

Valid for Lundegaard a.s., Czech Republic

Information on Processing Personal Data of Employees, External Collaborators, Customers and Business Partners in Lundegaard a.s.

On 25th May 2018, Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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) became effective.

By providing this information, we want employees of the Company, its external collaborators, customers and business partners (contractors, subcontractors) and other natural or legal persons with whom our Company maintains contacts without having a contractual relationship to fully understand what personal data concerning him or her we collect, how we use them, from what sources we obtain them, to whom we can disclose them, from whom he or she can receive information about his or her personal data that we process, and what are their individual rights in the protection of personal data.

I. Principles

1. Lundegaard a.s. (hereinafter also "the Company") collects, processes and provides personal data
 - a) Without your consent
 - i. To fulfil the obligations imposed on the Company by the generally binding legislation of the Czech Republic and the European Union;
 - ii. With regard to performance of contractual obligations;
 - iii. On grounds of a legitimate interest of the Company;
 - b) With your consent
 - iv. For the purposes of employee and external collaborators welfare;
 - v. To provide information within the Company;
 - vi. For the purposes of publishing information including personal data in public relations and marketing;
 - vii. For the purposes of publishing information that contains personal data in the Company profile on social networks;
2. We process personal data for a clear and understandable reason, using the specified means and in a way that ensures the achievement of the purpose of the processing. We store the personal data only as long as strictly necessary.
3. When processing personal data, we provide adequate security against unauthorized or accidental access to the personal data and against their alteration, destruction or loss, unauthorized transmission or unauthorized processing, as well as misuse.

4. We inform in a clear and understandable way all persons concerned of the processing of personal data and of their rights to accurate and complete information regarding the processing of personal data.
5. We have adopted and adhere to appropriate organizational and technical measures to ensure the necessary level of security to meet the anticipated risks. All persons coming into contact with personal data are under an obligation to observe confidentiality of information obtained in connection with the processing of such data.

II. Managing and Processing Personal Data

Lundegaard a.s., with its registered office at Papírenská 180/1, 160 00 Prague 6 - Bubeneč, Company ID (IČO) 25687221, a Company registered in the Commercial Register maintained by the Municipal Court in Prague, file number B 23149 ("the **Company** ") is the personal data controller.

In certain cases, the Company may use the personal data of the persons concerned under the authorization of another person (another controller). This may include, for example, working with other Lundegaarden Group companies, brokering third-party products or services, or working with third parties on various projects and programmes. If this is the case and if further information is required, the particular data controller must be contacted, unless the Company is authorized to provide information in a specific case.

III. Purpose and Legal Grounds of Processing

Without the consent of the person concerned, with the view to:

- a) Preventing damage to the assets of the persons concerned and to the Company's assets;
- b) Fulfilling the reporting obligations towards public authorities;
- c) Execution of enforcement obligations;
- d) Fulfilling the obligations of the Company in direct connection with the services which the Company is authorized to provide to its business partners based especially on Act no. 480/2004 Coll., on certain information society services, as amended;
- e) Fulfilling archiving duties;
- f) Negotiating and exercising rights and obligations from contracts and agreements, in particular the rights and obligations under:
 - i. Employment and similar relationships established or negotiated with job seekers or employees;
 - ii. Business relationships established or negotiated with customers or prospective customers.

In such cases, we need the personal data, inter alia, to negotiate, enter into and perform under a contractual relationship without undue legal risk, including negotiations of such relationship establishing or changing.

- g) Protection of rights and legitimate interests, especially with a view to:
 - i. Protecting rights and legitimate interests of the Company, authorized recipients or other qualified persons, for example in supporting assertions within the obligations of

the Company to third parties in recovering, securing or otherwise claiming debt or in the development of the provided services;

- ii. Negotiating assignments of rights and obligations, including the related implementation and other follow-up negotiations with third parties;
- iii. Administering all litigation agenda, especially for the purposes of court or other disputes (e.g. compliance with the evidentiary obligation).

With the Consent of the Person Concerned

These are usually situations where the person concerned voluntarily agrees that the Company processes the personal data provided by or otherwise obtained from such person. If the person does not grant the consent, the Company may not be able to provide services, products or programs, or may be required to adjust reasonably the availability, scope or terms of the services, products or programs provided.

