

Privacy Information

1. INTRODUCTION

Our aim is to protect your personal data and privacy.

This Privacy Information explains how we collect and process your personal data. In addition, you will find below info about your rights regarding your data we process.

"Personal data" is any information which can be used to identify you or which are anyhow connected with you as an individual person.

Please do not provide us any personal data if you do not want the data to be used in a way described below.

This Privacy Information relates to processing of your personal data connected primarily with:

- (a) provision of information you request;
- (b) using of our services;
- (c) performing contracts you concluded with us;
- (d) your employment relationship with us; and/or
- (e) using our websites.

2. PRINCIPLES OF PERSONAL DATA PROCESSING

- (a) We collect and process your personal data in a correct, legal and transparent way and always for specific, expressly stated and legitimate purposes.
- (b) We only process relevant personal data, which we need for the stated concrete purpose(s) and only for the necessary time period.
- (c) We aim at processing correct and precise personal data, which we update as needed.
- (d) We focus on security and confidentiality of personal data we process.

3. COLLECTION OF INFORMATION

3.1 General

We collect personal data directly from you (including when you communicate with us via email).

In addition, we may obtain personal data from third parties such as public bodies, your employer, HR agencies, collecting agencies, providers of information and services, publicly available records or similar.

We can collect current or past personal data including your name, contact details, identification, affiliation, employment, position(s) and/or details of your questions/complaints.

We can also collect personal data about your dealings with us, including any contact we have made either personally, by telephone, email or online.

3.2 Selection process

If you are interested to work in Meopta - optika, s.r.o. and provide us with your personal data via email, this data will be processed solely for the purposes of internal selection process. Exceptionally, we might be obliged to provide your personal data to third parties in connection with our duties arising from laws or professional standards, e.g. on request of state administration bodies.

3.3 Excursions for pupils and students

We support children's interest in professional work we do, for example by organizing excursions of pupils of elementary schools and students of secondary schools from our region. In connection with these activities we process, for security reasons and for limited time period, before and after the excursions, lists of pupils and students who participate in the excursions. We receive these lists from their schools. If there is a pupil or a student who, during the excursion, expresses very strong interest in a particular field or work process, we try to note such interest internally and follow up during their next visit. We do that to support expressed interest of children and young persons in our work and also, based on our legitimate interest, to educate potential future experts of Meopta.

3.4 Cooperation with students

If you receive a scholarship from us or prepare your thesis or diploma work with our supervision or cooperation, we might process your personal data as necessary for this purpose. We also offer students to work in Meopta temporarily during their school breaks. For this purpose, we conclude agreements with respective schools which contain in their annexes lists of students to undergo such a temporary work stay in Meopta.

3.5 Meopta retirement club

Meopta maintains list of members of the Club and also a list of cards, which enable the Club members to use certain benefits (e.g. lunches in Meopta canteen). There is no monitoring of the card use except at the entrance to the canteen.

4. DATA PROCESSING

We can process your personal data if:

- (a) It is necessary to perform a contract we concluded with you ; or
- (b) You provided us your consent with the data processing; or
- (c) It is necessary to protect your or another individual person's vital interests; or
- (d) We regard such processing as necessary for our legitimate interests in accordance with your reasonable expectations and minimum impact on your privacy; or
- (e) It is required by a law or a regulation.

We use your personal data for the following purposes:

- (a) Performing our duties from contract(s) we concluded with you;
- (b) Maintaining and developing our relationship with you;
- (c) Improving and enlarging our product offering;
- (d) Improving our internal organisation;
- (e) Fulfilling our legal and professional obligations;
- (f) Monitoring and analysing our business activities;
- (g) Sending you regular information about our products or services.

We retain your personal data as long as it is reasonably necessary or as required by applicable laws.

Personal data we process include mainly the following:

- (a) Basic information, such as your name, title or position and your relationship with us;
- (b) Contact details, e.g. your postal address, email address and telephone/mobile number;
- (c) Financial information, e.g. payment-related info;
- (d) Information regarding your orders;
- (e) Information related to how you use our website(s);
- (f) Your login and your shopping history if you are a customer of our e-shop;
- (g) Your feedback regarding customization of our products to your needs;
- (h) Information we receive from you in relation to commencing your employment relationship with us;
- (i) Any other information we receive directly from you.

5. DATA TRANSFER AND SHARING

We do not sell nor otherwise transfer your personal data to other commercial entities.

We can share your personal data with third parties if:

- (a) you gave a consent to such processing;
- (b) it is our legal or professional duty to do so (e.g. for prevention of money-laundering);
- (c) it is necessary for the purposes of court proceeding(s) or for defence or protection of our legal rights;

- (d) in case of organizational changes within our company or transferring all or part of our undertaking we might need to transfer your personal data to new entities or third parties;
- (e) we transfer anonymous statistical information about users of our websites and related information to third parties, including analysts.

We can share your personal data with selected trusted third parties in accordance with contracts we conclude with such third parties as processors of personal data for us. Such data processors include mainly the following:

- (a) our professional advisers and auditors;
- (b) suppliers of support services to us;
- (c) IT providers.

