Privacy Policy

Information on the processing of personal data pursuant to Articles 13 and 14 of Regulation (EU) 2016/679 (GDPR).

Applicable to the website www.formicshelter.com and to related business communications of Formic Shelter s.r.o. | Effective from 1 July 2026

1. Who is the personal data controller

The controller of personal data is Formic Shelter s.r.o. Company ID No. (IČO): 221 19 540, VAT ID No. (DIČ): CZ 221 19 540, with its registered office at Na Zlíchově 18, 152 00 Prague 5, registered in the Commercial Register maintained by the Municipal Court in Prague, File No. C 411166 (hereinafter referred to as “Formic”, “we” or the “controller”). For questions concerning personal data protection and the exercise of your rights, please contact us at: info@formic.cz.

2. Who is covered by this policy

This policy applies in particular to visitors to our website, persons who contact us via a contact or enquiry form, by email or telephone, customers, prospective clients, suppliers, business partners and, where applicable, newsletter subscribers.

Important:
Submitting a contact or enquiry form alone does not constitute consent to receive a newsletter or other marketing communications. These purposes are separate.

3. What personal data we process and where we obtain it

We process only personal data that are appropriate for the specific purpose and only to the extent described further in this policy.

We generally obtain data directly from you, in particular when you complete a contact or enquiry form, communicate with us by email or telephone, negotiate a project, or enter into a contract.

To the extent necessary, we may also process basic contact details obtained from publicly available registers or the websites of business partners, in particular a name, job title, company email address and telephone number.

We process technical data relating to visits to the website to the extent described in the section “Website Security and Technical Operation”. Information on cookies and similar technologies is set out in a separate Cookie Policy.

4. Why we process data, on what legal basis and how long we retain them

The table below sets out the main situations in which we process personal data. Where more than one retention period applies to the same data, the longest period that is legally or legitimately necessary for the relevant purpose will apply.

Activity / purpose	Data processed	Legal basis	Retention period
Responding to an enquiry or request submitted via the website, email or telephone	Name, email address, telephone number, message content, any attachments and basic communication metadata.	Taking steps prior to entering into a contract and performance of such steps – Article 6(1)(b) GDPR; for a general enquiry, legitimate interest in handling the communication – Article 6(1)(f) GDPR.	12 months from the end of the communication, unless a contractual relationship follows or it is necessary to retain the data for longer to protect legal claims.
Preparation, conclusion and performance of a contract; project delivery	Contact, identification, contractual, billing, technical and project data; communications related to the project.	Performance of a contract – Article 6(1)(b) GDPR; compliance with legal obligations – Article 6(1)(c) GDPR; protection of legal claims – Article 6(1)(f) GDPR.	For the duration of the contractual relationship and thereafter for the period necessary to protect legal claims. For projects covered by a warranty, at least until the expiry of the warranty period and generally for a minimum of 5 years from the end of the contractual relationship, unless the nature of the project or legal regulations require a longer period.
Newsletter or other marketing communications based on consent	Email address and, where applicable, name, date and scope of consent, and a technical record of subscription and unsubscription.	Consent – Article 6(1)(a) GDPR.	Until consent is withdrawn, but no longer than 3 years from the last activity or confirmed interest. Consent may be withdrawn at any time without affecting the lawfulness of previous processing.
Website security and technical operation	IP address, access time, server request, technical information about the browser and device, and security logs.	Legitimate interest in the secure and functional operation of the website, prevention of misuse and resolution of incidents – Article 6(1)(f) GDPR.	Normally 30 days; in the event of a security incident, for the period necessary to investigate it and protect legal claims.

5. Is the provision of data mandatory?

Providing data in a form or when making a general enquiry is voluntary. However, without minimum contact details and the content of your request, we may be unable to respond or prepare an offer. Providing data necessary to enter into and perform a contract, issue a document or comply with legal obligations is necessary; without them, we may be unable to enter into or perform a contract.

6. Cookies, analytics and marketing technologies

We use technically necessary cookies and similar technologies on our website that are required for the proper and secure operation of the website and to remember your selection in the cookie banner.

We use analytics, marketing and other non-essential cookies or similar technologies only with your prior consent. Without such consent, these technologies are not activated.

You may change or withdraw your consent at any time using the “Manage Cookie Consent” link in the website footer. Rejecting analytics and marketing cookies does not affect the basic availability or functionality of the website; however, it may limit the assessment of website traffic and the effectiveness of marketing campaigns.

Detailed information on the individual cookie categories, the specific services used, their providers, purposes and storage periods is available after clicking the “Manage Cookie Consent” link.

7. To whom data may be disclosed

We disclose personal data only to authorised persons and vetted suppliers to the extent necessary. Where such suppliers act as processors, we enter into appropriate contractual arrangements with them and require adequate data security.

- providers of hosting, IT infrastructure, email services, website administration, backup and cybersecurity services;
- providers of tools for contact forms, consent management, analytics or online marketing – only to the extent corresponding to your cookie settings;
- accounting, tax, legal and insurance advisers, banks and payment service providers;
- subcontractors, installation teams, carriers and suppliers involved in the preparation and delivery of a project;
- public authorities and other persons where we are required to provide data to them under a legal regulation or a legitimate request.

8. Transfers of data outside the European Economic Area

Ordinary business and contractual documentation is processed primarily within the European Economic Area. However, if you permit certain analytics, marketing or externally provided website services through your consent, data may also be transferred outside the EEA, in particular to the United States. Such transfers take place only where appropriate safeguards under Chapter V of the GDPR are used – for example, on the basis of an adequacy decision, the European Commission's Standard Contractual Clauses or another applicable mechanism. Specific information is provided in the Cookie Policy and in the settings of the individual services.

9. Security of personal data

We have adopted appropriate technical and organisational measures to prevent unauthorised access to, alteration, loss or misuse of personal data. Data may be accessed only by persons who need it for a specific purpose and who are bound by a duty of confidentiality or an appropriate contractual obligation.

10. Automated decision-making and profiling

We do not carry out automated individual decision-making that would produce legal effects concerning you or similarly significantly affect you. If you allow marketing cookies, limited creation of pseudonymised marketing audiences or measurement of campaign effectiveness may occur. This processing is based solely on your consent to the marketing cookie category.

11. Your rights

In connection with the processing of personal data, you have, under the conditions set out in the GDPR, in particular the right to:

- access personal data and receive information about their processing;
- request rectification of inaccurate data or completion of incomplete data;
- request erasure of data where the conditions of Article 17 GDPR are met;
- request restriction of processing;
- data portability, where the conditions of Article 20 GDPR are met;
- object to processing based on legitimate interests, in particular to direct marketing;
- withdraw consent where processing is based on consent; withdrawal does not affect the lawfulness of processing carried out before its withdrawal;
- lodge a complaint with the supervisory authority – the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7, www.uoou.cz.

Please send your request to info@formic.cz. To protect your data, we may reasonably verify your identity before handling your request.

12. Changes to this policy

We may update this policy from time to time, in particular if the technologies used, processing activities or legal requirements change. We will always publish the current version at www.formic.cz/gdpr and at the relevant link on www.formicshelter.com. The date of the last update is stated in the document header.