

Privacy Policy

CzechRoof s.r.o.

1. General provisions

- 1.1 We give a special emphasis on the protection of personal data of our clients and other individuals who provide us with their personal data. This privacy policy ("**Privacy Policy**") is providing you the necessary information on how CzechRoof s.r.o., Identification Company No. 09986936, VAT no. CZ09986936, with its registered seat in Prague, Ricni 456/10, Postal no. 118 00, Czech Republic (hereinafter referred to as "**CR**", "**we**", "**our**", "**us**") is receiving, storing and further processing your personal data in relation to the fulfilment of the Main contractual relationship (i.e. agreement on intermediation and co-investment) between you and us (hereinafter referred to as "**Main Services**"), operation of our website www.czechroof.com (hereinafter referred to as "**Site**") and via e-mail info@czechroof.com (hereinafter referred to as "**E-mail**"), and how we protect such personal data (our services relating to the Service, Site, or E-mail hereinafter referred to as "**Services**").
- 1.2 Personal data is any information relating to an identified or identifiable person, therefore you, if you are a natural person or a natural person is an entrepreneur. All of the Services that we provide are designated to you as our potential or current client, or a person who is interested in the provision of other Services (hereinafter referred to as "**you**" or "**investor**").
- 1.3. This Privacy Policy explains and informs you on (i) how we, collect and process your personal data (ii) your rights and the means by which you may apply them.
- 1.4 We recommend you to get fully acquainted with this Privacy Policy. By using our Services and by providing us with your personal data you confirm that you have been informed about our usage of your personal data, as stated in this Privacy Policy.
- 1.5 This Privacy Policy provides you the information that follows Regulation (EU) of the European Parliament and of the Council of 27 April 2016, No. 2016/679 (hereinafter referred to as "**GDPR**").

2. Controller of the personal data

- 2.1 The controller of your personal data is the company CzechRoof s.r.o., Identification Company No. 09986936, with its registered seat in Prague, Ricni 456/10, Postal no. 118 00, Czech Republic.
- 2.2 You may reach us on our e-mail info@czechroof.com, our telephone number +420 777 336 649 or on our address Prague, Ricni 456/10, Postal no. 118 00, Czech Republic (hereinafter referred to as "**Contact details**").
- 2.3 For your information, we are not obliged by the law to designate the data protection officer in accordance with the Sec. 37 of the GDPR.

3. Terms and definitions used in the Privacy Policy

- 3.1 **personal data** - means any information relating to an identified or identifiable natural person an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, surname, date of birth, location data, email;
- 3.2 **processing of personal data** - means any operation or set of operations which is performed on your personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- 3.3 **controller** - means the natural or legal person, public authority, agency or another body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law; for means of this Privacy Policy it is PR;
- 3.4 **processor** - means a natural or legal person, public authority, agency or another body which processes personal data on behalf of the controller;
- 3.5 **purpose**- the reason why the controller is processing your personal data;
- 3.6 **legitimate interest** – the purpose of the controller, processor or other entity that are determined by Union or Member State law;
- 3.7 **cookies** – A cookie is a small piece of data (text file) that a website (Site) –when visited by a user – asks your browser to store on your device in order to remember information about you, such as your language preference or login information. The cookies we use may be divided as those used by us as first-party cookies (technical cookies) which are necessary to provide you with the functionality of the Site and third party cookies – which are cookies from a different domain (for advertising and marketing purposes).
- 3.8 **recipient** – the person that receives the personal data
- 3.9 **the third party** - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorized to process personal data;
- 3.10 **product, service** – any product, course or service that CR is providing for you;
- 3.11 **consent** - freely given, specific, informed and unambiguous indication of your wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to you.

4. Purposes, method and period of time of processing the personal data

4.1 Main service

4.1.1 In order to provide you the Main services, we need to know and process your personal data. We process your personal data for the purpose of conclusion and fulfillment of the contract on the provision of Main services. The lawfulness of the processing is based because it is necessary for the performance of the contract.