For reasons mentioned in this Privacy Information above and only in accordance with our confidentiality obligations we might share your personal data with state bodies, courts and/or law enforcement bodies. We will exercise our reasonable efforts to inform you in advance about such data sharing if it is permitted by law.

6. DATA SHARING WITHIN OUR CORPORATE GROUP

We might share your personal data exceptionally and only as necessary with other companies – members of Meopta Group – for strategical administrative purposes and in accordance with legal obligations related to cross-border transfer of personal data.

7. MARKETING MESSAGES

If you gave us your consent, we can send you from time to time our marketing messages. If you provided us your consent but later thought otherwise, please inform us about your change of view so that we can delete you from our distribution lists. You can contact us at the address mentioned below or make use of the “opt-out” option directly in every email containing our marketing message.

8. WARRANTY REGISTRATION

In case you decided to make use of our offer for a prolonged statutory warranty for our products, we process the following **additional** personal data related to you:

- (a) Date and location of your purchase
- (b) Purchased product (product, line, model, serial number)
- (c) Purchase price

9. SECURITY

We apply necessary security measures to ensure safe storing of information in electronic or physical form and in order to prevent unauthorized access, modification or publication of information. Our security policies are supported by a number of security standards, processes and guidelines. We store information in rooms with limited access or in electronic databases requiring login and password. We require that our suppliers of data carriers fulfil respective industry standards. All our partners, employees and service providers with access to confidential information are under confidentiality obligations.

Despite all our efforts transferring information via Internet is not fully safe and secure. We cannot guarantee security of your data transferred to our online services; any transfer is at your own risk.

10. COOKIES

We use cookies on our website(s).

11. YOUR RIGHTS

You have the following rights under laws and regulations protecting your personal data:

11.1 **Right of access**, which means that you have a right to obtain from us information (confirmation) as to whether or not we process your personal data. If this is the case, you have a right to access to the personal data together with information about their processing.

11.2 **Right to erasure** means our obligation to erase your personal data we process where at least one of the following grounds apply:

- (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed,
- (b) you withdrew your consent with processing your personal data and there is no other legal ground for the processing,
- (c) you object to the processing of your personal data and there are no overriding legitimate grounds for the processing,
- (d) the personal data have been unlawfully processed,
- (e) the personal data have to be erased for compliance with our legal obligation,
- (f) the personal data have been collected in relation to the offer of information society services.

The conditions mentioned above shall not apply to the extent that processing is necessary:

- (a) for exercising the right of freedom of expression and information;
- (b) for compliance with with a legal obligation under Union or Member State law applicable for us or for the performance of a task carried out in the public interest or in the exercise of official authority vested in us;
- (c) for reasons of public interest in the area of public health;
- (d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, insofar as the right of erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- (e) for the establishment, exercise or defense of legal claims.

11.3 **Right to restrict processing** means your right to obtain from us restriction of processing where one of the following applies:

- (a) you contest the accuracy of your personal data we process, for a period enabling us to verify the accuracy of your personal data;
- (b) the processing of your personal data is unlawful and you you oppose the erasure of your personal data and request the restriction of their use instead;
- (c) the processing of your personal data is no longer necessary for us but you require the data for the establishment, exercise or defense of your legal claimse; or
- (d) you objected to processing for decision-making on the basis of automatic processing of data only pending the verification whether the legitimate grounds on our side override those on your side.

Where processing has been restricted under any of the above mentioned grounds, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State. We will inform you in advance that the restrictions of processing are lifted.

11.4 **Right to data portability** means that you have a right to receive your personal data which you provided to us in a structured commonly used and machine-readable format and have the right to transmit those data to another controller, where:

- (a) The processing is based on your consent; and
- (b) The processing is carried out by automated means.

In exercising your right to data portability you have the right to have your personal data transmitted directly to another controller, where technically feasible. The right to data portability shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

11.5 **Right to object** means your right to object processing your personal data by us, including profiling. If you exercise your right we shall no longer process your personal data unless we can demonstrate compelling legitimate grounds fopr the processing which override your rights and interests. We can also continue to process your personal data for the establishment, exercise or defense of legal claims. Where your personal data are processed for direct marketing purposes our legitimate grounds are no longer considered and your personal data shall no longer be processed for such purposes.

If we process your personal data based on your consent, you have a right **to withdraw your consent at any time.**

If you are interested in exercising any of your rights please contact us at the postal or email address mentioned below. We have a right to refuse your request and/or collect a fee for dealing with it but only where the laws and regulations allows us to do so.

Your personal data processed by us should be current and precise. Please inform us about all changes of your personal data at the contact info below.

If you are not satisfied with the way we process your personal data, you have a right to file a complaint with a competent supervisory body which in Czechia is the Office for the Protection of Personal Data (www.uoou.cz).

12. UPDATING THIS PRIVACY INFORMATION

We regularly review this Privacy Information and reserve our right to its modification and/or update from time to time.

13. CONTACTS AND FURTHER INFORMATION

Contact: meopta@meopta.com

Last change: June 2018.