

## GDPR PRIVACY POLICY

We are a company that deals with metalworking on CNC machines, construction and machine production and subsequent business activities.

We therefore process various types of personal information, whether employees, business partners or other persons. The following regulation applies to us as well:

**EU Regulation No. 2016/679 of 27 April 2016  
The General Data Protection Regulation (GDPR).**

Our goal is to provide our employees, business partners and other entities with the security of their personal data and prevent their misuse. That is why we introduce the GDPR not only as a mandatory statutory regulation, but also as a guide to meeting the stated goal. We have adopted the following vision:

**Ekvita spol. s.r.o. guarantees the security of personal data  
of our employees and all business partners.**

We are fulfilling the above stated vision by focusing on following measures:

1. **Personal data security management system.** We implement the GDPR as a coherent system with interlinked management documents (policy, guidelines, guides) and records.
2. **Personnel and wage agenda.** We only keep records of our employees necessary for performing the personnel and payroll agenda. Employees are informed what kind of information we are collecting and, if necessary, express their consent.
3. **Agenda of business and other partners.** We collect only the necessary records for the relevant activity (buying, selling, consulting, controlling, etc.) for specific persons of business partners and other persons (consultants, government officials, self-government employees, etc.). Partners are notified that we follow GDPR rules and are requested the same.
4. **The CCTV Agenda.** Another agenda subject to GDPR is the operation of the CCTV system. Here we also pay close attention to the protection of personal data in the sense of GDPR.
5. **Software products that store personal data.** We evaluate both used and new software products from a personal data recording point of view. We require GDPR support from vendors to use them, including features to fulfill the subjects' rights (data deletion, data anonymization, etc.).

This GDPR policy is a commitment for the company's management to comply with the privacy policy. GDPR policy is the basis for setting partial goals. Employees of the company are repeatedly introduced to the GDPR Policy because they are responsible for its performance.

This GDPR Policy is accepted indefinitely. In terms of timeliness and efficiency, it can be reviewed at any time, at least once a year.

In Trutnov, 9<sup>th</sup> April 2018

Ing. Ondřej Doležal



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GDPR Guarantor

Ing. Miloš Doležal



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General Manager