

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF EMPLOYEES, EXTERNAL ASSOCIATES, CUSTOMERS AND BUSINESS PARTNERS IN MOROSYSTEMS, s.r.o.

MoroSystems s.r.o., Company ID no.: 277 04 424, with its registered office at Smetanova 1022/19, Veveří, 602 00 Brno (hereinafter referred to as “MoroSystems”) and (hereinafter also “We”), as a personal data administrator, informs you as a user of www.morosystems.cz and www.morosystems.com about the collection of personal data and privacy policy as described below.

Regulation (EU) No 2016/679 of the European Parliament and of the Council dated 27th April 2016 on the protection of individuals with regard to the processing of personal data, on the free movement of such data and repealing Directive 95/46/ES (General Data Protection Regulation) came into force on 25th May 2018.

By providing this information, we would like to inform the Company’s employees, its external associates, customers and business partners (suppliers, subcontractors) and other legal entities with whom our Company maintains contacts without having a contractual relationship how we collect and handle personal data, from what sources we obtain it, how we use it, to whom we may provide it, from whom they can obtain more information about the personal data we process about them and what their individual rights in the area of personal data protection are.

PRINCIPLES OF PERSONAL DATA PROCESSING

1. Morosystems (hereinafter referred to as the “Company”) processes personal data for a clear and understandable reason, by specified means and in a manner ensuring the purpose of their processing; we only store personal data for as long as necessary.
2. When processing personal data, we ensure adequate safeguards against the following: unauthorized or accidental access to the personal data, its alteration, destruction or loss, unauthorized transmissions or unauthorized processing, as well as misuse.
3. We clearly inform all concerned about the processing of personal data and their rights to accurate and complete information regarding the processing of personal data.
4. We have adopted and adhered to the appropriate organizational and technical measures, internal standards and procedures to ensure the necessary level of security appropriate to the anticipated risks. All persons who come into contact with personal data are obliged to maintain the confidentiality of information obtained in connection with the processing of such data.

PERSONAL DATA MANAGEMENT AND PROCESSING

1. The personal data administrator is Morosystems s.r.o. Company ID no.: 277 04 424, with its registered office at Smetanova 1022/19, Veveří, 602 00 Brno, the company is registered in the Commercial Register kept by the Regional Court in Brno, file number C 53303 (‘the company’).
2. In certain cases, the company also handles the personal data of the persons concerned on behalf of another person (another controller). This includes, for example, cooperation with other companies within the Morosystems group (hereinafter referred to as ‘the “MoroSystems Group”’); the list of entities belonging to the Morosystems group is listed in Annex 1 to this information and will be updated as necessary.

PURPOSE AND LEGAL TITLE OF PROCESSING

All personal data are processed lawfully and transparently and only adequate, relevant and necessary data is required in relation to the purpose of the processing.

1. **Without the consent of the person concerned in the interest of:**

- a) prevention of damage to property of the persons entrusted to the company and the property of the company
- b) fulfillment of reporting obligations to the authorities
- c) fulfillment of obligations arising from the execution of court orders and/or state administration bodies
- d) fulfillment of obligations imposed on the Company in direct connection with the services it is entitled to provide to its business partners primarily on the basis of Act No. 480/2004 Coll. on certain information society services, as amended
- e) fulfillment of archiving obligation
- f) negotiation of rights and obligations and realization of rights and obligations under concluded contracts and agreements, in particular the realization of rights and obligations from established or concluded employment and similar relations with job seekers or employees and from established or concluded business relations with potential customers or customers

In such cases, personal data are necessary, inter alia, to be able to negotiate, conclude and execute a contractual relationship without undue legal risks, including negotiations on its conclusion or negotiations on its change.

g) the protection of rights and interests protected by law, in particular in the interest of

- protection of the rights and legally protected interests of the company, authorized beneficiaries or other authorized persons, for example when substantiating claims that the company is obliged to third parties in the recovery of claims, realization of collateral or other assertion of claims or in development and development services
- conducting negotiations on the assignment of rights and obligations, including related implementation and other subsequent negotiations with third parties, etc.
- keeping all dispute evidence, especially for the purposes of litigation or other disputes (eg fulfillment of the duty of proof)

2. With the consent of the person concerned

a) This shall normally be the case where the person concerned voluntarily agrees that the company may process personal data provided or otherwise obtained by the person concerned. If the person concerned does not give consent, the company may not be able to provide services, products or programs, or will be forced to adjust the availability, scope or conditions of the services, products or programs provided in a reasoned manner. Subject to the consent of the person concerned, the Company processes the personal data of the person concerned for the following purposes:

- care for employees (job seekers, former employees) or customers (potential customers, former customers) in the framework of activities that do not constitute performance of employment, business or other contracts or do not rely on any other legal framework for the processing of personal data and which include the following activities: market research, courtesy, relationship and communication

SCOPE AND METHOD OF PERSONAL DATA PROCESSING

The Company processes personal data to the extent necessary to fulfill the above purposes. In particular, it processes contact and identification data, creditworthiness, credibility and payment discipline data, descriptive and other data and, to the extent necessary and justified, data on other persons, generally available from public sources. More information on the extent of processed personal data of clients is given in **Appendix 2 to this information**.

