

**NOTICE — Working Translation**

*This is a working English translation of the Czech original. The Czech version (Zásady ochrany osobních údajů) is the legally binding document. Please consult legal counsel for binding use.*

## PRIVACY POLICY

### I. Content and Purpose of the Document

1. This document contains information regarding the protection of personal data provided by suppliers and customers of PLUTEO STORE s.r.o., Company ID No. 198 89 241, with its registered office at Lidická 700/19, Veveří, 602 00 Brno.
2. The purpose of this document is to inform current and potential suppliers and customers of their rights and to provide clear information on how personal data will be handled.
3. PLUTEO STORE s.r.o., Company ID No. 198 89 241, with its registered office at Lidická 700/19, Veveří, 602 00 Brno, values the trust of its suppliers and customers, who provide us with their personal data, and therefore proceeds with respect and seriousness in processing personal data in accordance with Regulation (EU) 2016/679, i.e., the General Data Protection Regulation, commonly known by the abbreviation GDPR.

### II. Personal Data Processed and Reasons for Their Acquisition

PLUTEO STORE s.r.o., Company ID No. 198 89 241, with its registered office at Lidická 700/19, Veveří, 602 00 Brno, as the controller of personal data, informs you as a supplier, customer, or user of our website [www.pluteo.cz](http://www.pluteo.cz) about the manner of collecting personal data and the principles of privacy protection.

#### Personal data we process about the supplier, customer, or its company:

Personal data, within the meaning of GDPR, means any information relating to an identified or identifiable natural person; an identifiable natural person is a living natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

Hereby we inform you that the following personal data, in particular, may be collected and processed by our company, which you provide in the completed registration, order, or other form, or which you communicate to our company through e-mail, telephone, or other communication:

- Name, surname, title, position in the company
- Business name of the company
- Address of the establishment or seat of the company
- Identification number, tax identification number, or date of birth
- Contact telephone number, contact e-mail address
- Information about previous orders
- Bank details

#### Reasons for processing personal data:

##### Processing of personal data for the purpose of concluding a purchase contract

The reason for obtaining and processing personal data is the performance of obligations under the contract concluded with PLUTEO STORE s.r.o., or the implementation of measures taken before concluding the contract at your request. In particular, this involves the processing of personal data necessary for the possibility of publishing offers from suppliers on the portal [www.pluteo.cz](http://www.pluteo.cz) and placing orders by customers, as well as the conclusion and fulfillment of obligations from the purchase contract concluded through the web platform [pluteo.cz](http://pluteo.cz).

**Processing of personal data for fulfillment of obligations from accounting, tax, and other legal regulations**

Another reason is the obligation arising from applicable legal regulations, in particular in the field of accounting and tax law.

**Processing of personal data for purposes of legitimate interests**

For this purpose, we process personal data for the duration of the mutual contractual relationship. After the end of the contractual relationship, some data is then stored for the purpose of fulfilling legal obligations or for the purpose of legitimate interest, i.e., the obtained personal data is not used beyond the scope of the mutual business relationship with the supplier or customer.

**Processing of personal data based on your consent**

We process the data that the customer provides to us, either for the purpose of a specific order, inquiry, registration in the e-shop, or by separate voluntary consent.

If you give your consent, we will process your personal data for the purpose of sending offers of our services and products. Before you give us your consent, we will inform you of the data and the specific purpose of processing to which the consent will relate. You may withdraw your consent at any time. However, if we process some of your personal data also based on other obligations (performance of contractual obligations, obligations arising from applicable legal regulations, in particular in the field of accounting and tax law; etc.), we must process this personal data for these purposes even after the withdrawal of your consent, because consent is not necessary for such specific purposes.

**Disclosure of personal data to other persons**

Personal data will be disclosed to relevant administrative authorities if the law imposes such an obligation on us in a specific situation (i.e., in particular in case of conducting an inspection in which the given authority is entitled to require the submission of personal data).

Personal data may also be transferred to third parties whom PLUTEO STORE s.r.o. uses to fulfill its legal and contractual obligations. These may, in particular, be providers of postal or transport services for the purpose of collecting or delivering the subject of the contract, the administrator of the web platform [www.pluteo.cz](http://www.pluteo.cz), providers of payment services and payment processors for the purpose of securing the transfer of funds and the implementation of payment transactions, an accounting company that processes accounting for the controller, or external workers and suppliers for the purpose of fulfilling the controller's contractual obligation. PLUTEO STORE s.r.o. states that personal data will be transferred only to such persons who provide guarantees for a sufficient level of personal data security, on the basis of a contract on the processing of personal data.

**III. Other Rights Concerning the Protection of Personal Data and Their Acquisition****Right to access personal data**

This is the right to confirmation as to whether we process your personal data and, if so, then access to such data and information about its processing.

**Right to rectification of personal data**

This is the right to have us, without undue delay, rectify inaccurate personal data concerning you. Taking into account the purposes of processing, you have the right to have incomplete personal data completed, including by providing an additional declaration.

**Right to erasure of personal data (right "to be forgotten")**

In cases established by law or GDPR, you have the right to request that we, without undue delay, erase your personal data (in GDPR, the reasons are listed in Article 17, including listing the exceptions when erasure is not performed).

#### **Right to restriction of processing**

In cases established in Article 18 of GDPR, you have the right to request that we restrict the processing of your personal data.

#### **Right to data portability**

Under the conditions established in Article 20 of GDPR, you have the right to obtain your personal data and transmit it to another controller. Where technically feasible, you have the right to request direct transmission to another controller.

#### **Right to object**

In cases where we process personal data for purposes of legitimate interests, you have the right to object to such processing, and we will then no longer process the data unless our legitimate interest does not outweigh your interests or rights and freedoms. If the legitimate interest is direct marketing, then objection always results in the termination of further processing for the purposes of direct marketing.

#### **Right to file a complaint with the supervisory authority**

If you believe that there is a violation of your rights in the field of personal data protection, you have the right to file a complaint with the Office for Personal Data Protection. Detailed information about the office and personal data protection can be found directly on the office's website [www.uoou.cz](http://www.uoou.cz).

### **Personal data security**

Your personal data, which you provide to us, we store on the servers of our e-shop and in the accounting system. Personal data is secured according to current standards recognized in the industry, data is transmitted encrypted via HTTPS.

All personal data in electronic form is stored in databases and systems to which only persons who need to handle personal data directly for the purposes stated in these rules have access, and only to the extent necessary. Access to this personal data is protected by password and firewall. The security of personal data is regularly tested by us and we continuously improve protection.

*Information and current wording can be found at [www.pluteo.cz](http://www.pluteo.cz)*

*You can contact us with questions at e-mail [info@pluteo.cz](mailto:info@pluteo.cz)*

**This Privacy Policy is effective from 1 May 2024**