

Personal Data Processing Policy

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By means of this Personal Data Processing Policy, Metrostav DIZ s.r.o. (hereinafter referred to as the “Company”) informs data subjects, i.e. natural persons whose personal data it processes, about the principles of protecting their privacy and about the processing activities carried out (in accordance with the European Union’s Personal Data Protection Regulation known as “GDPR”).

Basic information on the processing of personal data

The Personal Data Processing Policy applies to all clients, suppliers and customers of the Company, and to anyone else who contacts the Company or otherwise provides or discloses any personal data to the Company (unless otherwise stated below). This means all people who use the Company’s services, or provide services, subcontract, or have any other relationship with the Company.

The processing of personal data is carried out both manually and automated in the Company’s information systems. Where personal data of data subjects are processed through information systems, no automated decision-making takes place.

Data controller

The controller of personal data is Metrostav DIZ s.r.o., with registered office at Koželužská 2450/4, Prague 8, Postal Code 180 00, identification number 25021915, registered in the Commercial Register maintained by the Municipal Court in Prague, Section C, Insert 93177.

What data the Company collects

The Company collects the following categories of data:

1 Data provided by the data subjects themselves

Information provided on these occasions:

- at the conclusion of a contractual relationship between the data subject and the Company, or for the purposes of the establishment of that contractual relationship;
- data provided for the execution of the contract;
- if the data subject contacts the Company and requests or offers to supply its services or goods;
- when communicating with the Company, whether by email or by completing any contact form on the www.metrostavdiz.cz website;
- if the data subject contacts the Company for another reason.

2 Information from other sources

Such sources include:

- publicly available sources, including public registers and the Internet;
- information that the Company has received from third parties, such as the data subject’s employer or associates or business partners, and that is necessary for the performance of the contract or the fulfilment of legal obligations.

The company may combine the information collected from these sources with other information it obtains through its own activities, i.e. processing and evaluation of personal data already collected.

How the Company uses personal data

The company uses the data collected for the following purposes:

1 Protection of property, safety and other rights of the Company and third parties

The Company has a legitimate interest in protecting its assets and rights as well as those of third parties. For this purpose, the construction sites, office buildings and premises of the Company may be secured by a camera system and a system recording visits.

The Company uses the personal data exclusively for the stated purpose and keeps the camera recordings in accordance with the opinion of the Office for Personal Data Protection, usually for three days. Records of visits containing only the necessary personal data (most often name and surname, document number, if applicable your employer's details and vehicle registration number) are kept by the Company for a maximum of 90 days.

2 Reaching out for cooperation

The Company may use the contact information to request services and products from its suppliers and potential suppliers. In doing so, they act in the mutual legitimate interest of business cooperation. In the event that the data subject is no longer interested in being contacted by the Company, they may use any of the Company's contact details and communicate this fact to the Company.

3 Construction activity

The data is used by the Company for the actual execution and registration of orders, for communication with clients, customers and suppliers and for the fulfilment of all related contractual and legal obligations.

4 Bookkeeping

The data is used by the Company to issue accounting documents and maintain accounting records in accordance with legal requirements.

5 Marketing in the sense of offering our Company's services

The Company may use the personal data of its suppliers for the purpose of submitting bids for tenders and public contracts in which it participates.

Personal data for this purpose are processed on the basis of mutual legitimate interest in the performance of business purposes and the conclusion of relevant contracts, or on the basis of explicit consent to the processing of personal data in the internal information system of CED.

6 Marketing, Advertising and Corporate Communications

Personal data of data subjects may be used by the Company for the following purposes:

- their publication in promotional printed materials or on the Company's website, including its social media profile, on the basis of the consent granted;
- sending information and news, e.g. by sending printed materials, either on the basis of consent or on the basis of a mutual legitimate interest in the event of a contractual or similar relationship between the Company and the data subject. In the event that the data subject does not wish to be contacted in this way, they may use any of the Company's contact details and communicate this to the Company.

If the Company organises a promotional, educational or other social event, it may make a photographic or audiovisual record of the event and publish such recordings on its website, social media or other marketing materials to inform about the event and its proceedings. The recordings are not made with the intention of processing any personal data and therefore no processing of personal data takes place.

7 Recruitment of new employees

If the Company obtains someone's personal data for recruitment purposes, it only uses it to fill a new position. If these data include professional psychodiagnostics, it processes personal data resulting from them only with the explicit consent of the data subject. The Company processes personal data for this purpose for the entire duration of the selection process, unless the data subject gives consent for the Company to store his/her personal data for a longer period of time and use it in the event of a new suitable job opening in the future.

The Company may process the personal data of students of Secondary Vocational Training Schools, Secondary Vocational Schools and Universities for the purpose of educational support and professional development, support and employment, if this results from the concluded contract between the Company and the student, if the student has given their consent to this, or if there is a mutual legitimate interest in the implementation of practical training in the Company and future cooperation. If the student is not interested in the implementation of professional practical training at the Company, they can use any of the contact details of the Company and inform the Company of this fact.