The way in which the company processes personal data includes manual and automated processing, including algorithmic processing, in the company's information systems. Personal data are mainly processed by company employees. To a necessary extent the personal data is also processed by third parties to whom the processing has been entrusted under a special written contract concluded prior to any transfer of personal data to the third party. This special agreement contains the same safeguards for the processing of personal data as the company itself respects in accordance with its legal obligations.

RECIPIENTS OF PERSONAL DATA

The personal data of the persons concerned (employees, job seekers, former employees) or customers (potential customers, former customers) or business partners (potential or former business partners) shall be made available to the necessary extent, in particular to authorized employees of the company in connection with the fulfillment of their work duties where personal data must be handled. Ensuring that all safety precautions are observed is a matter of course. In addition, the personal data of the persons concerned is transferred to third parties who, on the basis of a special written contract, participate in the processing of the personal data of the persons concerned, or this personal data is made available to them for another reason in accordance with the law.

In accordance with the relevant legal regulations, the Company is entitled or directly without the consent of the person concerned transfer personal data to:

a) competent state administration authorities, courts and law enforcement authorities for the purpose of fulfilling their legal obligations and for the purpose of enforcement

b) other persons to the extent stipulated by law, for example to third parties for the purpose of recovery of the company's receivables from the persons concerned

With the consent of the person concerned, on the basis of which the Company is entitled to handle, to the appropriate extent, information that constitutes confidential information, trade secrets, banking secrecy and other information classified on the basis of of Act No. 412/2005 Coll., on the protection of classified information and on security eligibility, we pass on personal data to:

a) entities belonging to the MoroSystems Group, persons affiliated with the Company, for the purpose of complying with the Company's legal obligations, concluding and performing Contract, offering products and services, protecting the rights and legally protected interests of the Company, customer care and mutual data sharing within the MoroSystems group about matters that testify to the creditworthiness and credibility of customers

b) entities belonging to the group of persons related to customer's company of the Company, if this is agreed in a written business contract with the customer of the Company

c) to other persons for the purpose of disseminating information, offering products and services to the Company, such transfer shall be made by the Company, subject to the consent of the person concerned, in full compliance with the other terms and conditions set forth herein, in particular the purpose, scope and timing of the processing of personal data. In this case, the Company will only provide identification and contact information to the extent necessary for the recipient.

TRANSFER OF PERSONAL DATA ABROAD

The personal data of the persons concerned are processed in the territory of the Czech Republic and in other European Union countries, where the entities belonging to the MoroSystems Group and sharing the same standards of personal data protection as the company are based. Neither the company nor the entities involved in the processing of the personal data of the persons concerned transmit the personal data of the persons concerned to countries outside of the European Union.

PERSONAL DATA PROCESSING TIME

The personal data of the persons concerned are processed by the company only for the time necessary for the purpose of their processing, unless the processing time is imposed by law. Responsible persons authorized by the company continually assess whether the need to process certain personal data needed for a specific purpose continues. If the company finds that it is no longer necessary for any of the purposes for which it was processed, it will dispose of the data. After the expiry of the normal processing time of personal data, the Company carefully assesses whether to extend or not the period of retaining personal data usage based on the purpose of the processing.

RIGHT OF THE PERSON CONCERNED

In this information, the company explains why it needs the personal data of the persons concerned and that it may only process it for certain purposes with their consent. The person concerned is not obliged to give consent to the processing of his/her personal data and is also entitled to withdraw the consent already granted at any time. If the person withdraws his or her consent, the company will terminate the processing of the relevant personal data for purposes requiring the relevant consent, but may be entitled or even obliged to continue to process the same personal data for other purposes on the basis of the relevant legal title.

If the person concerned does not grant or withdraws his consent, the company may:

a) adjust the availability, scope or conditions of their products or services accordingly, or

b) refuse to provide the person or entity with his/her product or service if he/she finds such consent necessary to provide the product or service under the given conditions.

If the person concerned wishes to withdraw his/her consent to the processing of his/her personal data, he/she can write to MoroSystems s.r.o., Smetanova 1022/19, Veveří, 602 00 Brno, and send an e-mail to info@morosystems.cz.

PERSONAL DATA SOURCES

In particular, the Company obtains the personal data of the persons concerned:

a) directly from the persons concerned, eg.: when handing over documents for negotiating and concluding contracts relating to employment or products or services provided, or indirectly, eg.: when using the products or services themselves or by making available information on products and services to the persons concerned, eg.: through the company's website, etc.

b) from publicly available sources (public registers, records or lists)

c) from third parties authorized to handle the personal data of the person concerned and transmit them to the company in compliance with the stipulated conditions, such as from members of the MoroSystems group

d) potential customers for the company's products or services as part of marketing events and campaigns

e) processing and evaluating other personal data of the persons concerned.

