

## RECORDS OF PROCESSING ACTIVITIES

	Categories and characteristics	Specific information
1.	Name and contact details of the controller and any joint controller, deputy controller and personal data protection officer:	Name and contact details of the administrator <b>SERAPA s.r.o.</b> , Company ID: 28381475, with registered office at Mikuláše z Husi 623/7, Nusle (Prague 4), 140 00 Prague, registered in the commercial register maintained by the Municipal Court in Prague, sp. stamp C 137535/MSPH. (hereinafter "SERAPA") Name and contact details of the administrator's representative: <b>Tomáš Rada, managing director</b>
2.	Identification of relevant personal data processing:	<ul style="list-style-type: none"> <li>• Keeping records of existing customers (customers)</li> <li>• Keeping records of potential and former customers (customers)</li> <li>• Employee records (+ work reports)</li> <li>• Keeping records of suppliers (processors)</li> </ul>
3.	Why (for what purpose) and on the basis of which legal title are personal data processed as part of the processing?	<p><b>Existing customers</b> : contract for the supply of goods - performance of the contract, performance of legal obligations arising from legal regulations; legitimate interest – informing about changes in the range of services provided by phone/ printed material/ letter/ e-mail</p> <p><b>Former customers:</b> retention of personal information based on the obligation imposed by law or defined in the contract (the period of such retention is a maximum of 10 years); processing for the purpose of promotion by telephone/printed material/letter/e --mail based on the consent granted</p> <p><b>Potential customers:</b> processing for promotional purposes by telephone/printed material/letter/e-mail based on consent</p> <p><b>Employees</b> : employment contract, DPP, DPČ – fulfillment of obligations arising from contracts with employees and from the Labor Code and the Employment Act</p> <p><b>Suppliers</b> : contract for the provision of services consisting of e.g. services in the field of IT, accounting, HR, performance of legal obligations arising from legal regulations</p>
4.	What personal data is processed as part of the processing?	<p><b>Existing customers</b> : name, surname, place of residence, date of birth or social security number of a natural person, business name, place of business and identification number, permanent residence, phone number, e-mail, delivery address</p> <p><b>Former customers:</b> personal data communicated for the purpose of delivery of goods is further processed one year after the termination of the contractual relationship, unless a longer period is stipulated by law; the e-mail delivery address and telephone number will be processed 2 years after the termination of the contractual relationship; information about data connections is stored for 6 months from its creation; on the basis of consent to sending promotional messages - name, surname, e-mail, telephone number, delivery address</p> <p><b>Potential customers:</b> on the basis of consent to the sending of promotional messages - first name, last name, e-mail, telephone number, delivery address</p> <p><b>Employees</b> : name, surname, date of birth, address of permanent residence, delivery address, telephone, e-mail, bank account, residential address, social security number, photo (this based on consent)</p> <p><b>Suppliers</b> : name, surname, date of birth, residential address, delivery address, telephone, e-mail, bank account (does not apply to legal entities)</p>
5.	From what sources are personal data obtained?	<p><b>Existing subscribers</b> : data subjects</p> <p><b>Former subscribers:</b> data subjects</p> <p><b>Potential customers:</b> data subjects</p> <p><b>Employees</b> : data subjects</p> <p><b>Suppliers:</b> data subjects, publicly available information</p>
6.	Categories of recipients to whom personal data have been or will be made available, including recipients in third countries or international organizations:	<p>The list of processors is available for viewing at the Authorized Person</p> <p>We do not disclose personal data to recipients in third countries or within international organizations</p>

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7.	When and how are personal data disposed of?	According to our internal regulations and Table of Purposes
8.	How are personal data updated?	Information from data subjects, possibly using public sources
9.	Is the environment of SERAPA s.r.o. regularly tested for security (especially IT systems)? Internally or by external consultants?	Internal procedures once every 12 months
10.	How is the security of data transfer ensured during customer communication?	Customer and employee data are communicated both internally, through the internal network (encrypted messages), and outside SERAPA s.r.o., through e-mail communication.
11.	How is the security of sharing data with external entities ensured? Do all external suppliers, processing personal data, have concluded contracts for the processing of personal data, providing adequate guarantees of protection?	Yes. We have concluded contracts for the processing of personal data or we conclude them for individual cases with the following suppliers: Accounting (company, independent), IT company maintaining our system, and further according to the list of processors.  Necessary data, i.e. those necessary for the conclusion of the contract, are transferred to cooperating persons with whom a contract for the processing of personal data is also concluded.
12.	Is irreversible disposal of data within the database system ensured?	Yes, data is destroyed, not just deactivated.
13.	Is there a procedure available to determine the rights of data subjects and their exercise with respect to their data that is processed as part of the processing?	Yes, we allow everyone to submit an application in person, by correspondence or via electronic means of remote communication, we process applications within the prescribed time limits.
14.	They are provided to the authorized prescribed to data subjects information, in particular about: scope and purpose of processing, method of personal data processing, to whom the personal data may be made available?	Yes, we provide information in the following form: <ul style="list-style-type: none"> <li>• in the contract with customers, suppliers</li> <li>• on the SERAPA s.r.o. website, namely <a href="https://www.mjakes.com/">https://www.mjakes.com/</a></li> <li>• in responses to requests from data subjects.</li> </ul>
15.	Do the deployed technical means and applied organizational measures prevent accidental or unauthorized access to personal data, their alteration, theft, misuse, destruction or loss?	Yes, we apply the following measures in particular:  Only persons who work with the data have access to the processed personal data; Personal data files are encrypted on the computer or Shoptet system (hereinafter " <b>System</b> "); files in paper form are located in lockable cabinets;  Access to the building is secured by an external company and the offices are regularly locked, with no possibility of entry by unauthorized persons;  The system is standard, tried and tested. Access to the System is restricted. The system is regularly tested and maintained by an external supplier with whom a contract for the processing of personal data is concluded.
16.	Are the processed personal data transferred abroad or are they accessible from abroad?	No, personal data are not transferred abroad unless the data subject himself directly requests it, and only to the administrator designated by him.
17.	Are workers who have access to personal data as part of personal data processing trained? Do these workers have an obligation of confidentiality in relation to the	An authorized employee, they are trained on employment and once every 12 months thereafter, and all will have a non-disclosure agreement in their employment contracts.

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	processed personal data in their contracts?	