



## Personal Data Protection

The mission of Geis CZ s.r.o. which is a part of the Geis multinational group, is to provide quality and reliable forwarding services within and beyond the Czech Republic. The company offers transport and logistics services that are constantly developed based on experience, new expertise and current logistics trends.

In order to perform this mission successfully, it is necessary to ensure the adequate protection of data and all data processing resources, and thus to minimise potential leaks 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 in the free movement of such data, and with international standards and norms. **It is important for us that you are fully informed about the personal data we obtain in providing our services, and to be familiar with how we use them.**

In connection to the processing of your personal data by Geis CZ s.r.o. acting as independent operator, we have prepared the following information for you as the data subject (hereinafter the "data subject") pursuant to Art. 13 and 14 of the GDPR.

## Processing of Personal Data

### Provision of Services

We process the data of customers and suppliers, respectively their employees, in the scope required for the purpose of concluding forwarding contracts or contracts on carriage of goods. We process personal data in order to ensure the performance of these contracts and related activities.

We also process the personal data of the recipients of consignments for the purpose of delivering the consignments. For these purposes, your personal data is made available to us by our customers, from which you have ordered goods. In order to provide the delivery of goods (consignments), the data subjects are obliged to disclose data in the required scope, because without these data we cannot deliver the consignments. The legal basis for personal data processing for the purpose of delivering consignments by the recipient is Act No. 90/2012 Coll. (Commercial Code) as amended.

### Visiting our website

We record and store the IP address of the computer in order to send the consent of our visited websites to your computer (e.g. text, images and files for download, etc.) in accordance with Art. 6(1)(b) of the GDPR. We also process these data in order to identify and report any misuse. The legal basis in this case is Art. 6(1)(f) of the GDPR. In this context, it is in our interest, as concerns personal data processing, to ensure the due functioning of our website and business conducted via our website.

If we process your data as stated above in order to ensure the functioning of our website, you are contractually bound to disclose these data to us.

### Visiting our headquarters or branch office

Geis CZ s.r.o. conducts the video monitoring of their facilities via a camera system in order to improve the security and protection of property and persons, with the aim of preventing crime and other antisocial activities in the segment of crime against property, committed primarily by means of burglary, theft or damage to the operator's assets. The subject of monitoring are the external areas of the compound in general, the parking lot, entrances to the compound and operation buildings, warehouses, loading / unloading areas and certain common internal areas.

In cases of suspicion or proceedings on misdemeanors and crimes, the recordings from the camera system will be provided to the police, respectively the authorities involved in prosecution, administration and misdemeanor proceedings and legal matters, for the purpose of clarifying, investigating verifying or operatively examining the case to which such recording pertains.



## Other purposes

We also process the personal data you voluntarily provide to us (e.g. when placing an order, arranging a meeting, online communication during the provision of our services, etc.). The legal basis in this case is Art. 6(1)(b) of the GDPR. The data we process in this connection include the data of customers and suppliers, respectively their employees, in the scope required for the purposes specified within this declaration on personal data protection.

If we process your personal data as described above, e.g. when accepting or processing your request, arranging a meeting or during online communication during the provision of our services, you are obliged to disclose these data. We cannot process your request without these data.

If you agreed to personal data processing in accordance with Art. 6(1)(a) of the GDPR, you may revoke your consent at any time. The revocation of consent will not affect the legality of processing based on consent until the time of revoking consent.

## Provision of data to third parties

In general, we provide your data to the relevant departments of Geis CZ s.r.o., where they are processed in order to ensure the required services and support.

Your personal data may also be processed by other legal entities. However, such processing is limited to the scope required for the purposes defined in this declaration on personal data protection or the instructions issued by an operator, which the other legal entity acting as a service provider (intermediary) is obliged to observe.

In this connection, we use service providers in justified cases who process data on our behalf (this particularly pertains to carriers who ensure the carriage of consignments). In these cases, the data are provided to third parties in order to enable further processing. External service providers are chosen carefully and controlled at regular intervals in order to ensure adequate personal data protection. These service providers (intermediaries) are bound by our instructions. In this regard, they are subject to our requirements, which include the processing of your data exclusively in accordance with our instructions and in accordance with the valid act on personal data protection. Specifically, they are contractually bound to handle your data so as to preserve the confidentiality of information, and are not authorised to process the data for purposes other than those agreed.

