



## Privacy Policy

We are a company engaged in the production of ham and ham specialties. We process various types of personal data of employees, business partners or other persons. Therefore,

**EU Regulation No. 2016/679 (GDPR), Czech Act No. 110/2019 Sb. on the processing of personal data, and Czech Act No. 111/2019 Sb., amending certain acts in connection with the adoption of the Act on the processing of personal data, also apply to us.**

Our goal is to provide employees, business partners and others with the security of their personal data and to prevent its misuse. Therefore, we are introducing the data protection system not only as a mandatory legal regulation, but also as a guide to achieve this goal. We have adopted the following vision:

**LE & CO - Ing. Jiří Lenc, s.r.o. is a guarantee of security of personal data of our employees and all our partners**

***We will achieve this vision by focusing on the following measures:***

1. **Personal data security management system.** We have in place as a coherent system with interlinked management documents (policy, guidelines, manuals) and records.
2. **Employees.** We keep only the necessary records on our employees for the performance of the personnel and payroll agenda. Employees know what information we collect and consent to it when necessary.
3. **Business partners and other persons.** We only collect records on specific business partners and other persons (consultants, government officials, local government employees, etc.) that are necessary for the relevant activity (buying, selling, consulting, auditing, etc.). We remind our partners that we comply with the privacy policy and require the same from them.
4. **Agency workers.** Another data protection agenda is the registration of agency workers. Here too, we fully respect the protection of personal data in accordance with the regulation and Czech law.
5. **Camera system.** We place cameras appropriately so that they serve their purpose to protect the lives and health of people and property, but do not interfere with people's privacy.
6. **Software products recording personal data.** We assess existing and new software products from the perspective of personal data recording. We require suppliers to support the protection of personal data in their use, including functions for the exercise of subjects' rights (data erasure, data anonymization, etc.).

*The Privacy Policy is a commitment by the management of the company to fulfill the principles in this area. It is the basis for setting sub-objectives.*

*Company employees are repeatedly familiarized with this Policy, as they are responsible for its implementation. The Privacy Policy is adopted for an indefinite period of time. It may be reviewed for timeliness and effectiveness at any time and for any reason, but at least once a year.*

In Jirny on 3 October 2019

Radka Strnadová,

Division 1 Manager

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data protection officer

Ing. Aleš Lenc

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company director