4.1.2 **Sources of the personal data.** We receive your personal data from various sources, which are in particular:

- when you register on our Site;
- when you apply for the Main Services on the Site;
- when you use our Services (via Site or via E-mail).

4.1.3 **The scope of processing.** We only process such personal data that are provided to us from you via the sources as described above. In particular, the following personal data are concerned:

- name and surname, e-mail, telephone number, the address of permanent residence, date of birth and state of nationality;
- further, we process the information on your bank details, the Main services you have ordered, your payments, invoices with your personal details, etc.

4.1.4 **Purpose and Duration of the processing.** We process your personal data for the purpose of providing you the Services, especially the Main services, and processing of your orders regarding the Services. We process some of your personal data even after the contractual relationship is already terminated. We process your personal data for following purposes:

- We process the personal data for the purpose of the provision of Services to you, fulfillment of the contracts relating to the Main services, for sending the reminders on payment and for potential complaint proceedings. We store these personal data for the duration of the contractual relationship we have with you. For this purpose, the lawfulness of processing is based because it is necessary for the performance of the contract and/or for the protection of our legitimate interest (to provide you information regarding the contract, to transfer your personal data to third persons for the purposes of the administration of the personal data).
- Some of your personal data are on document's relating to the accounting (invoices, bills etc.). For example, in accordance with the Act No. 563/1991 Coll., on accounting or the Act No. 235/2004 Coll., on value added tax we are obliged to store those documents for the time period of up to 10 years. If there is such legal obligation, we store the concerned documents together with your personal data for the time period as stated by the applicable law.
- In case you would not have fulfilled one of your obligations to pay for our Service or you would have caused us a damage or harm, we can further process your personal data on the basis of the

legitimate interest consisting of recovery of our claims against you and/or to protect and enforce our claims. For this purpose, we can process your personal data for the period of time corresponding to the statutory limitation period.

4.2 Cookies

4.2.1 While using our Site we may process your personal data via cookies.

4.2.2 We do not use cookies in order to identify the users, we use following cookies:

- Technical cookies are necessary to ensure the correct function of the Site;
- Third party cookies – tracking cookies, analytical / targeting cookies

4.2.3 You may adjust the authorization or the refusal of all of the third party cookies or only some of the third party cookies. The refusal of the cookie files may have a negative influence on the functionality of the websites, including the Site. You may adjust your choice regarding the cookies anytime or you may erase them from your electronic device at any time. The detailed information regarding the cookies is provided on the website of the appropriate website browser provider.

5. Transfer of the personal data to third persons and the beneficiaries of the personal data

5.1 We are authorized to transfer the personal data we collect by the means described above to third persons who ensure some services relating to the provision of our Services, including administration or IT support, organization and storage of the personal data etc. These subjects are in the position of processors of your personal data.

5.2 Beneficiaries of the collected personal data are in particular the following subjects:

- our suppliers of IT systems, who may have in specific cases access to your personal data;
- our suppliers of real estate and financing services in the scope necessary for fulfilling of our contractual obligations;
- our external providers of accounting services in the scope necessary for fulfilling of our legal obligations; and
- our external providers of legal services in the scope necessary for the enforcement of our claims and for protection of our legal entitlements.
(hereinafter referred to as “**Processors**”)

5.3 We provide you with a guarantee that we have concluded a contract on the processing of personal data with the Processors, which ensure the same level of safety for your personal data as those described in this Privacy Policy.

5.4 We, including the Processors, are obliged to keep all the personal data confidential. The exemption is the duty to report your personal data to the designated public authorities and other entities who are entitled to request the personal data by the law (i.e. Police of the Czech Republic, Tax authority etc.).

6. Security of your personal data

- 9.1 We have introduced to our system such necessary technical and organizational measures of internal control and processes of the safety of the information that follows best practice corresponding to the potential risk to you. At the same time, we take into consideration the perspective of the future technological progress in order to protect your personal data from unauthorized disclosure, access or its loss. These measures include, but are not limited to, employees' data protection training, regular backups of the data, data recovery procedure, and mechanism of responsibility for an infringement of protected data, software and hardware protection.

