

INFORMATION ON THE PROCESSING OF PERSONAL DATA

Our company, Raylyst Solar s.r.o. with its registered office at Türkova 2319/5b, Chodov, 149 00 Prague 4 (hereinafter referred to as "RAYLYST"), ID No.: 07259557, registered at the Municipal Court in Prague, file No. C 297884, processes personal data of natural persons as an administrator. In accordance with the legal regulations, we would like to inform you in detail about the conditions of such processing of personal data.

Contact details

If you have any questions regarding the processing and protection of personal data and/or wish to exercise your data subject rights, please contact us:

- in writing by letter/notice to the registered office of Raylyst Solar Ltd.
Türkova 2319/5b, Chodov, 149 00 Prague 4;
- electronically via e-mail address: gdpr@raylyst.eu;

How we process the personal data of clients (including their end customers), business partners and suppliers

If you are our **clients, business partners or suppliers** with whom we enter into business contracts, we process the following data for natural persons who are entrepreneurs: name, surname, business name, company registration number, VAT number, contact address, registered office address, e-mail, telephone, bank connection.

For contact persons of companies - legal persons, we process the following personal data: name, surname, job title, telephone, e-mail, contact address.

We may also receive personal data from clients of their **end customers** (in particular, name, surname, company name, delivery address, telephone and e-mail) in order to deliver the relevant goods directly to them via the carrier to whom we pass on this data.

The purpose of the processing of the personal data is:

- contract negotiation and performance (Contracts - supplier-customer relations)
- fulfilment of legal obligations in the field of taxation, accounting, or other legal regulations in the field of customs, import and export, etc,
- defending our legal claims based on legitimate interests in the event of disputes, ensuring IT security of systems and infrastructure, direct marketing (sending e.g. individual offers and information about products and services - does not apply to the end customer data).
- handling complaints - enquiries, compliments, complaints, claims
- registering and collecting debts

RAYLYST does not use client's personal data for profiling or automated individual decision-making, with the exception of profiling for commercial communications (see below).

We process your personal data for the duration of the performance of the contract, for the relevant limitation period and for the period stipulated by the relevant legislation (up to 10 years under tax legislation), or for the duration of the relevant litigation. For commercial communications and cookies, see below.

Usually, we do not transfer your data to third countries (outside the EU) unless, for example, this is required by our contractual relationship (e.g. in the context of international transport). We are assisted as data processors by: providers of IT services and ICT infrastructure and cloud services. Recipients of your personal data may also be our advisors (tax, legal, auditors), government authorities if required by law, banks, insurance companies, couriers or the Czech Post, or other suppliers (e.g. transport and logistics companies).

RAYLYST observes technical and organisational measures to ensure a level of security appropriate to all possible risks, with the proviso that 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.



How we process the personal data of job applicants

If you apply for a job in our company, we process the following personal data: your name, surname, contact address, e-mail, telephone, information about your education, experience, language skills and other skills, other data and information that arise from the selection procedure or that you provide to us.

The purpose of the processing of the personal data is to carry out the selection process for a specific position which also involves assessing the suitability of the candidate. You can also give us your consent to process your personal data after the selection process so that we can keep a record of you and, if necessary, offer you a similar job opportunity in the company. This consent is voluntary, and you can withdraw it at any time (contact us as per point 2.). Exceptionally, we may process personal data for the purpose of defending our legal claims in any dispute with the candidate.

We will process your personal data for the duration of the selection process and then for a maximum of 6 months after the end of the selection process, or for the duration of any dispute with the candidate. If you give us consent to process your personal data beyond the selection procedure, we will continue to process your personal data for 1 year after the selection procedure has ended. We will delete your personal data after these periods.

LMC s.r.o., ID No.: 264 41 381, assists us as a processor of candidate's personal data when placing an advertisement on www.jobs.cz (more information here: <https://www.lmc.eu/cs/zasady-ochrany-soukromi>).

