

Information

on personal data processing

In accordance with Regulation (EU) 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 the free movement of such data (GDPR), the goal of OHL ŽS, a.s. is to ensure the highest possible protection of personal data of all of its business partners and give them the opportunity to obtain information at any time on the processing of their personal data, as well as to prevent their improper processing or misuse.

1. Personal data administrator and contact details

Your personal data administrator is OHL ŽS, a.s., Company Registration Number: 46342796, registered office at Burešova 17, Veverí, Brno, 602 00 (the "Company") which can be contacted at:

- Company's registered office address: Burešova 17, Veverí, 602 00 Brno
- tel: 541 571 111
- e-mail: ohlzs@ohlzs.cz

2. Category of processed data

The Company processes such personal data of entities that are necessary for proper implementation of its business activity which is the construction production and provision of services, including conclusion and performance of contracts, i.e. the information commonly shared in the course of business. This concerns primarily personal data or data of contractual partner's contact persons provided by these person upon entering into a contractual relationship or in the execution of a works contract, or, as the case may be, when communicating with the Company via e-mail or through its web site www.ohlzs.cz.

The Company further processes information from other sources which includes publicly available sources and public registers and websites, or data obtained from third parties, such as, for example, business partners of entities provided that the Company necessarily requires such data for the realization of a contractual relationship or the fulfilment of legal obligations. The Company can combine information gathered from these sources with other information obtained by its own activities.

The processed data include, in particular:

- the business name of the contractual partner, or if applicable his/her name and surname, business registration number (in Czech *identifikační číslo*), registered office,

- information about the persons representing the contractual partner or persons authorized by the contractual partner to represent him, his contact persons (in particular, name, surname or title, occupied position, telephone number, e-mail address)
- where necessary for the implementation of the contractual relationship, data on the name of the banking institution and the account number,
- photographs, audio or audiovisual recordings if it contains personal details of the respective person.

3. Purpose, use and legal title of the personal data processing

The Company uses the collected personal data for the following purposes:

- a) *Execution of constructions* - the acquired personal data are used by the Company for direct execution of construction projects, records of contracts, for communication with business partners, customers and suppliers of construction works or materials, as well as the performance of all related contractual and legal obligations.
- b) *Business cooperation* – persons' contact details can be used by the Company for quotation of services and products from its suppliers, including potential supplies, acting in bilateral legitimate interest leading to business cooperation. In case that the entity whose data are processed is not interested in being commercially contacted by the Company, such entity may address the Company on any of its contact details and communicate such fact.
- c) *Bookkeeping* - data obtained are used by the Company to issue accounting documents and bookkeeping in accordance with applicable legislation.
- d) *Occupational health and safety and protection of rights of the Company and third parties.*

The Company has a legitimate interest in the protection of life, health of persons and property, and all their rights as well as the protection of property and rights of third parties. To this end, construction sites, office buildings and other premises of the Company, as well as premises of third parties which are used by the Company, are protected by a camera system and a system registering visits. In this case, the Company uses personal data solely for the above mentioned purpose.
- e) *Company's Marketing* - personal data obtained from its business partners may be used by the Company for the purposes of bidding in tenders and public contracts in which it participates. Personal data are processed for this purpose due to a mutual legitimate interest in the fulfilment of the business plans and the conclusion of the respective contracts or, as the case may be, on the basis of explicit consent to the processing of personal data in the internal information system.
- f) *Corporate communication and advertising* - personal data of data subjects may be used by the Company for the purpose of:

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- their publication in the Company's promotional and advertising materials for marketing purposes or on its website, including its profile on social networks, based on the granted consent;
 - if the Company organizes a promotional, educational or other social event, and obtains a photographic or audiovisual record of it, it considers such action as processing of personal data provided that such information contains personal data of data subjects (e.g., a portrait). The Company publishes such record for the purpose of informing of the event on its web pages, social networks or in marketing materials only with the consent of individual natural persons. On the contrary, the acquisition photographs that capture only the course of the event but not the portraits of individual natural persons who are not identified in any other way (e.g. by stating the name) are not considered to be personal data processing.
- g) *Recruitment* - if the Company is collecting personal data for recruiting employees, it only uses them to fill a vacant position. The Company processes the personal data for this purpose throughout the selection procedure unless the data subject agrees that the Company keeps his personal data longer time and uses them in the future in case of a vacant position. Personal data of students of secondary and higher education institutions may be processed by the Company for the purpose of support in education and professional development, assistance and employment in the Company, if it results from a contract between the Company and the student, if the student has given his/her consent or if there is a mutual legitimate interest in realizing his/her professional experience in the Company or in future cooperation.
- h) *Court Proceedings and defence of legal claims* – the Company may use the processed personal data to enforce its claims, resolve disputes or protect its rights, and legitimate interests under applicable law.