The transfer of data to intermediaries is carried out based on Art. 28(1) of the GDPR.

We will not sell your data to third parties or provide them by other means for commercial purposes.

In addition to the foregoing, we have the right to provide your personal data to the prosecuting authorities or damaged third parties without your express consent, if this is required to clarify the unlawful use of our services or to apply legal claims. However, such transfer will be carried out only if specific evidence of unlawful conduct or misuse exists. We may also transfer your data if this contributes to supporting the conditions of use or other agreements. We also have the legal obligation to provide information to certain public authorities upon request.

The transfer of such data is based on our legitimate interest in preventing misuse, enabling the prosecution of crimes and ensuring the application of our rights, if our interest outweighs your interests and the rights to the protection of your personal data in accordance with Art. 6(1)(f) of the GDPR.

## Transfer of personal data to third countries

In some cases, we may hand over your personal data to countries which are not a part of the European Economic Area, if required to fulfil our contractual obligations.



Global Logistics

Within the handover of data to recipients, we may also hand over your data to third countries outside of the European Economic Area, including countries which do not ensure adequate personal data protection. We shall conduct any such handover

only if the respective recipient undertakes to observe one of the following standard contractual clauses issued by the European Commission and available at the addresses:

<http://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32010D0087>, <http://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX:32001D0497> a <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32004D0915>.

## Security

Geis CZ s.r.o. undertakes adequate technical and organisational measures to protect all personal data against accidental or deliberate manipulation, loss, destruction or disclosure to unauthorised parties. This applies also for all outsourced services. We verify the effectiveness of our data protection measures and continuously improve them in accordance with technological developments. The entered personal data are encrypted during transfer using a secure encryption process.

## Cookies

In order to ensure a user-friendly website and to adapt the operation of our website to your needs, our websites may use cookies. Cookies are small files which are stored locally on your computer when you visit the website. When you visit the website from the same device, the cookie file indicates e.g. that you are a repeat visitor. Cookies also help us to analyze the use of our website. They do not include any personal data and cannot be used to identify you on the websites of third parties - including the websites of analysis providers.

We use the following types of cookies:

### Basic / essential cookies

These cookies are essential for the proper functioning of the website. This includes e.g. the issuing of anonymous ID relays to summarise several queries to the web server or to ensure the seamless functioning of registrations and orders.

### Functional cookies

These cookies help us to store your selected settings or support other functions when you browse our website. For instance, they allow us to map the preferred settings for your next visit or save your login data on our website.

### Performance / statistics cookies

These cookies collect information about how you use our website (e.g. which internet browser you use, how often you visit our website, which pages you open or how long you spend on our website). These cookies do not store any information allowing the personal identification of visitors. The information collected through these cookies is aggregated and thereby anonymous.

You can accept or refuse cookies - including those which are used to monitor the website - by choosing the appropriate settings for your computer. You can set the computer to notify you when you receive a new cookie file, or to block it entirely. However, if you decide to refuse cookies, you may not be able to use all the functions of our website (e.g. when ordering a purchase). Your browser also offers the option of removing cookies (e.g. using the Delete browser history function). Additional information is provided in the user help section in the Settings of your web browser.

## Anonymized website monitoring

In order to better tune this website to the needs of our customers, we analyse how our customers communicate with the website. We anonymize your IP address and then use it to analyse data, for instance the pages at <https://www.geis-group.com> which your browser and your computer visited. We use cookies for this purpose.



The cookie file contains only one unique number, thanks to which we can identify you again on our website, but not on the websites of third parties. We use the recorded data for statistical purposes only. The IP address in particular will not be assigned to any individual user. The data will not be shared with third parties.