Subject to the consent of the person concerned, the Company processes the personal data of the person for the following purposes:

- a) Employee welfare (the welfare of job seekers, former employees) or customer welfare (the welfare of the prospective customers, former customers) in the context of activities that do not constitute a performance of a work, business or other contract or do not contravene any other legal framework for the processing of personal data and that include the following activities:
 - i. Market research
 - ii. Monitoring customer behaviour on the Company's website in connection with the offered services or products (therefore, this purpose is not limited to just obtaining information on the behaviour of users visiting our Company's websites); monitoring the behaviour of the employees, external collaborators, and selected business partners that use Intranet, CRM, JIRA, Confluence and other internal systems of the Company.
 - iii. Maintaining courtesy relationships and communication;
- b) Some forms of mutual information between subjects cooperating in matters of subcontractor relationships in which the Company acts either as the main contractor or as the subcontractor; to a certain extent, the Company is entitled in such cases to participate in the mutual exchange of certain information between the cooperating entities also without the consent of the customers;
- c) Offering products and services; this includes in particular disseminating information, offering products and services of the Company and brokering third-party services including offering products and services specifically targeting individual customers by various channels, such as by post, by electronic means (including e-mails and messages sent to mobile devices via a phone number) or by phone calls through websites. To some extent, the Company is in these cases authorized to offer products and services to customers also without obtaining the consent; if this derives from the law, the persons concerned will be informed of the right to oppose further offering of products or services. In this context, the personal data of the persons concerned may also be transferred to third parties for the purposes of disseminating information and offering products and services to those third parties.

IV. Scope of Processing of Personal Data

The Company processes personal data to the extent necessary to meet the above-mentioned purposes. This includes in particular contact and identification data, data indicating credibility, reliability and payment history, descriptive and other data and, to the extent which is necessary and justified, also data on other

persons generally available from public sources. More detailed information on the extent of the client's personal data processed can be found in Annex 1 to this information.

Some specific categories of personal data and ways of their processing:

Birth certificate numbers. According to the law, the Company is obliged to process i.a. the birth certificate numbers of its employees. In accordance with the law, the birth certificate numbers, if assigned, of the employees must be recorded and processed by the Company for tax, social and health insurance purposes. If a birth certificate number is to be processed for other purposes, it may be done only with the consent of the person concerned.

Copies of documents. Due to the legal obligation and the legitimate interest of the Company to properly identify the job seekers and their employees, the Company is obliged to process i.a. certain details of their client's documents (including the type, series and ID card number, country, the authority that issued the document where applicable, the date of expiry of the document), which is why, subject to the consent of the persons concerned, we make copies of such documents.

Communication recording. The Company monitors and records selected communication with customers. As concerns the records, unless they are made based on legal regulations (such as Articles 88, 89, 562 and 1730 of Act no. 89/2012 Coll., the Civil Code), the Company will always notify the person concerned in advance. The content of the communication is confidential and the Company uses it solely in order to comply with the legal obligations, to enter into and perform under a contract, protect its rights and legitimate interests and, with the consent of the persons concerned, for the purposes of customer welfare.

Camera records. Within providing services to the customers, the Company makes camera records. The camera records are intended solely for the purposes of user testing of designs, prototypes, or production versions of applications or their functional parts. Unless the camera records, following a customer request and with the consent of the persons concerned, are assessed as necessary for the development of designs, prototypes or production versions of applications, the Company destroys them continually. The assessment must be carried out without undue delay, but no later than within 30 days of the recording. For records that have been retained for the above reasons, an assessment of the need for their continued retention is carried out on an ongoing basis.

V. Method of Personal Data Processing

The method of processing personal data by the Company includes both manual and automated processing, including algorithmic processing, in the Company's information systems.

Personal data are processed predominantly by the employees of the Company. To the necessary extent, the data are also processed by third parties, to which personal data processing was entrusted under a special written agreement concluded before any transfer of personal data to such third party. This special agreement contains guarantees for the processing of personal data that identical to those observed by the Company in compliance with its legal obligations.

VI. Recipients of Personal Data

The personal data of the persons concerned (employees, job seekers, former employees), customers (prospective customers, former customers) or business partners (prospective or former business partners) are made available, to the necessary extent, mainly to the authorized employees of the Company in connection with the discharge of their working tasks involving the necessity to use personal data, while ensuring that all

security precautions are taken. In addition, the personal data of the persons concerned are transferred to third parties that, on the basis of a specific written agreement, are involved in the processing of the personal data, or, where appropriate, such personal data are made available to third parties for other reasons in accordance with the law.

In accordance with applicable legislation, the Company is authorized or even obliged to transfer personal data without the consent of the person concerned:

- a) To the competent public administration authorities, courts and investigating, prosecuting and adjudicating bodies with a view to the fulfilment of their legal obligations and for the purposes of decision enforcement;
- b) To other persons to the extent stipulated by the legislation, such as to third parties for the purposes of recovering debts by the Company from the persons concerned.

