

Privacy Policy of GORDIC spol. s r.o.

1. Who processes your personal data?

Your personal data as data subjects is processed by the company **GORDIC spol. s r.o., Erbenova 2108/4, 586 01 Jihlava, IČ: 47903673**, as the controller. Through this document, we provide you with information about individual processing operations of personal data and also about your rights related to this processing. When processing personal data, we are governed by legal regulations, especially *Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (GDPR)* and also Act No. 110/2019 Coll., on Personal Data Processing.

2. How do we process your personal data in connection with marketing?

Based on your consent, we process your **identification** (first name, last name) **and contact details** (e-mail address, telephone number) for the purposes of sending commercial offers, newsletters, and other commercial communications. This consent is voluntary, valid for 3 years, but you may withdraw it at any time. You may withdraw the granted consent at any time in the manner specified in Article 7. – "What are your rights regarding the processing of personal data?".

3. How do we process your personal data as job applicants?

In connection with the selection procedure, we process identification data (**first name, last name, title, date of birth, gender**), contact data (**e-mail address, telephone number, contact address**), other data related to job performance (**especially information about education, completed training, previous experience, and references**). We obtain this personal data directly from you during the selection procedure, specifically through a CV, other documentation, and an oral interview. Within the selection procedure, we process personal data for the purposes defined below and also to the extent strictly necessary for the given purpose of processing. We process personal data for the conclusion of a contract, based on our legitimate interests, and potentially also based on your consent.

3.1. Processing leading to the conclusion of a contract – without your consent

Based on steps leading to the conclusion of a contract, we process your identification and contact data, and data related to job performance, for the purposes of evaluating job applicants and conducting the selection procedure. Based on this provided data, we can invite you to interviews, communicate with you, and assess your suitability for the given vacant position. Your personal data for these purposes is processed for the duration of the selection procedure. In the event that you grant us consent for further processing in the applicant database, we may process this data for a longer period.

3.2. Processing without your consent – based on our legitimate interests

Based on our legitimate interests, we process your identification and contact data, and data related to job performance, for the purpose of protecting our legal claims. You have the right to object to such

processing at any time; this objection may be raised in the manner described in more detail in Article 7. - "What are your rights regarding the processing of personal data?".

For these purposes, we process personal data for the duration of the limitation period (lasting a maximum of 10 years from the end of the selection procedure) for claims arising from or related to the selection procedure. In the event of the initiation of judicial, administrative, or other proceedings, we process your personal data to the necessary extent for the entire duration of such proceedings and our related needs.

3.3. Processing based on your consent for the purposes of maintaining an applicant database

Based on your consent, we process your **identification and contact data and data related to job performance** so that we may potentially contact you with another relevant job offer. If you grant us consent, we will process this data for a maximum period of 3 years from the end of the selection procedure. If consent is not granted, we will only process this data until the end of the selection procedure. You may withdraw the granted consent, however, the withdrawal of consent does not affect the lawfulness of the personal data processing up to the moment of withdrawal.

4. How do we process your personal data if you visit our website?

On our website, we process personal data via **cookies** (or similar technologies) and also via **contact and inquiry forms**.

Through our **contact and inquiry forms** on the website, you can leave us your contact details, potentially your message, and we will subsequently contact you. Based on your consent, we will then process the completed personal data so that we can contact you and comply with your requests. In such a case, you grant your consent for a period of 12 months, unless specified otherwise in a specific case, and you have the right to withdraw it at any time.

4.1. Processing of data in the form titled "We will let you know"

By filling in your personal data (first name, last name, email, phone) in the form titled "We will let you know," you consent to their processing for the purpose of allowing us to send you notifications about the possibility of signing up for training. In this case, you grant consent for a period of **3 years** and you may **withdraw** it at any time.

4.2. Processing of data in the form titled "Create a new training alert"

By filling in your personal data (email) in the form titled "Create a new training alert," you consent to their processing for the purpose of allowing us to send you alerts that a new training has been announced. In this case, you grant consent for a period of **3 years** and you may **withdraw** it at any time.

4.3. Processing of data in the form titled "Non-binding Inquiry"

By filling in your personal data (first name, last name, email, phone) in the form titled "Non-binding Inquiry," you consent to their processing to the extent you filled out and for the purpose of allowing us to contact you and comply with your requests. In this case, you grant consent for a period of **3 years** and you may withdraw it at any time. If you become a customer of our company, we will be able to

use your data for the entire duration of the contractual relationship and for a further 5 years from the termination of all contractual relationships between you and our company.