## Google Universal Analytics – terms of use

This website uses the Google Universal Analytics service, a web analytic tool provided by Google, Ing. ("Google"). The Google Universal Analytics service uses cookies, which are text files placed in your computer in order to help the website analyse how users use the website. Information created by the cookie about the use of the website (including your IP address) will be sent and stored by Google on servers in the United States.

Google abbreviates / anonymizes the last octet of the IP address for European Union member states and for other parties to the Treaty on the European Economic Area. Only in exceptional cases is the complete IP address sent and abbreviated by Google servers in the USA. Google uses this information on behalf of the website provider in order to evaluate your use of the website, compile overviews of website activity for the website operator and to provide other services concerning website activity and internet usage to the website operator. Google will not assign your IP address to any other data which Google has at its disposal. You can reject the use of cookies by choosing the appropriate settings in your browser. However, please note that if you do so, we will not be able to offer you the full functionalities of this website. You may also prevent Google from collecting and using data (cookies and IP address) by downloading and installation a browser extension available at the website: <https://tools.google.com/dlpage/gaoptout?hl=cz>

You may reject the use of Google Analytics service in the browser settings. A cookie rejection file will be set on the computer, which will prevent the future collection of your data when visiting this website.

Additional information concerning the terms of use and personal data protection is available at the website <http://www.google.com/analytics/terms/gb.html> or at [https://www.google.de/intl/en\\_uk/policies/](https://www.google.de/intl/en_uk/policies/). We inform you that the Google Analytics code on this website is supplemented by "anonymizelp" in order to ensure the anonymization of IP address collection (IP-masking).

## Inserted plug-ins

Our websites use links to the following social networks:

- facebook, Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA
- YouTube, LLC, 901 Cherry Ave., San Bruno CA 94066, USA
- LinkedIn, 2029 Stierlin Ct, Mountain View, CA 94043, USA

The buttons depict the logos of the individual social networks. However, the buttons are not standard plug-ins provided by the social networks, but links to the button icons. These buttons are activated only by deliberate action (clicking). If you do not click on the button, no data will be transferred to the social networks. By clicking on the button, you accept communication with the social network servers, thereby activating the button and creating a link.

After clicking, the button functions as a plug-in for sharing. The social network obtains data about the visited website, which you can share with your friends and contacts. If you are not logged in, you will be forwarded to the login page of the social network you clicked on. If you are logged in, your "Like" or share of the respective article will be sent.

When you activate the button, the social networks will receive the information which you obtained on the respective page of our website and when you did so. Additional information may be sent, such as your IP address, browser details, and language settings. If you click on the button, your click will be transferred to the social network and used in accordance with the data rules.



**Global Logistics**

When you click on the button, we have no control over the collected data and processing activities. We are not responsible for such data processing, and are not the “controller” as defined in the GDPR. We are not aware of the full scope of data collection, its legal basis, purpose and storage period. In this regard, the information provided here may not be complete.

The data will be sent regardless of whether you have an account with the provider or are logged in. If you are logged in, your data will be assigned directly to your account. Providers may also use cookies in your computer for monitoring.

As far as we know, these providers store these data into user profiles, which they use for advertising, market surveys and/or design focussed on demand. This type of analysis is carried out (also for users who are not logged in) in order to present advertising focussed on demand and to inform other social network users about your activities on our website. You have the right to object to the creation of these user profiles. If you want to apply your right to object, contact the respective provider.

Information about the scope and purpose of collecting data about the further processing and use of data by the respective social network and about the rights and settings for personal data protection is available in the information provided by these social media pages:

Facebook: <https://sk-sk.facebook.com/privacy/explanation>

YouTube: <https://policies.google.com/privacy?hl=en>

LinkedIn: <https://www.linkedin.com/legal/privacy-policy?trk=uno-reg-guest-home-privacy-policy>

If you do not want the social networks to obtain your data, do not click on the said buttons.

## **Standard periods for data erasure**

Legislation has defined the deadlines and obligations for data storage. At the end of these deadlines, the respective data will be deleted regularly. Data to which the said storage deadlines and obligations do not apply will be removed or anonymized, as soon as the purpose defined in this declaration on personal data protection cease to be valid. If this declaration on personal data protection does not contain any special provisions for data storage, we will store all the data we collect, if they are required for the above-mentioned purposes for which they were collected.

