

Information on personal data processing for contractual partners

Dear ladies and gentlemen,

Please allow us to inform you about the manner in which we in Nadace nanosun (hereinafter the "Foundation") process your personal data in connection with our activities and goals.

In this document, we will provide you in particular with information on the types of personal data we collect, on how we use them and for what purpose, to whom we are authorised to provide your personal data, where you can obtain information about your personal data that we process and about your rights in the area of personal data protection.

Please read this information carefully. Should you have any questions, we will be glad to answer them in our offices at Karolinská 708/13, Karlín, 186 00 Prague 8, by e-mail using the following e-mail address marta@nanosunfoundation.com, or by phone at +420 776 584 150.

● **Introduction**

Our Foundation processes your personal data for the purpose of negotiating a contract or execution or performance of a contract with you. We carry out this processing directly on the basis of applicable legal regulations. Without the provision of your personal data, we would not be able to negotiate the contract with you, execute it or perform our contractual obligations.

The information provided here also relates to the processing of personal data of potential contractual partners, i.e. those with whom we have not yet concluded a contract, but we are in contact with them on the basis of inquiry forms, telephone or email inquiries, etc.

● **Information on personal data controller**

The controller of your personal data is: Nadace nanosun, Id. No.: 17663636, with its registered office at: Karolinská 708/13, Karlín, 186 00 Prague 8, registered in the Commercial Register under File No. N 2213 kept by the Municipal Court in Prague.

● **Principles of personal data processing**

We comply with the following principles of personal data processing:

- we process your personal data fairly and in a transparent manner;
- we collect your personal data for specific, explicit and legitimate purposes;
- we process only adequate and relevant personal data and the processing is limited to what is necessary in relation to the purposes for which they are processed;
- we process only accurate personal data and take measures necessary for the deletion or rectification of inaccurate personal data;
- we store your personal data in a form enabling your identification only for the period of time necessary for the purposes for which personal data are processed;

- we process your personal data in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

- **Legal basis for processing and purposes of personal data processing**

1) Personal data processing without your consent

As a rule, this can happen a situation where you are obliged to provide us with certain personal data as a precondition for us to enter into a contractual relationship with you and perform the ensuing obligations. According to the law, we may process your personal data without your consent for the following purposes:

- For the purpose of negotiating a contract, execution, and performance of a contract with you.
- To perform our legal duties, in particular:
 - for accounting and tax purposes
 - fulfilment of archiving obligations.
- For the purposes of legitimate interests of our Foundation. These include, in particular, enforcement of receivables and resolving disputed matters (court and other disputes).

- **Extent of processed personal data**

We process your personal data to the extent necessary for attaining the above-specified purposes. We process in particular your:

- identification details (e.g. name, surname, date of birth, Id. No. and Tax Id. No.);
- contact details (e.g. contact addresses, e-mail addresses, telephone numbers);
- data following from the performance of obligations under the contracts (e.g. contract number, term of the contract, amount of obligations, bank account number and payment details).

- **Manner of personal data processing**

We process personal data manually in our Foundation's information systems. Your personal data are processed by our employees and members of governing bodies and may also be processed by third parties to the necessary extent. Prior to the transfer of personal data to third parties, we enter into a written agreement with them, which binds them by the same obligations concerning personal data processing that our Foundation is bound by.

- **Recipients of personal data**

Your personal data are disclosed to employees of our Foundation to the extent necessary for the performance of their working tasks. Furthermore, your personal data may be disclosed to third parties. If such third parties participate in the processing of personal data, we enter into a written agreement with them, which binds them by the same obligations concerning personal data processing that our Foundation is bound by. Your personal data may be stored on third-party servers, including, but not limited to, servers of webhosting or cloud services providers.

- **Period of storage of personal data**

We process the personal data only for the period necessary for the purposes of their processing. We regularly evaluate whether it is still necessary to process your personal data for the given purpose. If your personal data are no longer necessary for any of the purposes of the processing, we destroy them. We process your personal data for the following individual purposes:

- we process personal data necessary for the execution and performance of the contract during the negotiations on the contract and the term of the contractual relationship; after that, personal data may usually be used for a period of 4 years;
- we process personal data necessary for accounting and tax purposes for the period stipulated by legal regulations;
- we process personal data necessary for the purposes of enforcement of receivables and resolving disputed matters during the term of the litigation;
- in order to comply with our archiving duties, we process the personal data for the archiving period stipulated by the legal regulations.

- **Your rights**

a) Right of access to personal data

You have the right to request confirmation from us whether our Foundation processes your personal data. If our Foundation processes your personal data, you have the right to have access to such personal data, the right to obtain information on the purpose of processing of the personal data, personal data categories, recipients of personal data to whom the personal data were disclosed, the period of storage of the personal data or the criteria for determining this period, information on the right to request rectification or erasure of personal data, restriction of their processing, possibility to object to the processing and the right to file a complaint with a supervisory authority.

b) Right to rectification of personal data

If your personal data that we process are inaccurate, you are entitled to request that our Foundation rectify them without undue delay.

c) Right to erasure

You have the right to request that our Foundation delete your personal data that we process without undue delay if:

- the data are no longer necessary for the purposes for which they were collected or processed;
- you withdraw your consent to personal data processing and no other legal grounds for processing your personal data exist;
- personal data are processed for the purposes of legitimate interests of our Foundation or a third party and you have raised an objection against personal data processing and no overriding legitimate grounds for processing exist;

- the personal data have been processed unlawfully;
- personal data must be erased to fulfil the legal obligation stipulated by the laws of the EU or the Czech Republic.

However, you do not have the right to request erasure of personal data if the processing of personal data by our Foundation is necessary:

- to fulfil the legal obligation stipulated by the laws of the EU or the Czech Republic (e.g. the duty to deposit accounting records);
- for archiving purposes in public interest;
- for the establishment, exercise, or defence of legal claims by our Foundation.

d) Right to restriction of processing

You have the right to request that we restrict the processing of personal data concerning you if:

- you request rectification of your personal data; the processing shall be restricted for the period during which we verify the accuracy of your personal data;
- we process your personal data at variance with the legal regulations;
- we do not need the personal data for the set purposes of processing any more, but, at the same time, you need the data for the establishment, exercise or defence of legal claims;
- personal data are processed for the purposes of legitimate interests of our Foundation or a third party and you have raised an objection against personal data processing; the processing shall be restricted until we establish whether we will act on your request.

e) Right to data portability

If personal data processing is based on your consent or if the data are processed on the basis of execution and performance of a contract with you, you have the right to obtain from our Foundation your personal data that you provided to us in a structured, commonly used, and machine-readable format, and the right to submit these data to another controller. This right may be exercised in addition to the right to erasure of personal data.

f) Right to object

If we process your personal data for the purposes of legitimate interests of our Foundation or a third party, you have the right to raise an objection against personal data processing at any time. If you raise such an objection, our Foundation may no longer process the personal data unless compelling legitimate grounds exist that override your interests or rights and freedoms or unless we need the personal data for the establishment, exercise, or defence of legal claims.

g) Right to lodge a complaint

If you believe that your personal data are processed at variance with the legal regulations, you have the right to lodge a complaint with the Office for Personal Data Protection (www.uoou.cz), which has the right to assess whether we process your data in accordance with the legal regulations.

Manner of exercising your rights

Your rights set out in paragraphs (a) to (f) above may be exercised *vis-à-vis* our Foundation in writing at Karolinská 708/13, Karlín, 186 00 Prague 8, by e-mail sent to marta@nanosunfoundation.com, or by phone at +420 776 584 150.