7. Information for children

- 7.1 We do not knowingly collect or solicit personal information from anyone under the age of 16. If you are under 16, please do not attempt to register at our Site, apply for our Main services or send any personal data about yourself to us. If we learn that we have collected personal data from a child under age 16, we will delete that information as quickly as possible. If you believe that a child under 16 may have provided us personal data, please contact us at info@czechroof.com.

8. Your rights as a subject of personal data

- 8.1 If you exercise a right in accordance with this Sec. 9 of the Privacy Policy or in accordance with other applicable legal provision, we will inform on the adopted measure about your personal data every Processor who is processing such data, if the communication to the Processor is possible and/or does not require unreasonable effort.
- 8.2 If you wish to exercise your rights or to receive the relevant information, contact us via one of our Contact details. When you contact us, we have to ask you to provide us with your identification information or other personal data which you have provided us earlier. The provision of such information is necessary for the verification if it is you who has actually sent the request. We will provide you with the answer no later than one month after receiving such request, whereby we retain the right to extend this time period by two months.
- 8.3 **Your rights.** In accordance with the applicable law, you may require an access to the personal data, which we, as a controller of personal data, process, the right for rectification, erasure or transferability, right to lodge a complaint and right to require the restriction of the processing. At any time you may withdraw your consent on the processing of personal data.
- 8.4 **Rectification of your personal data.** In accordance with the GDPR, you have the right for rectification of the personal data that you share with us. If you have a request for rectification of your personal data, you may contact us with a request via one of our Contact details. We accept measures to ensure that you have your personal data up-to-date and correct. Anytime you may contact us with a request if we still process your personal data.
- 8.5 **Erasure of your personal data.** Anytime you may provide us with a request for erasure of your personal data. After you contact us with such request we will erase all your personal data from our databases without undue delay, unless we process some of your personal data for the purpose of performance of the contract, because of our legal obligation or if it is in our legitimate interest. Further, we, as well as all the Processors, will erase your

personal data if you withdraw your consent on the processing of personal data, if you grant it to us from any reason, or if it is required by the law.

8.6 Withdrawal of the consent on the processing of personal data. You may anytime withdraw the consent on the processing of personal data that you granted us without giving us any reason. If you want to withdraw your consent let us know via one of our Contact details and we will erase your personal data in accordance with the Sec. 8.5 of this Privacy Policy. Please consider that the withdrawal of the consent does not affect the lawfulness of the previous processing on the basis of given consent.

8.7 Access and transferability of your personal data. You have a right to receive your personal data you have provided to us. If you require, we can transfer all or only part of your personal data (processed on the basis of the contract or consent) directly to a third person (other controller of personal data), whom you mention in your request for the transfer of the personal data, if such request will not have negative effect on the rights and freedoms of other persons and will be technically feasible.

8.8 Restriction of the processing. If you provide us with a request to restrict the processing of your personal data, especially in cases when you doubt the accuracy, lawfulness or our need to process your personal data, we will restrict the processing of your personal data to the necessary minimum (processing for assessment, enforcement or defence of our legal claims or because of the protection of right of another natural or legal person or from other reasons). However, if the restriction of the processing is canceled and we will continue in the processing of your personal data, we will give you a notice about this without undue delay.

8.9 A complaint at the Office for personal data protection. You have a right to lodge a complaint regarding our processing of personal data at the Office for personal data protection (in Czech "Úřad pro ochranu osobních údajů"), with its registered office in Prague, Pplk. Sochora 27, Postal no. 170 00, website: <https://www.uoou.cz>, email: posta@uoou.cz.

9. Up-dating of this Privacy Policy

9.1 We continuously up-date this Privacy Policy. Any change to this Privacy Policy is effective after it is made public on the following website: <https://www.czechroof.com>

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