## **Further use of data and their erasure**

Any further processing or use of your personal data is usually carried out only in the scope permitted on the basis of legal regulations, or if you consented to the processing or use of data. In the case of further processing for purposes other than those for which the data were originally collected, we shall inform you of such further use and provide you with all the important information before further processing.

## **Detection and prosecution of misuse**

We store all information for the detection and prosecution of misuse, especially your IP address, for maximally 7 days. The legal basis in this case is Art. 6(1)(f) of the GDPR. The reason for interest in storing your data for 7 days is to ensure the functioning of our website and business conducted through this website, and to prevent cybernetic attacks. If necessary, we may use anonymous information to adapt the design of our website to users' needs.



Global Logistics

## Rights related to personal data processing

### Right to access

Upon request, you have the right to obtain information from us about the personal data concerning your person which we processed, in the scope defined in Art. 15 of the GDPR. You may send your request via post or e-mail to the addresses below.

### Right to rectification

You have the right to request that we rectify any inaccuracies in the personal data pertaining to you without undue delay (Art. 16 of the GDPR) Contact the address below for this purpose.

### Right to erasure

If you have the legitimate legal reasons defined in Art. 17 of the GDPR, you have the right to immediate erasure (“right to be forgotten”) of the personal data pertaining to you. These reasons include: the personal data are no longer needed for the purposes for which they were processed, or you revoke your consent and there are no more legal grounds for processing; the affected persons contests processing (and there are no prevalent legitimate reasons for processing - does not apply to objections against direct advertising). If you wish to apply your rights, use the contact address below.

### Right to restrict processing

If the criteria defined in Art. 18 of the GDPR are met, you have the right to restrict processing, as specified in the aforementioned articles of the GDPR. Pursuant to this article, you may request the restriction of processing, in particular if processing is unlawful and the data subject opposes the erasure of personal data and instead requests the restriction of their use, or if the data subject contests processing pursuant to Art. 21(1) of the GDPR, if it is unclear whether our legitimate interest outweighs the interest of the data subject. If you wish to apply your rights, use the contact address below.

### Right to data portability

You have the right to data portability as defined in Art. 20 of the GDPR. This means that you have the right to obtain the personal data concerning your person, which you provided to us, in structured, commonly used and machine legible format, and you have the right to the transfer of these data to another operator. The condition is that processing based on consent or on a contract and is conducted via automated means. If you wish to apply your rights, use the contact address below.

### Right to object

Pursuant to Art. 21 of the GDPR, you have the right to object at any time to the processing of personal data concerning your person, which is based on Art. 6(1)(e) or (f) of the GDPR, for reasons concerning your specific situation. We will refrain from processing your personal data, if we cannot prove persuasive reasons for processing, which outweigh your interest, rights and freedoms, or if the purpose of processing is not the proof, application and defense of legal claims. If you wish to apply your rights, use the contact address below.

### Right to file a complaint to the overseeing authority

If you believe that the processing of personal data concerning your person, which we have conducted, is unlawful or impermissible, you have the right to file a complaint to the respective controlling authority. You may contact this authority at the address:



Global Logistics

**Office for Personal Data Protection**

Pplk. Sochora 27  
170 00 Prague 7  
Czech Republic  
Company ID No.: 70837627

[www.uoou.cz](http://www.uoou.cz)

Telephone consultations regarding personal data protection: Mon-Thu 8:00 - 12:00 and Fri 8 - 15 at +420 234 665 800.

**Contact data of the operator and responsible person:**

**Geis CZ s.r.o.**

Zemská 211/I, 337 01 Ejpovice, Rokycany district  
Company ID No.: 44567359  
File number in the CR: C 14475 kept by the registration court in Pilsen

**Responsible person for the operator Geis CZ s.r.o.:**

Please address any inquiries concerning the processing of your personal data, requests for information or complaints directly to our responsible person (DPO), who is available to you via e-mail at: [gdpr@geis.cz](mailto:gdpr@geis.cz).

*25 May 2018*