to provide our services to both internal and outside customers.

These global personal data protection principles concerning consumer (hereinafter referred to as the PDPR) stipulate which personal data concerning you [HOPI](#) and its subsidiaries and affiliates collect, the ways they use and protect these data, the ways you can influence the use of these data, and the ways you can amend or update your data. All our settings concerning personal data and our approach to them taking into account possible risks meet the requirements of REGULATION (EU) No. 679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 2016.

Definition of personal data we collect:

As a matter of principle all data required by law or by state authorities and institutions for the fulfilment of our obligations as the employer. As a matter of principle, we strive to strictly separate personal data to the maximum possible extent and communicate within the company by strictly using business data. To minimize the amount of sensitive data during internal communication is the key aim of HOPI.

Data whose **protection** we deem necessary to **make tighter** are situations when we **use more than two common personal data** at one place or **data deemed sensitive** specified below.

Within all the countries where HOPI operates we process the following data through SAP:

Contact data of employees and contractually defined customer representatives or business partners, that is, data that enable us to identify them or contact them. This information includes the **name, permanent or temporary address, telephone number, e-mail address, date of birth, sex, number of dependent children**, language preferences.

Account information, that is, information provided by our employees or customers and suppliers **for the purpose of fulfilment of financial obligations pursuant to HOPI contractual obligations** (of personal as well as business nature), such as **information about a bank account, wages, individual benefits, invoicing address and other necessary information provided by you for the purpose of fulfilment of financial or contractual obligations**.

General user information, that is information generated throughout your use of our products and services. For example, when you use the interface for our SAP system or other purposeful applications concerning placing orders for our services, when you use our internet via Wi-Fi connection, visit our website (cookies), IP addresses.

Other personal data, that is **information that we may obtain in accordance with applicable legislation** from public resources or registers. In addition, we can collect personal data concerning third parties provided by you.

What we use personal data for further?

We collect information such as personal data with respect to the nature of our services. We constantly search for ways how to further improve our products and services in order to meeting your personal needs. We are therefore able to, on the basis of prior notice or on the basis of consent, and if required by law, collect personal data for the purpose of continuous development of the company with regard to HR.

What are your rights?

You have a right **to information**. In accordance with applicable law and in the shortest time possible, HOPI or a relevant company of the holding shall provide you with information in writing about whether and which of your personal data we have retained. In the event of having retained wrong information despite all our efforts to have the correct and updated information, **we shall correct such information at your request**.

You have the right to demand **the deletion or updating** of any incomplete, incorrect, inappropriate or outdated personal data. Should you believe that some of the information we maintain about you is incomplete, incorrect, inappropriate or outdated, notify us of such fact and we shall carry out the necessary corrections or erasures within the applicable statutory limit, unless the erasure concerns data required and archived by law.

Moreover, you have the right to request **we stop processing** your personal data for purposes other than those required by law (Right to restriction of processing) and the right to request the erasure be carried out within reasonable time, unless we do so ourselves in accordance with our internal regulations and time limits.

Should you have questions concerning the processing of your personal data, you may also contact the person authorized for the protection of data who will answer any queries, requests or complaints you may have.

Data Protection Controller:

Ing. Libor Správka

Quality manager HOPI s.r.o.

Zděbradská 74,

Říčany Jažlovice

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Means of protecting data

In HOPI, all files and applications containing sensitive personal data or confidential business data are protected by a diversification system among the employees, we collect data in protected data warehouses with differentiated accessibility, using special applications (GDPR – ready) or protected servers. During internal communication with data files, we use available means of the policy of passwords, anonymization and data encrypting according to the level of risk of the personal data being transferred. We pass sensitive personal data or business data to third parties solely within the scope of our statutory duties.