8 Legal proceedings and defence of legal claims

The collected data may be used by the Company to enforce claims, resolve disputes, or protect its rights and legitimate interests under applicable law.

9 Prevention and Ethics Hotline

If the data subject contacts the Ethics Hotline with a specific complaint, they consent to the processing of their personal data for the purpose of investigating the complaint for a period of time appropriate for investigating the complaint and taking corrective measures.

In the event that the personal data of a data subject is disclosed to the Company by a third party on the Ethics Hotline, the Company shall process the data only to the extent and for the period of time necessary to investigate the complaint and take remedy, all within the legitimate interest of the Company and third parties to comply with all legal obligations.

Sharing and transferring data

The company may share the data collected:

1 With other companies in the Metrostav Group

The Company may provide information or provide access to it to legal entities - companies forming the Metrostav Group. A list of all Metrostav Group members is available on the website <https://www.skupinametrostav.cz/cs/>. All companies of the Metrostav Group are bound by the obligation of confidentiality and comply with applicable data protection legislation.

2 With business partners

The Company may disclose or provide access to information to its associates, clients, suppliers, consultants, software providers, insurance companies, audit firms and other service providers or business partners when they provide services to the Company that involve the processing of personal data. In no case does it provide personal data, whether or not in return for payment, to third parties without a legal basis.

All contractual partners of the Company are bound by the obligation of confidentiality and comply with the applicable legislation in the field of personal data protection.

3 For legal reasons or in the event of disputes

The Company may share personal information when required to do so by law:

- with the Police of the Czech Republic and courts, government authorities or other third parties, if necessary to comply with the Company's legal obligations or to enforce its legal claims or to protect the rights or property of the Company or third parties;
- with other parties in connection with any merger, sale of assets, consolidation or restructuring, financing or transfer of the Company or any part thereof to the ownership of another company.

4 With the consent of the data subject

The Company may also share personal data in other ways and with other entities if the data subject explicitly agrees to this.

The Company may transfer personal data outside the EU countries when necessary, in particular when it carries out business or construction activities abroad. In this case, the Company shall always comply with the applicable law regarding the transfer of personal data abroad.

What rights does the data subject have in relation to the processing of personal data?

The data subject may exercise the rights set out below in relation to the processing of their personal data by the Company. You may use the Company's contact details listed at the end of the information to make your request.

1 Retention and deletion of data

All personal data is always kept by the Company for the time necessary to comply with the purpose for which the personal data is processed, in particular for:

- established by law or other generally binding legal regulation;
- set out in the consent granted;
- the duration of the contractual relationship with the Company and normally for ten (10) years after its termination, unless other statutory archiving periods are specified.

The Company will delete the personal data as soon as the data subject requests it, unless there is a legitimate reason for further processing, for example:

- the legal archiving periods have not expired;
- if the Company is dealing with a data subject in relation to an issue, such as a pending dispute or legal claim;
- if the data is held by the Company in aggregated or anonymous form;
- if the Company needs such data for legitimate business purposes.

2 Access to personal data

The data subject may contact the Company at any time, free of charge, to request information on whether the Company processes their personal data and, if so, to request further information on such processing.

3 Change of personal data or error in data

If, for example, during the course of the contractual relationship between the data subject and the Company, there is any change in the personal data, such as a change of name, residence or e-mail address or telephone number, or if the data subject finds that the Company is working with outdated or incorrect data, they have the right to notify the Company and request the correction or modification of the personal data.

4 Restrictions on processing

If the data subject believes that:

- The Company processes their inaccurate data (and the Company verifies whether this is the case);
- the processing of personal data is unlawful on the part of the Company and the data subject does not wish to have all the data deleted at the same time;
- their personal data is no longer needed by the Company for the above purposes, but the data subject would like to use it to defend their legal claims, for example in legal proceedings;
- the legitimate interest of the Company in a particular processing of personal data is not present (and the Company shall examine whether this is the case), the data subject may request the Company to restrict the processing of only some of their personal data or for only certain processing purposes.

5 Data portability

The data subject may at any time request the Company to transfer their personal data held by the Company to a third party as specified by the data subject.

6 Objection to processing

If the Company processes personal data on the basis of a legitimate interest of the controller, the data subject may object to such processing in accordance with the instructions set out directly in the text of this Policy.

7 Withdrawal of consent to the processing of personal data

If the processing of personal data is based on the consent of the data subject, this consent may be withdrawn in writing (including by e-mail) at any time.

8 Right to lodge a complaint

If the data subject considers that the Company handles their data in violation of the law, they may at any time contact the Managing Director for the administration of the Company or, where appropriate, the Office for Personal Data Protection.

Contact details of the controller:

Metrostav DIZ s.r.o.
Koželužská 2450/4, 180 00 Praha 8
e-mail: osobniudaje@metrostavdiz.cz