

BASIC AND ESSENTIAL REQUIREMENTS FOR A REQUEST TO EXERCISE DATA SUBJECT RIGHTS IN THE AREA OF PERSONAL DATA PROCESSING AND PROTECTION

(pursuant to Act No. 110/2019 Coll., on the Processing of Personal Data, in conjunction with the General Data Protection Regulation – GDPR)

I. Personal Data Controller

KORZO LIPNO s.r.o., with its registered office at Nemanická 2722, České Budějovice 3, 370 10, Company ID No.: 28138953, tel.: +420 722 075 630, Data Box ID: yg3343f (hereinafter referred to as the “Company” or the “Controller”).

II. Contact Details

The function of Data Protection Officer for the Controller is performed by:

Martin Trávníček, MBA

email: mtravnicsek@algotech.cz

tel.: +420 722 075 630

III. Rights of Data Subjects

- the right to withdraw consent
- the data subject's right of access to personal data
- the right to rectification
- the right to erasure (the “right to be forgotten”)
- the right to restriction of processing
- the right to notification concerning changes to personal data or restriction of processing
- the right to data portability
- the right to object, unless an exception is provided for by the Act or the GDPR
- rights relating to automated individual decision-making, including profiling
- the right to receive information concerning the source and acquisition of personal data where the personal data were not provided to the Controller by the data subject

Forms for exercising the following rights are available from the employees of the Personal Data Controller: objection to the processing of personal data, exercise of the right to data portability, withdrawal of consent, rectification, restriction of processing, erasure and access to personal data.

IV. Exercise of Data Subject Rights

The data subject is entitled to exercise his or her rights by means of a written request submitted in one of the following ways:

- by personal delivery to the address of the Personal Data Controller
- by post to the address of the Personal Data Controller
- electronically to the email address of the Data Protection Officer: mtravnicsek@algotech.cz
- via the Data Box of the Personal Data Controller

V. Náležitosti žádosti

1. A person wishing to exercise his or her rights in relation to personal data must state in the written request the relevant grounds and facts being raised and the right or rights he or she wishes to exercise.
2. Each request must contain the statutory particulars required for a submission in administrative proceedings. The applicant must also prove his or her identity, namely by means of an officially certified signature in the case of a paper request, a recognised electronic signature in the case of an electronic request, or by submitting the request through a Data Box.
3. If the request does not meet the statutory requirements, the applicant will be invited in writing to remedy the deficiencies. If the deficiencies are not remedied within the specified period, the request will be rejected.

VI. Processing of the Request and Time Limit

- The request will be processed free of charge within 30 days of its receipt pursuant to Article 12(3) of the GDPR, unless the Act provides otherwise. In exceptional cases, this period may be extended where a delay is necessary due to the complexity and scope of the processing required on the part of the Controller.
- The Controller may provide the information in writing or by other means. At the data subject's request, the information may also be provided orally, provided that the identity of the data subject has been established by other means.

Where the applicant repeatedly submits a request concerning the same matter, where the request is manifestly unfounded, or where the data subject is not entitled to submit it, the Controller will reject the request. In exceptional cases, the Controller is entitled, pursuant to Article 12(5) of the GDPR, to request reimbursement of the administrative costs associated with the request, including where the request is ultimately rejected.

VII. Remedies

- If the data subject's request under paragraph 1 is found to be justified, the Controller shall remedy the defective situation without undue delay.
- If the Controller does not comply with the data subject's request under paragraph 1, the data subject has the right to contact the supervisory authority directly, namely the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7, in the manner specified by the Controller in the relevant document.