With the consent of the person concerned authorizing the Company to use in the appropriate extent also confidential information, business secrets, bank secrets and other information classified under the Act no. 412/2005 Coll., on the protection of classified information and security competence, we also transfer the personal data to:

- a) Entities belonging to the group of persons related to the Company ("the Lundegaarden Group", while a list of entities belonging to the Lundegaarden Group is provided in Annex no. 2 of this information and may need to be updated time to time, for the purposes of compliance with the legal obligations of the Company, of entering into and performing under a contract, of offering products and services, of protecting the rights and legitimate interests of the Company, of customer welfare and of sharing information within the Lundegaarden Group concerning issues that relate to the credibility and reliability of the customers;
- b) Entities belonging to a group of persons linked to a Company's customer Company, if agreed in a written business agreement with the customer of the Company;
- c) Other persons with a view of disseminating information and offering products and services of the Company; the Company will carry out such transfers, subject to the consent of the person concerned, in full compliance with all the other terms and conditions stated in this information, in particular in relation to the purpose, scope and timing of the processing of personal data. In such a case, the Company will transfer the identification and contact data only to the extent necessary for the recipient in question.

VII. Transfers of Personal Data Abroad

The personal data of the persons concerned are processed in the Czech Republic and in other countries of the European Union where the entities belonging to the Lundegaarden Group are seated and where the same standards of personal data protection as in the Czech Republic are maintained. The Company or entities involved in the processing of personal data of the persons concerned do not transfer the personal data to countries outside the European Union.

VIII. Duration of the Processing of Personal Data

Personal data of the persons concerned are processed by the Company only for the time necessary in view of the processing purposes unless the duration of the processing is stipulated by law. The responsible persons authorized by the Company assess continuously whether the need to process certain personal data for a particular purpose still exists. If the Company finds out that the data are no longer needed for any of the purposes for which they were processed, the data will be discarded.

Internally, the Company assessed the normal useful life of personal data in relation to certain purposes of the processing. After the expiry of the useful life, the Company pays special attention to the need to process relevant personal data for that purpose. In this context, personal data processed for the purposes of:

- a) Performing under a contract are processed for the duration of the contractual relationship with the customer; then the relevant personal data are usually usable for ten (10) years;
- b) Information sharing between entities cooperating within the subcontracting relationship are processed for the duration of the contractual relationship; then the relevant personal data are usually usable for ten (10) years;
- c) Offering products and services are processed by the Company for the duration of the contractual relationship; then the relevant personal data are usually usable for ten (10) years; if, in this context, the personal data are transferred to third parties, the Company determines the processing time by a third party in accordance with the applicable legislation and with the rules set out in this information;
- d) Customer welfare is processed by the Company for the duration of the contractual relationship with the customer; then the relevant personal data are usually usable for ten (10) years.

IX. Right of Persons Concerned to Withdraw his or her Consent

In this information, the Company explains why it needs the personal data of the persons concerned and that for certain purposes, it can process the data only with their consent. The persons concerned are not obliged to grant their consent to the processing of personal data, and they may withdraw the consent at any time. If a person concerned withdraws his or her consent, the Company terminates the processing of the relevant personal data for the purposes requiring the consent but may be authorized or even required to continue processing the same personal data for other purposes based on the relevant legal grounds.

If a person concerned does not grant or withdraws his or her consent, the Company may:

- (a) Adjust the availability, scope or conditions of its products or services accordingly; or
- (b) Where the Company finds the consent necessary under the circumstances to provide a product or service, refuse to provide such product or service to the person concerned.

If a person concerned wishes to withdraw a consent to the processing of personal data that he or she has already granted, he or she may do so in writing to Lundegaard a.s., Sokolovská 651 / 136a, 186 00 Prague 8 - Karlín, by e-mail at info@klustr.eu, info@lundegaard.eu or by phone at +420 222 253 021.

X. Sources of Personal Data

The Company acquires the personal data of the persons concerned in particular:

- a) From the individuals concerned, either directly, for example, when delivering documents for negotiating and entering into contracts relating to employment relationships or products or services provided, or

indirectly, for example within the use of the products or services as such by the persons concerned or within making available information on product and services to the persons concerned, e.g. via the Company's website,

- b) From publicly available sources (public registers, records or lists);
- c) From third parties authorized to use the personal data of the person concerned and transfer them to the Company subject to certain conditions, for example from the members of the Lundegaarden Group;
- d) From the prospective buyers of the Company services or products as part of marketing campaigns and events;
- e) Within the Company's own activities, by processing and evaluating the other personal data of the persons concerned.

XI. The Right of Persons Concerned of Access to Personal Data and the Protection of their Rights

If a person concerned requests information about the processing of his or her personal data, the Company shall, without undue delay, provide him or her with all information on what data concerning him or her the Company processes. Providing such information is generally free of charge. In certain specific cases, the Company reserves the right to demand the payment of reasonable costs incurred in direct relation to providing such information.