YOUR RIGHTS GOVERNED FROM PERSONAL DATA PROCESSING

You have the following rights in relation to the processing of your personal data by us:

a) the right to access your personal data;

b) the right to amend;

c) the right to delete the data ('right to be forgotten');

d) the right to limitation of the processing of the data;

e) the right to object to processing; and

f) the right to file a complaint about the processing of personal data.

Your rights are explained below to give you a clearer picture of their content.

You can exercise your rights by contacting us at info@morosystems.cz

You can file a complaint with the Supervisory Authority, which is the Office for Personal Data Protection (www.uoou.cz).

The right to access means that you can at any time request our confirmation whether or not the personal data relating to you are being processed and, if so, for what purposes, to what extent, to whom they are made available, for how long we will process it, whether you have the right to amend, delete or restrict the processing or object to where we obtained your

personal data from and whether there is an automatic decision-making process, including any profiling, based on the processing of your personal data. You also have the right to obtain a copy of your personal data, the first provision being free of charge; the Company may charge you for further copies.

The right to amendment means that you can, at any time, ask us to correct or complete your personal data if it is inaccurate or incomplete.

The right to delete means that we must delete your personal data if

- they are no longer needed for the purposes for which they were collected or otherwise processed
- processing is unlawful
- you object to the processing and there are no overriding legitimate reasons for processing;
- or legal obligation is imposed on us.

The right to restrict processing means that until we have resolved any contentious issues regarding the processing of your personal data, we must limit the processing of your personal data so that we may only store it and, if necessary, use it for the purpose of determining, exercising or defending our claims.

The right to object means that you may object to the processing of your personal data that we process for direct marketing purposes or for a legitimate interest. If you object to processing for direct marketing purposes, your personal data will no longer be processed for that purpose.

ELECTRONIC COMMUNICATIONS AND MOBILE APPLICATIONS

As part of its care for all concerned, the Company develops its technologies so that the persons concerned can make appropriate use of its products, services and programs with the aid of modern electronic means of communication. These are mainly services related to the use of the Internet, the use of social networks and various online applications. In this context, the Company processes all personal data obtained about the persons concerned in accordance with the terms and principles set out in this information.

For commercial communication via websites and social networks, the Company also uses cookies - small text files that are

stored on the person's computer when the website is first loaded. Further information on the use of cookies is available at www.morosystems.cz and www.morosystems.com.

This information becomes valid and effective as of 25th February 2019.

Appendices shall form an integral part of this information:

Appendix 1: MoroSystems Group

Appendix 2: Scope of processed personal data

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APPENDIX 1 MOROSYSTEMS GROUP

As of 25th February, 2019, the MoroSystems, s.r.o. is comprised of the following entities:

MoroSystems, s.r.o.

registered office at Smetana 1022/19, Veveří, 602 00 Brno,

Company ID no.: 277 04 424

Registered in the Commercial Register kept by the Regional Court in Brno,
file number C 53303

MoroSystems Software Development, s.r.o.

registered office at Francouzská 421/87, Zábřdovice (Brno-sever), 602 00 Brno

Registered in the Commercial Register kept by the Regional Court in Brno,
file number C 85792

MoroSystems SK, s.r.o.

registered office at Hraničná 18/1728, 821 05 Bratislava, Slovenská republika

Registered in the Commercial Register kept by the Regional Court in Bratislava,
file number 95680/B

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APPENDIX 2 SCOPE OF PERSONAL DATA PROCESSED

1. Identifying information – this includes, but is not limited to, name, surname, date and place of birth, personal identification number, permanent address, type, number and validity of identity card; in the case of an entrepreneur also business ID and VAT number. Other possible identification data are, for example, the IP address of the PC being used, bank and account information, and files of specific authentication data which the company agrees to use with the person concerned.

2. Contact information – contact addresses, phone numbers, email and fax addresses or other similar contact information.

3. Information necessary to determine whether to conclude a contract – this is the data necessary primarily to assess the risks of the contractual relationship or trade. Depending on the type of contract being concluded, the data include, but are not limited to, data on good reputation, health eligibility, possible distraints, insolvency proceedings, entry into liquidation, data on business ties.

4. Data arising from the fulfillment of contractual obligations – depending on the nature of the product or service provided, we process data relating to the product or service provided. In this category, personal data is processed, such as the duration of the contract, the maturity date, the state of the company's obligations to the person concerned, the state of the company's claims on the person concerned, the data on payment transactions made with the person concerned, the details of the use of payment instruments in relation to the person concerned.

5. Personal information collected in connection with the provision of our products or services.