



## Information regarding the processing of personal data within the provision of our services

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Thank you for your trust and decision to use the services of one of the TPA Group companies in the Czech Republic. Our group is vigilant to process all personal data that you have provided us in accordance with all applicable legislation.

This information regarding personal data processing, prepared in light of the new 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 on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the “**Regulation**”) and also in light of related legislation, clarifies which personal data we collect in relation to the provision of our services to clients and communication with them, and how we use and protect this data.

### 1. Who we are and contact information

We are the companies of the TPA Group in the Czech Republic, namely:

- TPA Audit s.r.o., ID No.: 60203480;
- TPA Tax s.r.o., ID No.: 26126851;
- TPA Valuation & Advisory s.r.o., ID No.: 25507796; and
- TPA Corporate Finance s.r.o., ID No.: 64583465;

All with their registered offices at Antala Staška 2027/79, Krč, 140 00 Prague 4.

Based on the client's agreement, we are each a separate controller in relation to the personal data of clients, employees, managing directors and executives, authorised persons and contacts of clients and potential clients. In certain situations, we can also act as the personal data processor – in this case, we will enter into a personal data processing agreement with you as our client.

We have tried to make this information as simple as possible for everyone to understand. Should you have any questions regarding the protection of personal data at our companies even after review, or should you have any other related suggestions, please contact us by email at [gdpr@tpa-group.cz](mailto:gdpr@tpa-group.cz).

### 2. The data we process

When providing services to our clients, we process different types of information which can generally be divided into the following categories:

#### (a) Identity data

Identity data includes your title, first name, surname, job/function classification;

#### TPA Czech Republic

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**(b) Contact data**

Contact data includes your telephone number, fax number, work email address;

**(c) Data about services provided**

Data about services provided includes data about payroll, accounting, tax consultancy provided, processing of tax returns, audit services, expert opinions and other data arising from the services we provide, etc.;

**(d) Data included in communication**

Data included in communication with anyone includes primarily any personal data provided to us by clients, employees, managing directors and executives, authorised persons or contacts of clients and potential clients as part of their communication with us, as well as the content of the communication itself with the given person, such as the content of an email or message sent via a web form.

**(e) Data required by the AMLA (as defined below)**

Identity data, which means the first name and surname, personal identity number (if not assigned, date of birth), place of birth, gender, permanent or other residence, nationality, country of origin, business name, including distinctive affix or other designation, place of business, personal identification number, type and number of identity document, issuing country or authority, validity period; data about whether the client (or potential client) or their representative is or is not a politically exposed person or whether international sanctions have been applied against them, and personal data contained in the contractual documentation. If the client (potential client) or client's representative has given their consent, we are also entitled to keep a copy of the client's or client's representative's identity document.

**3. How we use data**

We collect and use personal data of clients, employees, managing directors and executives, authorised persons and contacts of clients and potential clients in accordance with all applicable legislation, in particular:

**(a) To provide services and customer service**

For the secure and proper performance of our services, or, for instance, for payroll, accounting, providing tax consultancy, processing tax returns and providing other services and related activities,

such as performance settlement, document safekeeping (e.g. for external auditing) and other internal purposes, we can process identity data, contact data, data about services provided and data included in communication with you or your employees, managing directors and executives, authorised persons and contacts. We process this data to fulfil the agreement (on provision of services) with the client as well as based on our legitimate interests. We also process (store) some data to meet our statutory archiving obligations. In this case, the provision of personal data is neither a statutory or contractual obligation, but not providing it would make it impossible for us to effectively and safely fulfil our agreement with you.

**(b) To establish, maintain and deepen business relationships**

In order to establish, maintain and deepen business relationships and contacts with you, such as sending gifts, greetings, commercial or other non-commercial offers, especially the TPA magazine, email newsletters or seminar invitations, we can process identity data and contact data of you or your managing directors and executives, authorised persons or contacts. We process this data based on our legitimate interests. In this case, the provision of personal data is neither a statutory nor contractual obligation and failing to provide it has no negative consequences for you.

**(c) For the section on our website “We answer your questions”**

As we are interested in your observations, opinions and questions, we offer you the opportunity to contact us via a form on our website. In order to respond to you and handle any requests, we process identity data entered and the data included in the communication. We process this data based on our legitimate interests. In this case, the provision of personal data is neither a statutory or contractual obligation, but not providing it would make it impossible for us to respond to you and solve your request.

