



**Processing of personal data regarding
demands and orders including
e-shop**

The key priority of selling products and providing services is satisfaction of our customers. Therefore we try to treat our customers correctly so processing of all personal data is performed transparently.

From that reason our company HENNLICH s.r.o with the headquarters in Litoměřice, Českolipská 1996/9, company registration number: 14869446, registered at the Business register by regional court of law in Ústí nad Labem, insertion C number of insertion 274, as a personal data administrator provides information about personal data processing and your rights related to this processing.

Categories of personal data that are processed:

Processed information is basic identification and contact personal data that have been filled in the form while sending demand or an order of goods including our e-shop forms. The data includes name, surname, degree, for those who conduct business also Identification number and Tax identification number, address, name of the company, contact person if needed, e-mail address and phone number.

Purpose of processing:

Your personal data is used for fulfilling your demand or order, including acceptance of the order, concluding a contract with our company, delivery of goods and services, delivery notifications, invoicing and payment of the price for delivered goods or services. After that, the data is stored in case of potential legal claims and for archiving purposes.

Authorization for processing:

Processing must be done in order to conduct a contract with you and fulfill its terms. Processing is then performed based on the legal reason of executing the contract. Consequently based on the rightful claim of our company the data is processed for the purpose of potential ensuring or enforcing legal claims and for fulfilling the legal obligation for archiving purposes.

Retention period:

The data is retained for the duration of your contract realization which is till the termination of the last rights and obligations emerged from that contract. Data is also retained for the purpose of potential development of legal claims and archiving for 10 years after the realization, always minimally till the termination of all proceedings of legal claims.

Category of receivers who might be provided by personal data:

In terms of personal data processing we do not pass your personal data on to third parties. In case of breaching the contract from the side of the customer or if there is another legal dispute, we would pass the data on to our legal counsel for the purposes of contract enforcement or protection of our legal claims.

Who are the data accessible for?

We do not deal with personal data. Your personal data is therefore accessible only for our employees and processors who process the data only if we instruct them to do so. All persons who come in contact with personal data of customers are obligated to ensure their concealment and maintain confidentiality of information that were acquired in connection with data processing. Security and protection of personal data is our key priority.

Passing on personal data to third countries:

Your personal data will not be passed on to third countries.



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Your rights:

You have a right to access your personal data which means information about your personal data that we process. You have a right of objection against this processing. You have a right to correct inaccurate or incorrect data and complete them if needed. You have a right to request a deletion of personal data or a reduction of the processing. In case you do not agree with our processing, you have a right to file a complaint with supervising office which is the Personal data protection office with address Pplk. Sochora 27, 170 00 Praha 7.

Contact details for our department of personal data protection:

e-mailem: gdpr@hennlich.cz

písemně: **HENNLICH s.r.o.**
Department of personal data protection
Českolipská 1996/9
412 01 Litoměřice