

Information on the Personal Data Processing

When processing personal data, we always proceed in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter referred to as “GDPR”) and in accordance with the relevant regulations governing the protection of personal data.

We would like to inform you about the details of the personal data processing and about the rights you have in relation to this fact.

1. Identification and contact details of the controller

1.1 Personal data controller

Name of entity: **Jusda Europe, s.r.o.**
Company Identification No.: 25957180
Address: U Zámečku 27, 530 03 Pardubice
Incorporated in the Company Register administered by the Regional Court in Hradec Králové, Section C, Entry 17536
Data box ID: 5eh8hja
E-mail address: hr@jusdaeurope.com

You can contact us with any questions or requests regarding the processing of your personal data.

2. Scope of processing – personal data

We process your personal data to the extent that you have provided directly to us when filling in one of the contact forms located on the controller's website. This includes the following categories of personal data:

- Identification information (name, surname),
- Contact details (telephone number, e-mail address).

3. Purposes of processing and legal titles

Form	Purpose of processing	Legal title
“Get Your Quote”	Sending a response to your request in order to establish mutual cooperation	Concluding and performing the contract, resp. implementing measures taken before the conclusion of the contract
“News from JUSDA to Your Mailbox”	Sending regular News from our company (newsletter), based on your active request	Consent
“Contact Us – JUSDA is Going Global”	Sending a response to your request in order to establish mutual cooperation	Concluding and performing the contract, resp. implementing measures taken before the conclusion of the contract

4. Retention period

We will process your personal data only for the time strictly necessary to fulfil the purpose of processing, but no longer than providing the response to your request. In the event that further cooperation with the controller takes place on the basis of your request, resp. the contract is concluded, your personal data will be processed for the time strictly necessary for the performance of this contract.

In the case of processing personal data carried out on the basis of your consent, we will process your personal data until the granted consent is revoked. You can revoke your consent at any time by sending an e-mail message revoking your consent from the e-mail address from which you have provided your consent, or by clicking on the link in the newsletter to unsubscribe.

5. Security of processing

In order to protect your personal data, we have taken the necessary technical, administrative, and security measures to prevent any unauthorized or accidental access to personal data, their change, destruction or loss, unauthorized transfers, unauthorized processing, as well as other misuse. These measures ensure an appropriate level of security commensurate with the particular risk.

The security measures used by us include, but are not limited to, firewalls, data encryption, limiting the right of access to personal data to the necessary extent, and the associated control mechanisms.

All personal data in electronic form are stored in systems which can be accessed only by persons authorized by us who are authorized to handle personal data only for the above purposes. We process personal data only to the necessary extent, both automatically and manually. We do not use automated decision-making (i.e. decision-making based exclusively on the automated processing of your personal data) or their profiling when processing personal data.

6. Your rights

According to the GDPR, you are entitled to several rights related to personal data protection that you may exercise in accordance with the conditions set out in the GDPR.

6.1 Right of access

You have the right to request our confirmation whether your personal data are being processed or not. If they are processed, you have the right to access your personal data and other information related to their processing, such as processing purposes, recipients of personal data, the retention period, sources of personal data, etc.

The first copy of the processed personal data will be provided to you free of charge. In case of requests for other copies, the controller is entitled to charge a reasonable fee corresponding to the administrative costs incurred.

6.2 Right of rectification

You have the right to request the correction of inaccurate personal data or the addition of incomplete personal data. At the same time, you are obliged to report any changes in your personal data without delay.

6.3 Right of erasure

You have the right to have your personal data deleted, unless we are prevented to do so by legal obligations or if other exceptions are met.

6.4 Right to restrict the processing

You have the right to restrict the processing in the following cases:

- If you deny the accuracy of your personal data; the processing of personal data is then limited for the period required to verify the accuracy of the personal data;
- The processing is illegal and you refuse the deletion of your personal data and ask to restrict its usage instead;
- Personal data are no longer needed for the processing purposes, but you require them in order to identify, exercise, or defend your legal claims;
- You raise an objection to the processing of personal data based on a legitimate interest; the processing of personal data is then restricted until it is verified whether our legitimate reasons outweigh yours.

6.5 Right to data portability

In the case of automated processing of personal data that is based on your consent or the concluded contract, you have the right to obtain your personal data in a structured, commonly used and machine-readable format. If it is technically feasible, we will send personal data in a required format directly to another controller upon your request.

6.6 Right to revoke your consent to the personal data processing

If you have given us your consent to process your personal data, you have the right to revoke this consent at any time in a manner that is at least as simple as the method of granting it (specifically, by sending an e-mail message revoking your consent from the e-mail address from which you have given your consent, or by clicking on the link in the newsletter to unsubscribe).

However, the withdrawal of your consent shall not affect the processing done before the withdrawal of this consent.

6.7 Right to lodge a complaint

If you believe that the processing of your personal data does not comply with legislation, you have the right to lodge a complaint with the supervisory authority – the Office for Personal Data Protection, seated at Pplk. Sochora 727/27, 170 00 Praha 7 – Holešovice.

7. Method of exercising your rights

You can exercise your rights related to the personal data protection by submitting a request addressed to our HR department:

- Personally at our HR department at the address of our registered office
- By post to our HR department to the address of our registered office
- By e-mail to the address of hr@jusdaeurope.com
- By data box ID: 5eh8hja

8. Transfer of personal data

In the case of concluding a contract with our company, your data may be provided to the company managing our website which ensures the archiving of contracts for us. We have concluded a contract with this company. We assure you that this company is as responsible for the security of processing in accordance with the currently valid regulations in the area of personal data protection as we are. We do not intend to transfer your personal data to any third country or international organization.

Do not hesitate to contact us at any time with any inquiry, wish, or suggestion related to the personal data processing. You can contact us using the contacts mentioned above.