**(d) Fulfilment of obligations arising from Act No 253/2008 on certain measures against the legalisation of proceeds from crime and the financing of terrorism**

For the purposes of Act No 253/2008 on certain measures against the legalisation of proceeds from crime and the financing of terrorism (“**AMLA**”), in some cases we are obliged to perform identification and keep the client’s identity data or that of the person representing the client, and store documentation regarding transactions concluded. We do not need your consent to process the personal data indicated; you provide the personal data voluntarily, but its provision is necessary to enter into an agreement and if you do not provide your personal data, we cannot enter into an agreement with you.



To guarantee compliance with our obligations, we will also ensure that the personal data is used solely for the specified purpose or for a legitimate and compatible purpose, whereas this information is applied for each of the purposes indicated.

We also guarantee that as part of our personal data processing, the data will not be transferred to third countries outside the European Union or to international organisations.

We also assure you that we do not use automated decision-making or profiling when processing personal data.

#### **4. What data we share**

We always share your personal information with trusted partners only, within legislation requirements, and based on agreements ensuring adequate personal data protection.

##### **4.1 Our trusted processors**

We work with partners who help us deliver and improve our services and products and streamline direct communication with our clients and potential clients. We provide personal data to trusted processors to process personal data for our company and based on our instructions. These partners must comply with a strict confidentiality requirements in accordance with applicable legislation and/or agreements that we have entered into with them.

Our processors are mainly individuals or companies who provide services to clients, legal services, marketing activities, debt recovery, provision of technical and IT services and other advisory and consultancy activities. These include, amongst others, TPA Audit s.r.o. (if it is not your service provider directly).

##### **4.2 Other recipients**

We share personal data with legal entities and individuals, government authorities and public institutions if, in good faith, we are convinced that access to such information, its use, storage and disclosure is reasonably necessary for:

- (a)** compliance with applicable legislation or enforceable requests of government;
- (b)** applying the applicable contractual terms including investigating potential breaches;
- (c)** the procedure aimed at tackling fraud, embezzlement, technical complications and security incidents;
- (d)** protection from damage to the rights, property or security of our company, our clients or the public as required or permitted by legislation.

We always make sure not to provide more data than necessary to achieve the intended purpose of processing.

## **5. How you can handle your data**

As a client – an individual, employee, managing director, executive, authorised person or contact of our client or potential client, i.e. the subject of data – you are entitled to make decisions about the handling of your data to the extent stipulated by Regulation. You may apply the rights below (i) in person at our registered office, (ii) electronically via email to [gdpr@tpa-group.cz](mailto:gdpr@tpa-group.cz), or (ii) in writing to the address of our registered office. We will try to answer you as soon as possible, but always within one month of receiving your request. In the event of any doubts about your identity, we can ask you to supply additional verification of your identity.

The Regulation and related rules grant you especially the following rights:

### **(a) Right of access**

You are entitled to ask us for confirmation of whether your personal data is being processed and if it is, obtain a copy of this data and the information arising from Article 15 of the Regulation.

### **(b) Right of rectification**

For us to process only your valid personal data, we need you to notify us of any changes as soon as possible. If we process your incorrect data, you are entitled to ask for it to be rectified, which we will do upon request.

### **(c) Right of erasure**

If the terms of Article 17 of the Regulation are met, you may request that your personal data is erased. You may therefore request erasure for example, if you have withdrawn consent to processing, successfully objected to our legitimate interest and no other legal basis exists for processing, or if we are processing your personal data unlawfully, or if we have disregarded the purpose for which we were processing your personal data and are not processing it for another compatible purpose. We will not erase your data, however, if it is necessary to prove, enforce or defend legal claims.

### **(d) Right to restrict processing**

If the terms of Article 18 of the Regulation are met, you can ask us to restrict the processing of your personal data. For instance, you may ask to limit the processing while objecting to the accuracy of processed data or if the processing is unlawful and you do not want us to erase the data but need the

processing to be restricted while you are exercising your rights. We will continue to process your data if there are reasons to prove, enforce or defend legal claims.