4.4. Processing of data in the form titled "Contact Form"

By filling in your personal data (first name, last name, email, phone) in the form titled "Contact Form," you consent to their processing to the extent you filled out and for the purpose of allowing us to contact you and comply with your requests. You grant consent for a period of **12 months** and you may withdraw it at any time.

4.5. Processing of data in the form titled "Training Order"

In connection with ordering training, we process all your personal data for the purposes of contract performance. Furthermore, based on your consent, we process your personal data (first name, last name, email, phone) for the purpose of sending or informing you about newly announced training offers. You grant consent for a period of **3 years** and you may **withdraw** it at any time.

4.6. Cookies

If you visit our website, we store small **cookies** on your device and subsequently read them from it. Cookies are small files of letters and numbers that we store in your internet browser or the hard disk of your computer device. We not only store cookies on your device, but we also read the cookies that our website has stored on your device (hereinafter referred to as "storage").

Some cookies are stored directly on your device by our website. These cookies help us identify you when moving between different pages of our website and during repeat visits, and help ensure security, for example, by examining whether someone has misused your connection to our website and is acting instead of you. Such cookies and other files are necessary for the functioning of our website. If you block these cookies in your browser, our website may not function correctly. Furthermore, we store cookies from our website on your device that allow us to monitor the traffic of our website, its individual pages, and to create statistics and reports.

If you do not disable the use of cookies and click the "I agree" button, which is part of our notification, after being notified, we will consider that you consent to the use of these cookies. You can delete cookies or refuse their use in advance by choosing the appropriate setting in your browser. However, if you do so, you may be forced to manually set some options every time you visit the pages, and some services and features may not work. For the processing of personal data, we use the services of another processor, which is Google Ireland Limited (Ireland) within the scope of the Google Analytics service, which processes personal data upon our instructions. Detailed information about the Google Analytics service can be found at <https://policies.google.com/privacy/partners>.

If you visit our website, we process data about your behavior on the web, which includes, in particular, information about the products you view, the links you click, and also data about the device from which you view our website, such as the IP address and location derived from it, the browser used and its version, and also data obtained from cookie files. We process data about your behavior on the web based on our legitimate interest (i.e., without your consent) for the purpose of: obtaining information based on which we can improve the website for you in the future (our legitimate interest here is improving our services for you, creating statistics and reports, especially monitoring the traffic of our website, its individual pages, and measuring advertising effectiveness, measuring the efficiency of our

website and advertising expenditures); preventing attacks on our website and threatening its functionality and the security of your data (our legitimate interest here is the trouble-free functionality of our services for you and the security of your data).

We do not only obtain data about your behavior on the web from cookies. We also supplement it with data: the IP address of your device (i.e., the address of your device used to communicate with other devices on the internet network), the browser you use on your device, its version and language setting, the web page address (URL address) from which you come to our website. We also process data about your behavior on the web based on our legitimate interest (i.e., without your consent), specifically for the purpose of creating personalized offers and targeted advertisements that we may display to you on the web. Our legitimate interest here is a maximally personalized and effective offer for you. We use personal data for these purposes for a maximum period of 3 years. You have the right to object to this processing by disabling this feature in your web browser.

5. How do we process your personal data in the visitor logbook?

All buildings of our company are secured. If you visit these buildings, we require proof of your identity. We process the obtained identification data based on our legitimate interest, i.e., for the protection of persons and property. Our legitimate interest in this case is preventing and avoiding damage. We store these records for a period of 3 months in a physical visitor logbook, which is accessible to a limited circle of persons. You have the right to object to this processing in the manner specified in Article 7. – "What are your rights regarding the processing of personal data?".

6. How do we process your personal data via our camera systems?

Camera systems are located in the premises of our company buildings, which we use to protect access to secured areas and also the persons located within them. We do this based on our legitimate interest for the purpose of protecting our property, the property of third parties, and ensuring security in these buildings. Ordinary industrial cameras with recording process data about your likeness, movement, and actions, all without sound. The recording is then stored for a limited period of a maximum of 14 days. Access to these recordings is then limited only to employees authorized to check the security of these premises. In the event of detected illegal activity, we store this recording for the period strictly necessary to resolve this illegal activity. You have the right to object to this processing in the manner specified in Article 7. – "What are your rights regarding the processing of personal data?".

7. How do we process your personal data via the telephone exchange?

If you call our telephone line, we will record these calls. We will thus process your identification and contact data, data disclosed during the call, and the call recording. The purpose of recording incoming calls is handling inquiries and requests, improving the quality of services provided or concluding a contract, protection of our rights and interests, especially the protection of property, order, and documentation of security incidents. Recording thus occurs based on our legitimate interests. Only persons designated for investigating security incidents may become familiar with the content of the call recording. The recording is automatically stored in a secured area. The retention period for the

recording is 1 year from the date of the recording. After this period expires, the recording is automatically deleted.

