

Information on the range and purpose of the processed personal data (PD)

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PD Administrator: TREVOS, a.s.

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Ident. No.: 25922530

A person whose personal data are processed has the right to make a complaint in a supervisory authority for the range and method of processing and has the right to require the administrator to grant an access to his/her personal data, to repair them or to limit their processing. He/she also has the right to take an objection against processing and the right for the transferability of PD. As far as personal data are processed on the basis of consent, he/she has the right to cancel the consent whenever. Information on a possible transfer of personal data to other countries is specified in the Consignees of personal data column. PD can be only transferred to other country if it is required by law.

The above specified personal data administrator processes the personal data (divided by categories) in the following range:

Category determined a group of persons Supplier						
id	Name of agenda	Purpose of processing	Range of processed PD	Legality of processing	Period of processing	Consignees of personal data:
51	Contact form	Contact form of the goods supplier	Name, address, telephone, fax, e-mail	b) To fulfill a contract		isn't transferred
84	Input check record					isn't transferred
125	Visitor's log book	Record of of a foreign person's arrival to the company's area.	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
Category determined a group of persons Customer						
id	Name of agenda	Purpose of processing	Range of processed PD	Legality of processing	Period of processing	Consignees of personal data:
31	Sent commercial offers	Assortment of the offered products	Name, address	b) To fulfill a contract		isn't transferred
37	Frame purchasing contract	For the purpose of determination and confirmation of the volume of the annual purchase of goods by a customer, and consequently a recognition of the amount of the provided discount for separate deliveries by the supplier.	Name, address, telephone	b) To fulfill a contract		isn't transferred
81	Assessment of customer's satisfaction	Details of the quality and satisfaction with the customer	Name, address, fax, e-mail	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
196	Marketing action	Products propagation	Name, telephone, address	a) With a consent of the personal data entity		isn't transferred
Category determined a group of persons Employee						
id	Name of agenda	Purpose of processing	Range of processed PD	Legality of processing	Period of processing	Consignees of personal data:
3	Process card	Specification of processes in the company.	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
19	Integrated politics of TREVOS, a.s.	Intentions of the company's management.	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
20	Goals of the integrated politics	Determination of goals of the company's top management.	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
21	Organization chart	Graphical expression of the company's structure.	Name	c) For the accomplishment of the legal obligation		isn't transferred
29	Marketing study of QI	Requirements in relation to the customer.	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
32	Registration of orders	List of all issued offers	Name, address	b) To fulfill a contract		isn't transferred
33	Frame purchasing contract	For the purpose of determination and confirmation of the volume of the annual purchase of goods by a customer, and consequently a recognition of the amount of the provided discount for separate deliveries by the supplier.	Name, address	b) To fulfill a contract		isn't transferred
34	Report on a claim	Serves as a record of the claim	Name, address, telephone	b) To fulfill a contract		isn't transferred
35	Report on a claim	Serves as a record of the claim	Name, address, telephone	b) To fulfill a contract		isn't transferred
36	Activity course	Assortment of the offered products	Name, address, telephone	b) To fulfill a contract		isn't transferred
38	Registration of orders	List of all issued offers	Name, address	b) To fulfill a contract		isn't transferred
39	Registration of offers	Assortment of the offered products.	Name, address	b) To fulfill a contract		isn't transferred
40	Submission of new product development	Primary information for new product development	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred

41	Plan of new product development	Time schedule of	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
42	Record of problems during creation of a prototype	Record of all problems occurred during development of a new product.	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
43	Risks analysis	Record of possible product defects.	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
44	An order for the production of test series	An order for the production of test series	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
45	Record of problems of the products from the test series	Check of the product test series.	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
46	Report of check	Check of properties of the new product, weight, length, deflection...	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
47	Record of new product validation	Comparison of the technical specification in the Submission for a new product with the results obtained via measuring and monitoring	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
48	Performance of changes in documentation	Performance of changes, for example, a series of products...	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
58	Wiring diagram	Lamp connection	Name	f) For the purpose of legal interests of the administrator or a third party	is transferred
59	Wiring diagram	Lamp connection	Name	f) For the purpose of legal interests of the administrator or a third party	is transferred
86	Monitoring and measuring register				isn't transferred
90	Nomination of an internal auditor	Authorization to perform internal audits	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
92	Nonconforming product	Designation of a nonconforming product	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
98	Emergency instructions for the operation - pattern	Instructions how to proceed in case of accident	Name, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
102	Assessment of risks resulting from the company's activity	Description of all threatening risks in the company	Name	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
103	Mutual informedness of entities about risks	Exchange of risks with companies which will move in the area.	Name, address, telephone, Ident. No.	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
104	Injuries log book	Record of injury	Name, date of birth	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
126	Record of injury	Notification of an injury in corresponding authorities	Name, address, date of birth, citizenship, Ident. No.	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
127	Record of injury - notification of changes	Notification of the termination of injury in corresponding authorities	Name, address, date of birth, citizenship, Ident. No.	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
169	Plan of adaptation of a new employee - salaried employees category	Record of familiarization of the employee with all departments in the company - salaried employees category	Name	c) For the accomplishment of the legal obligation	isn't transferred
170	Plan of adaptation of a new employee - workers category	Record of familiarization of the employee with all departments in the company - workers category	Name	c) For the accomplishment of the legal obligation	isn't transferred
172	Personal questionnaire	Questionnaire with personal data. Contact information on an employee	Name, identity card, identity card number, date of birth, address, telephone, e-mail, personal identification number	c) For the accomplishment of the legal obligation	isn't transferred
173	Request for inspection	A form for employees in medical examinations.	Name, address, date of birth, Ident. No.	c) For the accomplishment of the legal obligation	isn't transferred
176	Employee's assessment	Employee's assessment from the point of view of a manager	Name	c) For the accomplishment of the legal obligation	isn't transferred
178	PPS - to left	Instructions how to proceed in case of fire	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
179	PPS - to right	Instructions how to proceed in case of fire.	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
180	PR - painting shop	Fire-fighting rules in the painting shop	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
181	PR - plastics production shops	Fire-fighting rules in the plastics production shops	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
182	PR - flammable liquids storehouse	Fire-fighting rules in the flammable liquids storehouse	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
183	PR - plastics production shops	Fire-fighting rules in the plastics storehouse	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
184	PR - ready products storehouse	Fire-fighting rules in the ready products storehouse	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred
186	DZP - text	Running card for the fire-fighting rescue service.	Name, address, telephone	f) For the purpose of legal interests of the administrator or a third party	isn't transferred

190	PPH directive	Directive for the performance of fire patrol	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
191	Fire-fighting attendance list	Fire-fighting training attendance list	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
192	PPH - review	Review of members of the fire patrol	Name, address, Ident. No.	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
193	Nomination of the head of the fire patrol	Nomination of the head of the fire patrol for the activity	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
194	Fire patrol attendance list	Fire patrol training attendance list	Name	f) For the purpose of legal interests of the administrator or a third party		isn't transferred
195	Record of temperature measurement	Record of temperature measurement	Name			isn't transferred