

Privacy Notice for Business Partners and Customers, Their Employees and Representatives

This document issued by Aircraft Industries, a.s. ("we") provides information regarding the processing of personal data of business partners and customers of Aircraft Industries, a.s. as well as their employees and representatives ("you").

Aircraft Industries a.s. declares that it processes personal data in accordance with Regulation 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 ("GDPR Regulation").

The information below is subject to change. The latest updated version is always available at www.let.cz under tab Personal Data Protection.

Data Controller:

Aircraft Industries, a.s.

IČ (Company ID Number): 27174841

Registered office: Na Záhonech 1177, 686 04 Kunovice

The Company is registered in the Commercial Register maintained by the Regional Court in Brno, Section B, File 4444

Databox: z74cpiv

E-Mail: let@let.cz

Data Protection Officer

No data protection officer has been appointed as none of the conditions listed in Art. 37 (1) of the GDPR has been met.

Categories of Personal Data

The categories of personal data processed by Aircraft Industries, a.s. include but are not limited to:

1. Identification details

Example: first name, last name, title, IČ (Company ID Number), DIČ (Tax ID Number), job position

2. Address

Example: address of registered office or place of business, billing address, phone number, e-mail address, employer's address

3. Information regarding products and/or services that you purchase from Aircraft Industries, a.s. or that we purchase from you

Example: price of goods or services, claims made

4. Payment details

Example: bank details, information about payment discipline

5. Video recordings from the CCTV system installed in the premises of Aircraft Industries, a.s.

6. Information about persons and vehicles entering the premises of Aircraft Industries, a.s. as well as persons and vehicles exiting the premises Example: vehicle license plate number, time of entering the AI premises

Purposes and Legal Grounds for the Processing of Personal Data

We process your personal data for the following purposes:

1. Compliance with legal obligations

We have to process your personal data to meet all obligations placed on us by legislation (such as aviation legislation).

2. Bookkeeping, tax purposes

We process your personal data for the purposes of due bookkeeping and compliance with tax obligations. We therefore process your personal data to meet obligations placed on us by the Czech legislation.

3. Compliance with obligations arising from a contract made with you, negotiating contracts with you

Our cooperation may take place on the basis of contracts or purchase orders. We have to process your personal data to be able to meet all our obligations arising from such contracts or purchase orders.

4. Protection of the rights and legitimate interests of Aircraft Industries, a.s. and third parties

Just like you, we also protect our rights and legitimate interests. For this purpose, we use various methods that allow us to protect the rights and legitimate interests of third parties, such as:

- Operating a CCTV system in the premises of Aircraft Industries, a.s. (to protect persons and property);
- Keeping a visitor log book (to protect persons and property);
- Keeping records of vehicles entering and exiting the premises of Aircraft Industries, a.s. (to protect persons and property);
- Recovering debts, dispute resolution (to protect persons and property);
- Archiving;
- Performing a contract entered into with your employer or a person you represent (in case you are an employee of our business partner, we process your personal data, such as your work phone number, work e-mail address – to be able to perform a contract entered into with our business partner who is your employer or whom you represent);
- Direct marketing.

We do not need your consent to process your personal data as detailed above.

Recipients of Your Personal Data

Your personal data may be made accessible to the processors whose services we use. Our latest updated list of processors is available [here](#).

We have entered into personal data processing contracts with all processors so as to ensure that your personal data are adequately protected.

In addition, your personal data may be made accessible to:

- External legal representatives and consultants;
- Persons identified as recipients in the contract entered into with you;
- Persons who carry out audit for us.

Transfers of Personal Data to a Third Country or an International Organisation

In principle, we do not transfer your personal data to any third countries or international organisations. If, in a particular situation (e.g. because it is so required by a contract entered into with you), such a transfer of your personal data is to take place, you will always be notified of such an intention in a timely manner and the transfer will take place in accordance with the laws of the Czech Republic.

Duration of Personal Data Processing

We will always process your personal data for the duration of our cooperation. We can continue to process your personal data thereafter if so stipulated by the laws of the Czech Republic or if so required to protect our rights or legitimate interests (including but not limited to the purposes of recovering debts or resolving mutual disputes).

We archive contracts entered into with you without any time restrictions. However, purchase orders are shredded 10 years after their fulfilment.

We process CCTV recordings for a period of 7 days.

Personal data listed in the visitor log book are processed for a period of 3 years. Personal data listed in the records of vehicles entering and exiting the premises of Aircraft Industries a.s. are processed for a period of 5 years.

Upon the expiration of the above periods, your personal data will be erased or shredded.

Your Rights

You are granted a number of rights by the legislation in connection with the processing of your personal data by Aircraft Industries a.s., specifically:

1. Right of access

This right allows you to request that Aircraft Industries a.s. provides you with information regarding your personal data that we process, for what purposes, to whom we make the personal data accessible, from where they were acquired etc.

2. Right to rectification

If you believe that we process your personal data that are inaccurate or outdated, you can request that we update or rectify such personal data.

3. Right of erasure

If there are no more reasons for the processing of your personal data or if your personal data have been processed unlawfully or should be deleted by law, you can request that we do so and erase your personal data.

4. Right to limitation on processing If you:

- Claim inaccuracy of your personal data; or
- Refuse to allow us to erase your personal data despite the unlawfulness of their processing;

or

- Need the personal data processed by us to establish, exercise or defend your legal claims; or
- Have objected to the processing of your personal data;

You can require that we mark, store and not continue to process your personal data without your consent unless we are authorised to do so by the laws of the Czech Republic.

5. Right to portability

If we use information technology to process your personal data and process your personal data for the purposes of meeting our obligations arising from a contract that we have entered into with you, you are required that we provide you with your personal data. We are required to provide you with your personal data in a structured, commonly used and machine-readable format. Such formats include but are not limited to .pdf, .txt, .csv.

In addition, you can require that we transfer such personal data to another entity determined by you.

6. Right to lodge a complaint

If you believe that we violate the laws of the Czech Republic by processing your personal data, you can lodge a complaint with the Office for Personal Data Protection. You can find contact details of the Office here: www.uoou.cz.

7. Right to OBJECT to processing

In the event that we process your personal data on the basis of our legitimate interest (as specified above), you can dispute such processing and lodge an objection to such processing with our company. In that case, we will not be able to continue to process your personal data for such purposes unless:

- We demonstrate that we have compelling legitimate grounds for the processing of your personal data which override your interests or rights; or
- We need to process your personal data to establish, exercise or defend legal claims.

However, if you object to processing for the purposes of direct marketing, we will discontinue the use of your personal data for these purposes immediately and without further ado.

Exercise of Rights

You can exercise all your rights only in relation to your personal data.

You can exercise your rights in writing:

a) At the company's registered office: Aircraft Industries,
a.s. Na Záhonech 1177
686 04 Kunovice

b) By sending a request to the following databox: z74cpiv

c) By sending a request to the following e-mail address: let@let.cz

You can also send any other questions regarding the processing of your personal data to any of the above addresses.