

INFORMATION MEMORANDUM

ON PERSONAL DATA PROCESSING FOR THE CAMERA SYSTEM WITH RECORDING
AND REGISTRATION OF PERSONS ENTERING THE PREMISES

1. PURPOSE OF THE DOCUMENT

The purpose of this document is to provide you with information regarding personal data processing in connection with the operation of the camera system with the recording and registration of persons entering the premises:

- **Ptácká 156/115, Mladá Boleslav IV, 293 01 Mladá Boleslav** (hereinafter referred to as the “Ptácká Premises”)
- **Koněvova 350, Čejetice, Mladá Boleslav** (hereinafter referred to as the “Čejetice Premises”)

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. PERSONAL DATA ADMINISTRATORS

The administrator of the processed personal data (hereinafter also referred to as the “Company” or “Administrator”) is:

AUFEER DESIGN s.r.o., company ID: 26159031, Podvinný mlýn 2178/6, Libeň, 190 00 Praha 9
for the Ptácká Premises

AUFEER TOOLS, s.r.o., company ID: 05556759, Ptácká 156/115, Mladá Boleslav IV, 293 01 Mladá Boleslav
for the Čejetice Premises

Based on the agreement on joint administration in personal data processing, concluded between the companies of the Aufeer Group, AUFEER DESIGN s.r.o. has taken over the responsibility for setting up a personal data protection system. At the same time, it ensures the resolution of requests of data subjects and the resolution of security incidents of personal data violations.

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

We only process such personal data that is necessary for the specified purpose of their processing. The table below describes the categories of personal data processed for each purpose, including the legal title.

Personal data processed in connection with the operation of the camera system

Purpose of processing	Categories of personal data to be processed	What authorizes us to personal data processing
Protection of the Administrator's property with the aim of visually identifying the persons who have committed infringement	Portrait - capturing the image of the monitored person Other manifestations - situational data that are the subject of the captured event Localization data - data on the time of occurrence and position of the person in the monitored object Vehicle registration plate	Legitimate interests of the Administrator and third parties
Demonstration of compliance with the requests of data subjects	Identification data in the scope of name and surname, date of birth, residence, number of the identification document, contact data, portrait (comparative photograph) Identification data of agents	Legitimate interests of the administrator

Personal data processed in connection with the registration of persons entering the premises

Purpose of processing	Categories of personal data to be processed	What authorizes us to personal data
Protection of the Administrator's property, by ensuring the monitoring of persons entering the	Identification data in the scope of name and surname, number of the identification document, contact data (e-mail, telephone) and data on the company/organization for which the person works or which he/she represents	Legitimate interests of the administrator
Prevention against COVID-19,	Information on the absence of risk factors which increase the risk of potential infectiveness	Legitimate interests of the administrator and
Demonstration of compliance with the requests of data subjects	Identification data in the scope of name and surname, date of birth, residence, identification document number and contact details	Legitimate interests of the administrator

4. WHERE WE GET PERSONAL DATA

We obtain personal data mainly through a camera system and directly from the data subjects.

5. WHERE AND HOW LONG WE STORE PERSONAL DATA

The camera recordings are normally stored for 14 days, unless there is an objective reason to keep them for a longer period of time (e.g. in case of recording illegal behaviour which the Administrator will report to law enforcement authorities, requests from a state authority or exercise of the right to restrict personal data processing).

Personal data that are subject to control and registration of persons entering the premises are stored for 12 months.

We usually store personal data of persons exercising their rights according to the GDPR for a period of 4 years. Personal data are stored only in the Czech Republic.

6. 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.

7. WHO WE MAKE PERSONAL DATA AVAILABLE TO

The personal data processed, for the above-mentioned purposes, may be made available to:

- external suppliers (providing maintenance of the camera system and/or providing IT solutions that we use for processing),
- other interested parties to fulfil the purpose of processing (e.g. insurance companies, law firms),
- competent state authorities in the exercise of their powers based on applicable legal regulations (e.g. law enforcement authorities/municipal police).

8. 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 application delivered to the address: **Podvinný mlýn 2178/6, Libeň, 190 00 Praha 9**, to the e-mail box with the requests of data subjects 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 or by phone on +420 234 665 111.