Business messages

RAYLYST may send you various business messages, in particular information about offers, new goods or services, and process your personal data (in particular your e-mail address) for this purpose, if you are a current client from whom we have obtained an e-mail address in connection with the provision of our consultancy services/sales of goods, in which case we may send you commercial communications relating to these or similar goods or services without prior request or consent, in accordance with Act No. 480/2004 Coll., on certain information society services (so-called direct marketing on the basis of legitimate interest).

You can unsubscribe from commercial communications at any time by clicking on the link contained in the commercial communication or via the contact form on our website, or you can also contact us directly (see contact details above). Basic profiling may take place in the context of e-mailing campaigns - e.g. sorting customers into groups according to previous purchases, location, etc.

Another processor, Sinch Email, which operates the Mailjet application, assists us in preparing and sending commercial communications. In this context, please note that in part your personal data may be transferred to the USA via other sub-processors using the European Commission's Standard Contractual Clauses (SCCs). Details on the processing of personal data can also be found [HERE](#).

As a customer, we may send you commercial communications for a maximum of 6 months from the end of your last contract.

Website users

RAYLYST operates the website www.raylyst.eu (possibly on the other domains raylyst.co.uk, raylyst.de, raylyst.dk, raylyst.es, raylyst.fr, raylyst.ch, raylyst.it, raylyst.li, raylyst.lt, raylyst.nl, raylyst.pl, raylyst.se, raylyst.si, raylyst.sk) etc. If you visit them, we may obtain the following information about you as their user: technical data such as information about IP address (Internet Protocol), browser type, operating system, Internet Service Provider (ISP), date/time of query, referring/exit pages, etc., which are not linked to any information that would identify a specific person. We may also obtain this information using cookies (see below).

We process this data for the purpose of ensuring the functionality and security of the website based on our legitimate interest and, with your consent, for website settings, statistical (analytical) and marketing purposes (see information on cookies below).



Contact forms

You can contact us at any time via the contact form on our website, to submit a demand, general enquiry or to leave your contact details as a potential client.

The above method of communication is non-binding for you and in no way implies the conclusion of a contract. We will contact you based on the data you provide (e-mail, name, surname, position, details of your company - name, registration number, VAT number, contact address, registered office address, focus, telephone). If no contract is concluded in the matter, or the data is not processed for another purpose, your data will be deleted after the request has been processed within a maximum of 6 months.

We also ask that you do not enter any sensitive personal data or information in the contact form.

Cookies

When visiting our website, small text files called cookies are or may be stored on user's devices, which provide us with certain information about the devices of these users as well as their behaviour on our website.

For information about cookies and the processing of personal data obtained through them, please refer to the cookie bar and [HERE](#).

What are your rights in relation to personal data:

- **The right of access to the personal data**, i.e. the right to request confirmation as to whether or not your personal data is being processed and, if it is being processed, the right to obtain access to that personal data and information about its processing.
- **The right to rectification of the personal data** if the data is inaccurate or incorrect.
- **The right to erasure of the personal data**, where we will erase your personal data if it is no longer necessary for the purposes for which it was collected or otherwise processed, or if you discover that it has been unlawfully processed or if you raise a legitimate objection, unless there are other lawful grounds for processing it.
- **The right to restrict the processing of personal data**, which means that we may temporarily make your data unavailable, delete it or otherwise restrict its processing.
- **The right to withdraw consent** to the personal data processing for the purpose of retaining job applicant's data for future selection procedures.
- **The right to the personal data portability**, where we will provide your personal data processed under contract or based on consent to a third party, provided that this is permitted by law and technically feasible.
- **The right to object to the processing of the personal data**, after which the processing of your personal data will be terminated unless it is demonstrated that there are compelling legitimate grounds for the processing which override your interests or rights and freedoms, in particular if the grounds are for the enforcement of legal claims. You may object to the processing of your personal data in support of our legitimate interests. If you object to the processing of your personal data, please state the reasons why we should not process your personal data in the way we currently process it.

In addition, you have the right to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection, address: Pplk. Sochora 27, 170 00 Prague 7, e-mail address: posta@uouu.cz.

You can exercise all these rights by contacting us as described in the introduction to this Information.

RAYLYST reserves the right to change this information.



This document is written down in Czech and English language version, whereas in case of any discrepancy between both language versions, Czech language version shall prevail.

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