**(e) Right to portability**

If processing is based on your consent or carried out to fulfil an agreement we have entered into with you and also carried out via automated means, you are entitled to obtain from us the personal data we have obtained about you, in a commonly used machine-readable format. If you are interested, and it is technically possible, we will transfer your personal data directly to another controller.

This right cannot be applied for processing performed to fulfil a task carried out in the public interest or in the exercise of public authority.

**(f) Right to object**

If we process your personal data to perform a task carried out in the public interest or in the exercise of public authority entrusted to us, or if we carry out processing based on our legitimate interests or the legitimate interests of a third party, you are entitled to object to such processing. Based on your objection to processing personal data, we shall restrict it, and unless we can demonstrate serious legitimate grounds for processing that outweigh your interests, rights and freedoms, or reasons for proving, enforcing or defending legal claims, we will not continue to process your personal data and will erase it.

You are entitled to object at any time to personal data processing for direct marketing purposes. Once an objection has been raised, we will no longer process your personal data for this purpose.

**(g) Right to complain**

If you believe that we are processing your personal data contrary to the Regulation, you are entitled to complain to any of the applicable supervisory authorities, especially in the Member State with your permanent residence, place of work, or place of the alleged breach. For the Czech Republic, the supervisory authority is the Office for Personal Data Protection, with its registered office at: Pplk. Sochora 27, Holešovice, 170 00 Prague 7, Czech Republic, web: [www.uoou.cz](http://www.uoou.cz), phone: +420 234 665 111.

**(h) Right to withdraw consent**

If the processing of your personal data is based on consent, you are entitled to withdraw this consent at any time. Withdrawing consent does not affect processing that has already been carried out.

## 6. Where we get your data

The personal data we process about employees, managing directors and executives, contacts and authorised persons, clients and potential clients is obtained primarily from you directly or from our clients / potential clients. If someone uses the web form on the section on our website “**We answer your questions**”, we also obtain the personal data directly from these people.

## 7. How long and where we store data

We store personal data for different period depending on the reason for processing it and the subject of the services provided. In general, however, we use and store the personal data processed for our legitimate interests for the following periods:

- (a) the duration of our business relationship with a client or providing our services to a client;
- (b) for the purpose of meeting obligations under the AMLA, we will process personal data of a client or the client’s representative for the duration of the contractual relationship and then for a period of 10 years from the first day of the year following the year in which it ended. If an agreement has not been entered into, we will not store the indicated personal data for AMLA purposes any longer;
- (c) for the duration of a relationship of an employee, managing director, executive, authorised person or contact with the client or potential client; if you notify us of its termination;
- (d) for auditing, 10 years after completion of an audit due to our statutory archiving obligations and legitimate interests, in particular to enforce, prove and defend our rights, interests and claims;
- (e) for tax consultancy and accounting, 14 years from the end of the relevant tax period, due to our statutory archiving obligations and legitimate interests, in particular to enforce, prove and defend our rights, interests and claims;
- (f) for the services of TPA Corporate Finance, 10 years after the end of the periods according to points a) and b), due to our statutory archiving obligations and legitimate interests, in particular to enforce, prove and defend our rights, interests and claims;
- (g) for valuation and expert services, generally 15 years from completion of a review due to our statutory archiving obligations and legitimate interests, in particular to enforce, prove and defend our rights, interests and claims; this period may be extended in justified cases (e.g. initiating court proceedings, etc.) for an adequate period according to the specific circumstances of the case;
- (h) for advisory and consultancy activities, processing expert studies and opinions in economics, 14 years from the provision of the service, due to our statutory archiving obligations and legitimate interests, in particular to enforce, prove and defend our rights, interests and claims; and in any

case;

(i) until you object to processing where your rights and interests outweigh our legitimate interests.

After this time, we are authorised to process your personal data only for compatible purposes or for special purposes such as archiving or statistics.

We store personal data electronically, solely on the servers of TPA Audit s.r.o. or with our trusted partners, and physically only on the premises of our company or under the supervision of our employees or cooperating people, including the company REISSWOLF likvidace dokumentů a dat, s.r.o., ID No.: 25097008, which provides document archiving services for us.

## **8. Changes to this information**

We are entitled to change the wording of this information, particularly to reflect legislative changes, or changes to the purpose and means of processing. However, we will not restrict your rights resulting from these rules or applicable legislation. In the event of any changes to the information that may affect your rights, we will notify you of this in a suitable manner in good time.