

## Information on the processing of personal data

The University of South Bohemia in České Budějovice, with its registered office at Branišovská 1645 / 31a, 370 05 České Budějovice, IČ: 60076658, as the administrator of personal data (hereinafter referred to as "USB" or "seller"), pays great attention to personal data protection. This document contains information which personal data is processed about the customers of the e-shop operated on the websites <https://remotewaterquality.com> and <https://remotewaterquality.eu> (hereinafter referred to as the "e-shop"), on the basis of which legal reason they are processed, for what purposes they are used, to whom they can be transferred and what rights customers have in connection with the processing of personal data.

### Scope and purpose of personal data processing

USB processes the following personal data for the purpose of concluding the contract and providing the service:

1. In the case of ordering the service, USB needs data that are marked as mandatory in the ordering process (especially name, surname, billing address, e-mail address). Without this information, USB is unable to fulfill its obligation under the purchase agreement. An order confirmation will be sent to the customer's e-mail address, which also serves as a confirmation of the concluded purchase contract.
2. When ordering services, customers can also fill in optional data. These help USB to fulfill the concluded contract more efficiently. Optional data is provided by the customer voluntarily.
3. During the provision of the service, USB monitors the customer's IP address, the type and version of the web browser that the customer uses and the times of logging in to the service.

Reason for processing personal data:

1. Purchase of services and related activities: personal data are needed primarily to process the order and provide the ordered service.
2. Provision of the service: during the provision of the service, USB registers:
  - a. in order to check the provided license, the customer's IP address and the time of his login to the service;
  - b. in order to optimize the website, the type and version of the web browser used by the customer;
3. Marketing activity: business messages can be sent to customers' e-mail addresses, as this procedure is allowed by law, unless explicitly rejected. These communications may only concern similar or related services and may be unsubscribed at any time in a simple manner (by sending a letter, e-mail or by clicking on a link in the commercial communication). The e-mail address will be kept for this purpose for a period of 3 years from the conclusion of the last contract between the contracting parties.
4. Exercise of rights and legal claims and control of public authorities: USB is also entitled to process personal data because they are needed for the exercise of its rights and legal claims (eg. in the case of an outstanding

claim) or because they are needed for the purposes inspections carried out by public authorities and for other similar reasons.

## **Legal basis for the processing of personal data and the transfer of personal data to third countries**

Performance and conclusion of the contract

- the majority of personal data is necessary for concluding a contract within the e-shop and subsequent provision of the service. In the event that an individual person orders a service from USB as a representative of a legal entity, USB processes the data of such individual person for the same purpose on the basis of a legitimate interest in concluding and fulfilling a contract with the person he represents.

- for the same legal reason, USB can send e-mails to customers.

Fulfillment of legal obligations

- on the basis of this legal basis, USB processes identification and contact data, data on orders, due to compliance with the following laws in particular:

- on Act No. 89/2012 Coll., the Civil Code,
- on Act No. 634/1992 Coll.,
- on consumer protection, on Act No. 563/1991 Coll.,
- on Accounting, on Act No. 235/2004 Coll., on value added tax.

USB does not transfer personal data of customers to third countries to the European Union, resp. European Economic Area or international organizations.

### **Time of processing personal data**

USB processes personal data of customers for the duration of the contractual relationship. After this period, USB retains customer data based on a legitimate interest in order to protect legal claims and internal records and control, for a period of 4 years with regard to the limitation period of 3 years and for claims asserted at the end of the limitation period. The customer's e-mail address is kept by USB on the basis of a legitimate interest 3 years after the conclusion of the last contract.

USB points out that personal data necessary for the proper provision of services, resp. in order to fulfill all the obligations of the USB, whether these obligations arise from the contract or from generally binding legal regulations, the USB must process for a period specified by or in accordance with the relevant legal regulations (eg. for tax documents a period of at least 10 years is specified).

