

Principles of protection of personal and other processed data

This document describes the main principles of the protection of personal data processed by Digital Vision Czech Republic, a.s. in accordance with applicable legislation, in particular the Personal Data Protection Act and Regulation No.2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as the "General Data Protection Regulation").

Who processes your data?

Digital Vision Czech Republic, a.s., with its registered office at Žerotínova 1133/32, 130 00 Prague 3, Czech Republic, ID No.: 03177238 (hereinafter referred to as "the Company" or "we"), processes personal data of its employees, job applicants and contact persons of its customers and suppliers in the role of Personal Data Controller in accordance with the terms and conditions set out below.

For such processing, the relevant customer is the Data Controller, the Company is the Data Processor and for each such processing it has entered into appropriate Data Processing Agreements with the relevant customers which specify the scope, form and purpose of the processing and specify the Company's obligations in respect of such processing. The Company's activities as a Data Processor are not the subject of this document.

What personal data do we process in our role as OU Controller?

We only process personal data that you provide to us in connection with the use of our services. This includes:

- Data on employees and associates of the Company:

- o the scope of the personal data processed, the conditions of processing, its form and other aspects are subject to employment or cooperation contracts and are further specified in an internal directive on the processing of personal data with which these persons are familiar
- Data on applicants for employment with the Company:
 - o in the course of cooperation negotiations, we process personal data provided by the applicant himself or through third-party job portals such as jobs.cz
 - o we process the following personal data about applicants:
 - name and surname
 - place of residence
 - telephone
 - e-mail
 - CV (may also include correspondence address, date of birth, photograph, etc.)
 - o we process these personal data on the basis of your consent, which you give us or the job portal when submitting your job application, and subsequently on the basis of a legitimate interest (negotiation of an employment contract); if no employment contract is concluded, we process your personal data for a maximum period of 3 years for the purpose of possible renewal of negotiations (however, you can withdraw your consent to further processing of your personal data during this period), after which these personal data are destroyed
 - o if an employment contract is concluded, further processing of personal data is governed by the rules applicable to the Company's employees
 - o personal data are processed electronically in a secure repository with access granted to the HR department and the manager of the relevant position; during job interviews, personal data are further processed in physical form (printed CV document) for a limited period of time (during a specific meeting, for a maximum of 2

months); if no employment contract is concluded after the job interviews, the physical documents are shredded

- Contact details of the Company's customers and suppliers:
 - o we process personal data of our customers and their contact persons within the scope of our activities:
 - name and surname
 - telephone
 - e-mail
 - job position or function
 - registered office address, correspondence address, identification number, VAT number
 - o we process this personal data for the performance of the contract and the delivery of services
 - o personal data are processed electronically in the Company's CRM system for the duration of the contractual relationship and for 3 years after its termination for the purpose of possible renewal of the cooperation; thereafter the personal data are deleted
 - o some personal data may be further processed for the fulfilment of legal obligations, for example, the data of a contact person indicated on a tax document or on contractual documents, in which case these personal data are also processed in the form of physical documents that are adequately secured and are processed for the period of time required by the relevant legislation

Who has access to your data?

Your personal data is safe with us. We have implemented data management systems to prevent unauthorised access or manipulation of personal data, all computer systems and storage facilities are properly secured and those who have access to personal data are instructed and contractually obliged to protect it.

Where we entrust your personal data to our business partners, such as an accounting service provider or through cloud storage, we carefully select these partners to ensure that they are able to provide technical and organisational

security of your data to prevent unauthorised or accidental access to your data or other misuse. We have entered into data protection agreements with such partners in accordance with applicable law in which they undertake to protect your personal data, are bound by confidentiality obligations and may not use the data provided for any purpose other than that for which we have made it available to them.

Do we need your consent to process your personal data and how and when can you withdraw it?

If we need to process your personal data in excess of a legitimate interest or legal obligation, we are obliged to obtain your voluntary consent to such processing. You may withdraw your consent to the processing of your personal data at any time, free of charge, by sending an email to gdpr@digitalvision.cz

However, withdrawal of consent does not affect the processing of personal data that we process on a legal basis other than consent (i.e. in particular if the processing is necessary for the performance of a contract, legal obligation or for other reasons specified in applicable law).

What rights do you have in relation to data protection?

In particular, you have the following rights in relation to your personal data:

- the right to withdraw your consent to the processing of your personal data at any time;
- the right to rectify or supplement your personal data;
- the right to request restriction of processing;
- the right to object to or complain about processing in certain cases;
- the right to request data portability;
- the right to access your personal data;
- the right to be informed of a personal data breach in certain cases;
- the right to erasure of your personal data (the right to be "forgotten") in certain cases; and

- other rights set out in the Data Protection Act and the General Data Protection Regulation.

How can you contact us?

If you have any questions about data protection or withdraw your consent to further processing of your personal data, please contact us in writing at the Company's registered office address listed at the head of this document or by email at gdpr@digitalvision.cz.