After transferring the call to another line, the call is redirected outside the call recording system. The caller is notified at the beginning of the call by the message " **Your call may be recorded.**"

8. How do we process your personal data in the mobile application Gordic Sentinel mobile?

"This provision applies exclusively to our employees who use the mobile application Gordic Sentinel mobile."

When using the mobile application Gordic Sentinel mobile, intended for recording attendance, holidays, travel orders, managing requests in the Service Desk, and using CRM, your personal data is processed. This includes, in particular:

- identification and contact data (name, email, phone),
- data on working hours, vacation, and business trips,
- login data (username and password),
- data on location and activities in the application, including photographs, videos, audio recordings, and documents,
- data on submitted requests in the Service Desk,
- data from communication with the integrated AI company chatbot, which serves to support communication and manage internal requirements.

The purpose of the processing is managing personnel and payroll agenda, handling work requests, ensuring secure system access, and supporting business and customer processes and effective work organization through the AI company chatbot.

The legal basis for processing is the fulfillment of obligations arising from the employment relationship and from legal regulations in the area of employment law and payroll agenda, furthermore, the employer's legitimate interest in ensuring secure system access, work organization, and managing business processes, including the use of the AI chatbot. In the case of using optional application features (e.g., location services), the legal basis is your consent.

The data is stored in a secured environment for the period stipulated by legal regulations (usually 10 years from the termination of employment) or for the duration of the user account. Access to them is granted only to authorized persons.

9. To whom do we transfer your personal data?

We do not intend to transfer your personal data to a third country or international organization.

10. What are your rights regarding the processing of personal data?

Right to withdraw consent – any consent you grant us may be withdrawn. However, this withdrawal does not affect the lawfulness of the personal data processing up to the moment of withdrawal.

Right of access – you have the right to know what data we process about you, for what purpose, for how long, where we obtain your personal data, and possibly to whom we transfer it and who else processes it, as well as information about your rights related to the processing of your personal data. You learned all this information in the individual articles of this Privacy Policy. However, if you have doubts about what data we process about you, you can ask us for confirmation of whether specific data is or is not being processed. Under this right, you can also ask us to provide a copy of the processed personal data. The first copy will be provided completely free of charge; we will charge a fee for any subsequent copies.

Right to rectification – if you discover that the personal data processed about you is incomplete or inaccurate, you have the right to have us complete or rectify it.

Right to erasure – in certain cases, you have the right to have us erase your personal data. We will erase your personal data if one of the following reasons occurs:

- your personal data is no longer necessary for the purposes for which it was processed,
- you withdraw consent, if the processing is based on consent and there is no other reason for processing,
- you object to the processing on the basis of our legitimate interests and we find that we no longer have such legitimate interests for this processing,
- the personal data was processed unlawfully, i.e., the processing carried out by us ceased to be in accordance with legal regulations.

However, this right does not apply in all cases. These exceptions include the processing of personal data that remains necessary for:

- the fulfillment of our legal obligations,
- the establishment, exercise, or defense of our legal claims.

Right to restriction of processing – you can exercise this right in some cases where you can request that your personal data be marked and that this personal data not be subject to further processing operations, but for a limited period. We must restrict the processing of personal data in cases where:

- the accuracy of the personal data is contested by you, pending agreement on which data is correct,
- we process your personal data without a sufficient legal basis (e.g., more than we are required to process), but you request only their restriction rather than erasure,
- your personal data is no longer needed for the aforementioned processing purposes, but you require it for lodging an objection against the processing of personal data or for the establishment, exercise, or defense of your legal claims.

We are obligated to restrict the processing of your personal data for the duration of the investigation into whether your objection is legitimate.

Right to data portability - if the processing of your personal data is carried out automatically and based on your consent or the performance of a contract, you have the right to have us provide your personal data to you in a structured, commonly used, and machine-readable format and to transfer it to another controller.

Right to object to processing – in cases where the processing of your personal data occurs based on our legitimate interest, you have the right to object to this processing. We will cease further processing this data unless we have serious legitimate grounds to continue this processing.

Right to lodge a complaint – if you exercise your rights in the ways mentioned above, your right to lodge a complaint with the Office for Personal Data Protection is not affected in any way. You can exercise this right especially if you believe that we are processing your personal data unlawfully or contrary to legal regulations.

All stated rights can be exercised in writing at our company address: Erbenova 2108/4, 586 01 Jihlava or by email at: gordic@gordic.cz. Furthermore, you may lodge a complaint against the processing of personal data carried out by us with the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7.