4. Sharing and forwarding of data

The Company may share the collected personal data:

- a) within the OHL Group and provide information or allow access to it to the legal entities that form the OHL Group. All OHL Group companies are bound by confidentiality and comply with applicable privacy laws.
- b) business partners, i.e. provide information or allow access to their colleagues, clients or investors, suppliers, consultants, software providers, insurance companies, audit firms and other service providers or business partners if they provide the Company with services that involve the processing of personal data. Under any circumstances, the Company does not provide personal information (whether in return for payment or free of charge) to third parties for no legitimate reason. All contractual partners of the Company are bound by confidentiality and comply with applicable laws in the area of personal data protection.

- c) in case of disputes or other legal grounds. The Company may share personal data if required by law, namely:
- with courts, public prosecutor's offices, the Czech Police, state administration or self-government authorities or other third parties, if necessary to fulfil the legal obligations of the Company or to enforce its legal rights or to protect the rights or assets of the Company or third parties;
 - with other parties in connection with possible mergers of companies, sale of assets, consolidation or restructuring, financing or the transfer of the Company or its part to the ownership of another entity;
- d) in other ways and with other entities, if the data subject expressly agrees. Personal data may, where necessary, be transmitted by the Company outside the EU, particularly when undertaking business activities abroad. In such case, the Company always complies with the applicable laws on the transfer of personal data abroad.

5. Personal data retention periods

Personal data are retained for the entire duration of the contractual relationship and, by default, for a further 10 years after its termination unless other statutory archiving periods are set. The Company will erase or anonymize the data that has been acquired, as soon as the data subject requests it. If permitted by law, the Company may retain some data after the retention period in the following cases:

- if the Company addresses a matter such as an unfinished dispute or a legal claim,
- if required by law, or if these data are stored in an aggregate or anonymous form,
- if such information is needed by the Company for legitimate business purposes.

6. Rights of data subjects

In the case of the processing of personal data, all interested parties have extensive rights. For your information, this concerns mainly the following:

- 1) *Right of access to data* - any person concerned has the right at any time to request from the data administrator information about the personal data processed on his/her person and obtain a copy of the data;
- 2) *Right to rectification* - any person concerned has the right to request the correction or addition of inaccurate, incorrect or incomplete personal data concerning him/her;
- 3) *Right of cancellation* - any person concerned has the right to require that personal data relating to him/her be erased if:

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- personal data are no longer needed for purposes for which they were collected or otherwise processed, and processing is not based on consent;
 - has withdrawn its consent, on the basis of which the personal data were processed and there is no further legal reason for processing them;
 - personal data were processed unlawfully;
 - must be erased in order to comply with a legal obligation laid down in Union or Member State law applicable to our Company as an administrator.
- 4) *Right to limit processing* - any person affected by the processing of personal data has the right to request a limitation of processing if processing purposes have ceased to exist or the legal basis for processing is no longer in place (in particular termination of the contractual relationship, withdrawal of consent) or, as the case may be, that person has raised an objection.
- 5) *Right to data portability* - any person concerned has the right to receive the personal data he has provided in a structured, commonly used and machine-readable format or, as the case may be, it is without limitation to transmit the data to another data administrator or, as the case may be, the person has the right to have his/her personal data forwarded by the administrator to another administrator if this is technically feasible and if the data are processed under consent or contract and electronically.
- 6) *Right of objection* - any person concerned has the right to object to the Company against the processing of personal data of the person concerned on the basis of a legitimate interest. The Company will no longer process personal data unless it can demonstrate urgent legitimate reasons for such processing that outweigh the interests, rights and freedoms of the person concerned, or the processing serves for the exercise, enforcement or defence of its legal claims.
- 7) *Right in relation to automated processing in specific cases, including profiling* - as a socially responsible entity, the Company does not make any automated decision making or profiling.
- 8) *Right to revoke consent* - any person concerned has the right to withdraw his consent to the processing of personal data at any time.
- 9) *Right to lodge a complaint* in the case where the person concerned considers that the Company treats personal data unlawfully. With the objection, it is possible to contact the supervisory authority which is the Office for the Personal Data Protection - www.uoou.cz.