|  |  |
| --- | --- |
| **G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Data processing info.jpg** | **Information on Personal Data Processing** |

By this document, we as the controller of personal data – company ŠKODA AUTO a.s., tř. Václava Klementa 869, 293 01, Mladá Boleslav, Identification No.: 00177041, registered in the Register of companies kept by the Municipal Court of Prague under section B file No. 332 (hereafter referred to as “company ŠKODA AUTO“) – provide information on the personal data processing and your rights related to this processing.

The processing of personal data includes following activities:

**Keeping records of the attendees of ŠKODA Museum**

|  |
| --- |
| **Purpose of the processing:**  |
| Excursion arrangement |
| **Description of the purpose of processing:** |
| We keep your personal data in a booking system through which we arrange ŠKODA Museum excursions or production facility excursions and use them for communicating with you in connection with the organisation of these excursions. |
| **Legal basis of the processing:** |
| We have to carry out the processing to be able to enter into reservation (contract) with you, or to perform the contract you entered in. The provision of your personal data is a contractual requirement and if you fail to provide them, we might not be able to conclude reservation (contract) with you or it might not be possible for us to perform the contract already concluded. |
| **Categories of the personal data we process:**  |
| Identification dataContact information |
| **Processing and archiving period:** |
| 5 years after implementation of the excursion |
| **Categories of data processors or recipients to whom we may provide the personal data:** |
| Upon request, your personal data can be provided to public authorities, in particular to courts, the Police of the Czech Republic and other law enforcement agencies to the necessary extent and within the boundaries of law.  |
| **Source of the personal data:**  |
| Directly from you. |
| **Transfers of personal data to third countries or supranational organisations:** |
| As part of the above-mentioned processing, your personal data will not be transferred to any third country or any multinational company. |
| **Automated decision-making based on the personal data:** |
| During this personal data processing, automated decision-making based on the personal data does not occur. |
| **Other information** |
| Personal data may be archived in the public interest and used for scientific, historical or statistical research purposes. In well-founded cases the personal data can also be the subject of the processing for the purposes of legal matters resolution, including the performance of obligations towards the public administration bodies and monitoring and ongoing evaluation of legal risks. |

|  |  |
| --- | --- |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\The Rights.jpg | **What are your rights?** |

As part of the processing personal data, you have the following rights:

|  |  |  |  |
| --- | --- | --- | --- |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Personal Data Access.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Agreement Rejection.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Data Correction.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Personal Data Erasure - kopie.jpg |
| Access to processed personal data. | Revocation of consent to the personal data processing. | Correction of incorrect, inaccurate or incomplete personal data. | Erasure of personal data in case of purpose legal basis termination or in case of unlawful processing. |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Data Processing Restriction.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Data Extract.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Data Processing Objection.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Automatic Decision Making Declination.jpg |
| Restriction of data processing. | Extract of your personal data in a machine-readable format for yourself or for another controller. | Object to data processing, if you believe that processing of personal data is unlawful. | Not to be subject of automated decision-making. |

|  |  |
| --- | --- |
| **G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Personal Data.jpg** | **How can you exercise your rights?** |

For the inquiries related to the personal data protection and processing, use the following communication channels:

|  |  |  |
| --- | --- | --- |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Web Adress.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\E-mail Contact.jpg | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Physical Adress.jpg |
| **By web:**<http://www.skoda-auto.com/data-privacy/> | **By e-mail:**DPOffice@skoda-auto.cz | **By mail:**ŠKODA AUTO a.s.Data Protection Officetř. Václava Klementa 869Mladá Boleslav IICZ 293 01 Mladá Boleslav |

In connection with the exercise of your rights, ŠKODA AUTO may charge a reasonable fee taking into account the administrative costs for the processing when requests from a data subject are apparently unfounded or excessive.

|  |  |
| --- | --- |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Personal Data Protection.jpg | **Data Protection Officer (DPO)** |
| For questions regarding the personal data protection, you can contact directly the Data Protection Officer (DPO) of ŠKODA AUTO. | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Web Adress.jpg  | <http://www.skoda-auto.com/data-privacy/> |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\E-mail Contact.jpg | dpo@skoda-auto.cz |

|  |  |
| --- | --- |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Objection Options.jpg | **Lodging a complaint** |
| In case you disagree with the way ŠKODA AUTO processes or handles your personal data, you can lodge a complaint with the Data Protection Officer (DPO) of ŠKODA AUTO or a supervisory authority to protect your rights. | G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Physical Adress.jpg | Office for Personal Data ProtectionPplk. Sochora 27CZ 170 00 Prague 7 |
| **G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Phone Contact.jpg** | +420 234 665 111 |
| G:\G\@GO\GO.0\DPO\Webové prezentace_B2E_COM_CZ\Ikony\GDPR icons complete pack\Web Adress.jpg | https://www.uoou.cz/en/ |