

# INFORMATION MEMORANDUM

ON PERSONAL DATA PROCSSING AND USE OF COOKIES FOR WEBSITE VISITORS

## 1. PURPOSE OF THE DOCUMENT

The purpose of this document is to provide you with information regarding personal data processing and use of cookies in connection with the operation of the websites of the Aufeer Group companies.

**If you use the online contact form in order to show interest in employment or dual education in our Group, the processing of personal data for these purposes is described in other documents which you can find [HERE](#).**

The Memorandum has been issued in accordance with Regulation (EU) No. 2016/679, on the protection of individuals with regard to personal data processing (GDPR).

**If you do not find the answers to your questions regarding personal data processing here or you need to explain some part in more detail, do not hesitate to contact us.**

## 2. OUR GROUP

The **Aufeer** Group means the companies listed below that act in personal data processing in the relationship of the so-called joint administrators.

The specific administrator, in relation to the processing of your personal data, is the company operating the relevant website that you have visited.

**AUFEEER DESIGN s.r.o.**, company ID: 26159031, Podvinný mlýn 2178/6, Libeň, 190 00  
Praha 9 for [www.aufeerdesign.cz](http://www.aufeerdesign.cz)

**AUFEEER TRANSPORTATION, s.r.o.**, company ID: 05557399, Podvinný mlýn 2178/6, Libeň, 190 00  
Praha 9 for [www.aufeertools.cz](http://www.aufeertools.cz)

**AUFEEER TOOLS, s.r.o.**, company ID: 05556759, Ptácká 156/115, Mladá Boleslav IV, 293 01 Mladá Boleslav for [www.aufeertransportation.cz](http://www.aufeertransportation.cz)

## 3. WHAT PERSONAL DATA WE PROCESS AND WHAT AUTHORIZES US TO DO IT

When evaluating the functionality and traffic of our website, we process your IP address and the location derived from it, information on the device used to view the website, your movement on the website, your socio-demographic data and your preferences.

If you use the online contact [form](#) at [www.aufeerdesign.cz](http://www.aufeerdesign.cz), we will process the personal data you provide about yourself. This is usually your name, contact

telephone and e-mail address and the name of the company you represent. Although the form cannot be submitted without filling in all the fields, you do not have to provide us with personal data that you do not want. In this case, fill in any text in the particular fields.

#### **4. WHY WE PROCESS THEM AND WHAT AUTHORIZES US TO DO IT**

We process personal data of website visitors primarily for the purposes of:

- monitoring website traffic and marketing activities of our Group; the legal basis for personal data processing is a consent,
- administration of requests and inquiries sent via the contact form; the legal basis for personal data processing is the legitimate interest of the administrator.

You have the right to object to processing based on a legitimate interest, on the basis of which we suspend processing until we can prove that there are serious legitimate reasons that outweigh the interests or rights and freedoms of the data subject, or that processing is necessary to exercise or defend legal claims.

#### **5. WHERE WE GET PERSONAL DATA**

The personal data of website visitors are obtained through cookies and in connection with their activity on the website.

The source of the personal data provided in the contact form is usually the data subject.

#### **6. WHERE AND HOW LONG WE STORE PERSONAL DATA**

We do not intend to transfer personal data of visitors to our website to third countries that do not provide an adequate level of personal data protection or without concluded standard contractual clauses (especially with service providers listed in Chapter 10, section Third party services).

The personal data processed for the purpose of monitoring website traffic and marketing are usually stored for a period of 6 months, from the last recorded activity of the visitor.

We process personal data processed via the contact form according to the area of interest of the sent inquiry or request. The information on the processing of personal data for other purposes is contained in documents that you can find [HERE](#).

General questions, requests and communications are usually stored for 12 months.

#### **7. HOW WE PROTECT PERSONAL DATA**

To ensure personal data protection, we have taken adequate technical and organizational measures to ensure their security, in particular:

- we have established detailed rules for the collection and handling of personal data which we strictly control,

- we have limited access to personal data to the necessary number of responsible persons,
- we have bound the authorized persons with the duty of confidentiality,
- if we already have to involve other entities (the so-called processors) in personal data processing, we carefully assess whether they provide sufficient guarantees to ensure the security of personal data.

In case of unauthorized interference or leakage of personal data and such a situation will pose a high risk to the data subject, we are obliged to notify the data subject and the Office for Personal Data Protection of this situation without undue delay.

## 8. WHO WE MAKE PERSONAL DATA AVAILABLE TO

Personal data processed for the purposes of monitoring website traffic and marketing are made available to service providers which we use to fulfil the given purpose (see Chapter 10, section Third party services).

The personal data processed through the contact form may be made available within our Group, to external processors (especially suppliers of SW/HW solutions that we use to process personal data), or to state authorities in the exercise of their powers.

## 9. YOUR RIGHTS AND HOW THESE APPLY

In connection with the protection of your personal data, you have the right to request the following:

- confirmation of whether we process personal data about you, what categories, for what purposes and for how long, from what sources we get these, who are their recipients, about the fact that automated decision-making, including profiling, takes place there, about appropriate guarantees when transferring data outside the EU,
- access to one's personal data, including a free copy, provided that the rights and freedoms of others are not adversely affected,
- correction of their inaccurate personal data or supplementing them by providing an additional statement,
- deletion of your personal data, restriction or objection to their processing.

These rights can be exercised through a written request delivered to the address of the Administrator's registered office, to the e-mail box **afd@afd.cz** or to the data box **h9qn7xn**.

It is necessary to include the text "**Personal data**" in the subject of the report.

We will provide you with information on the evaluation of your application and on the measures taken without undue delay, no later than 30 days from the delivery of the application. In exceptional cases, we are entitled to extend this period by two months. We will also inform you on such an extension and the reasons for it.

You also have the right to file a complaint with the Office for Personal Data Protection, by letter to Pplk. Sochora 27, 170 00 Prague 7, e-mail [posta@uouu.cz](mailto:posta@uouu.cz) or by phone on +420 234 665 111.

## 10. COOKIES

### What are cookies

Cookies are small text files that websites store in your computer or mobile device when you start using these websites.

Cookies help the website to function properly and safely, including the display of relevant advertising.

More details about cookies can be found in Czech [HERE](#) and in English [HERE](#).

### What cookies do we use?

Like most websites, our website uses cookies too. These are functional, basic analytical and marketing cookies.

In order for the website to be displayed correctly, functional (technical) cookies are collected. For all other types of cookies we need your consent. The consent is obtained through the internet browser settings of the website visitor.

### Third party services

Some cookies are placed in your device through third party services. These are mainly the following tools:

- Google Analytics (more information [HERE](#)),
- Facebook social network marketing services (more information [HERE](#)).

### How you can set (reject, restrict or delete) cookies

Most browsers automatically accept cookies, unless your browser is set differently.

You can reject cookies in the settings of your internet browser or restrict the use of only some of them. However, the rejection of functional cookies can lead to a malfunction of the website.

All stored cookies from your browser can also be deleted.

Detailed information on the settings for storing cookies can be found on the website of the provider of the specific browser. For the most common browsers, see the links below.

[Google Chrome](#)

[Internet Explorer](#)

[Firefox](#)

[Microsoft Edge](#)

[Safari](#)

[Safari Mobile](#)

[Opera](#)

To prevent your tracking and use of your data in Google Analytics, you can use the application available [HERE](#).