### **Customer rights**

As a data subject, the customer has all the rights granted by the general regulation on personal data protection and other legal regulations. These are the right of access, rectification, deletion, restriction of processing, portability, objection and lodging of a complaint:

**Right of access:** under the right of access, the USB customer may request a copy of the processed personal data, the first copy being provided free of charge and the other copies already with a fee covering administrative costs.

**Right of correction:** if the customer finds out that USB is processing his inaccurate or incomplete data, he has the right to request their correction or supplementation.

**Right of deletion:** in some cases, the customer has the right to have his personal data deleted. USB will delete personal data without undue delay, if any of the following reasons is met:

- the customer's personal data are not required for the purpose for which they are processed;
- the customer withdraws his consent on the basis of which his personal data was processed and there is no further reason for their processing;
- the customer exercises his right to object to the processing of personal data that USB processes on the basis of its legitimate interests and USB finds that it no longer has any such legitimate interests that would justify such processing;
- personal data are processed illegally or;
- the obligation to delete is stipulated by a special legal regulation.

**Right to object:** in the event that personal data are processed on the basis of the legitimate interest of USB and there are reasons on the part of the customer, he may object to the said processing of his personal data.

**Right to restrict processing:** the customer may, in addition to the right to delete, also exercise the right to restrict the processing of personal data if:

- denies the accuracy of its personal data processed;
- personal data is processed illegally, whereby the customer refuses to delete personal data and instead requests restrictions on their use;
- USB no longer needs personal data for processing purposes, but the customer requests it to determine, enforce or defend its legal claims;
- in the event that the customer has raised an objection in accordance with the previous point until it is verified whether the legitimate reasons of USB outweigh the legitimate reasons of the customer.

In the event of restrictions on processing, USB may process personal data, with the exception of their storage, only with the consent of the customer or for the purpose of determining, enforcing or defending legal claims, for protecting the rights of another natural or legal person or for reasons of overriding public interest of EU or any member state.

**Right of portability:** the customer has the right to obtain from USB the personal data concerning him provided to USB in a structured, commonly

used and machine-readable format, and the right to transfer this data to another controller, in cases where:

- processing is based on the customer's consent or on the basis of a contract and at the same time the processing is performed automatically.

**Right to lodge a complaint:** In the event that the customer considers that his personal data has been processed unauthorisedly, he also has the right to lodge a complaint with the supervisory body, the Office for Personal Data Protection.

### **Exercise of individual rights and contact to the Commissioner for Personal Data Protection**

In order to exercise its above-mentioned rights, or in case of any questions, suggestions or comments in the field of personal data protection (hereinafter referred to as "request"), the customer may contact the data protection officer via the vu8j9dv data box, e-mail [commissioner@jcu.cz](mailto:commissioner@jcu.cz) or in paper form at Branišovská 1645 / 31a, 370 05 České Budějovice.

The submitted application must show:

- identification of the applicant whose personal data the application concerns  
or, where applicable, identification of the applicant and the person authorized to represent the applicant;
- contact details of the applicant;
- the subject of the application (description of what the application concerns, what the applicant is applying for or what / what his / her rights he / she is exercising / what he / she is seeking);
- signature of the applicant (in writing).

In case of doubts about the identity of the applicant or in the case of processing an application concerning a special category of personal data, additional verification of the applicant's identity (assigned identifier, password, etc.) may be required, depending on the nature and form. In the case of an anonymous application, or if the applicant does not reliably prove his / her identity, the application will not be processed. Where appropriate, the applicant may also be asked to supplement the application, for example, to clarify the relationship between the data subject and the controller to which his application relates.

The request will be processed without undue delay, but no later than thirty (30) days from the date of its delivery. If the nature of the application does not allow it due to its complexity, time or technical complexity or due to the number of applications, the above deadline for processing the application may be extended by up to another sixty (60) days. The data subject will be informed of the

extension and its reasons within thirty (30 days) from the date of delivery of the request.