If a person concerned finds or suspects that the Company or a third party involved in the processing of personal data processes the personal data in conflict with the protection of his or her private life or in violation of the law, and in particular, where the personal data are inaccurate, the person concerned may:

- a) Request clarification by the Company or a third party involved in the processing of personal data;
- b) Request that the Company or third party involved in the processing of personal data removes the defective condition, in particular, request that the Company corrects or completes the incorrect personal data; if necessary, the Company will block temporarily or destroy the incorrect personal data.

If the Company finds the request of the person concerned justified, the Company or the third party involved in the processing of personal data removes the defective condition immediately and free of charge.

XII. Electronic Communication Devices and Mobile Applications

Within the care of all the concerned persons, the Company develops its technologies in such a way that the persons concerned can use to the appropriate extent and in a suitable way the Company products, services and programmes by means of modern electronic communication tools and online applications. This includes in particular, services related to the use of the internet, social networks and various online applications. All personal data concerning the persons concerned collected in this context are processed by the Company in accordance with the terms and conditions specified in this information.

Social networks. Company maintains communication, especially commercial, with the persons concerned through various social networks. These communication channels are mainly used by the Company as marketing tools; currently, the Company do not provide its products and services via these channels, nor does the Company use the channels to carry out its non-commercial activities and programmes.

Cookies. For commercial communications via websites and social networks, the Company also uses cookies - that is, small text files that are stored in the concerned person's computer during the first download of the web page. The Company uses these files to identify easily the way people work with the content of their web pages and therefore, be more helpful in the following communication, or target more effectively its marketing activities. More information about cookies is available on the Company's website.

XIII. Validity and Effectiveness of the Information

This information comes into force and effective on 28th March 2018. Its current wording, including attachments, will be found by the persons concerned on the Company's website. In writing, it is available in the Prague and Brno offices of the Company.

Annex no. 1

Scope of processed personal data

1. Identification data - including data such as, in particular, name, surname, date and place of birth, birth certificate number, permanent address, type, number and validity of the identity card; for a natural person - entrepreneur also ID (IČ) and a tax ID (DIČ). Other possible identifying information is, for example, the IP address of the computer used, the bank account and the account number, and the files of specific authentication data whose use the Company agrees with the person concerned.
2. Contact details - contact addresses, phone numbers, e-mail addresses, fax addresses or other similar contact information.
3. Information needed to decide whether to enter into a contract - in particular, these are data necessary for assessing the risk of a contractual relationship or business transaction.
4. These data, depending on the type of contract that is entered into, include in particular data relating to person's integrity, possible enforcement proceedings, insolvency proceedings, liquidation proceedings, and data on business relations.
5. Data arising from the performance of contractual obligations - depending on the nature of the product or service, we process data relating to the product or service provided. This category includes the processing of personal data, such as the duration of the contract, the maturity date, the Company's payables to the person concerned, the Company's receivables from the person concerned, the data on the payment transactions executed, the data on the use of payment instruments.
6. Personal data obtained in connection with the provision of our products or services - these are personal data obtained during our interaction. These include in particular:
 - a. Data used to ensure communication security;
 - b. Geolocation data;
 - c. Records on language preferred for communication, on interest in products or services, on investment plans;

- d. Information on enforcement proceedings concerning the claim of the person concerned from the Company, the insolvency proceedings against the person concerned, information on insurance policy where the policy relates to the contractual relationship of the person concerned with the Company, business details (unlike the listing in point 3 of this Annex, these are current data obtained during the delivery of our products or services).

Annex no. 2

The Lundegaarden Group

As of 25th May 2018, the Lundegaarden Group includes the following entities:

Lundegaard a.s.

Registered office: Papírenská 180/1, 160 00 Prague 6 - Bubeneč

Company ID (IČO): 25687221

Listed in the Commercial Register of the Municipal Court in Prague, file number B 23149

Lundegaard Slovensko s.r.o.

Registered office: Letná 45, 040 01 Košice, Slovak Republic

Company ID (IČO): 36683949

Listed in the Commercial Register of the District Court Košice I, Section Sro, Entry no. 18784/V

Aguan s.r.o.

Registered office: Kaprova 42/14, 110 00 Prague 1 - Staré Město

Company ID (IČO): 24173681

Listed in the Commercial Register of the Municipal Court in Prague, file number C 185493

Annex no. 3

Recipients of personal data

According to this information, entities falling under one of the following categories may be the recipients of the identification and contact personal data the persons concerned:

- Insurance companies authorized to conduct insurance business in the Czech Republic.
- Legal persons authorized to provide electronic communications services in the Czech Republic, namely the public communications network and publicly available electronic communications services (in particulars, this includes mobile operators).
- Legal persons authorized to supply electricity and gas in the Czech Republic.