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**Head Office:**

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[www.daktela.co.uk](http://www.daktela.co.uk)

**Regional Office**

Unit 6, Parkside House  
15 Headley Road, Woodley  
Berkshire, RG5 4JB

## Personal data processing agreement

Daktela sro, with its registered office at Pod Krejčárkem 975, 130 00 Prague 3, IČ: 27232263, registered in the Commercial Register maintained by the Municipal Court in Prague, Section C, Insert 106338 (hereinafter referred to as the "Administrator") No 2016/679 on the protection of individuals 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 the "Regulation") processes the following personal data:

name,  
surname,  
email address,  
telephone number.

The name, surname, e-mail address and telephone number are allowed by Art. b) Regulation - processing is necessary for the implementation of measures taken before the conclusion of the contract at the request of the data subject. This personal data must be processed to facilitate communication between you and the company.

Personal data will be processed for the aforementioned purpose for a period of 24 months from the performance of the demand for services / services, unless another legal regulation requires the preservation of contractual documentation for a longer period.

In case of conclusion of a contract where the Administrator acts as a provider of software and hardware services, commercial communications will be sent to your email address (or telephone number), as this procedure is allowed by Section 7 (3) of Act No. 480/2004 Coll. information society, unless you reject it. These communications may only relate to similar goods or services and may be unsubscribed at any time - by sending a letter, email or clicking a link in a commercial message -. For this purpose, the e-mail address will be processed by the Administrator for a period of 3 years from the termination of the contract.

The controller declares that all personal data is confidential and will not be disclosed to any third party. Exceptions are processors, which may be providers of processing software, services and applications, but are currently not used by the Administrator.

Please note that under the Regulation you have the right:

- ask us for information about your personal data,
- request access to this data from us and have it updated or corrected, or require processing restrictions,



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- request that we delete this personal data, we will delete it unless it is personal data that we are required or authorized to process further in accordance with applicable law,
- the portability of the data and the right to request a copy of the personal data processed,
- in the case of processing carried out based on the legitimate interest of the Administrator pursuant to Article 6 (1) (a); f) You have the right to object to processing,
- file a complaint with the Office for Personal Data Protection and the right to effective judicial protection if you consider that your rights under the Regulation have been violated as a result of processing your personal data in violation of the Regulation.