**INFORMATION ON THE PROCESSING OF CONTRACTUAL PARTNERS’ PERSONAL DATA**

| Agenda | Purpose of processing | Personal data category | Legal grounds | Specification | Personal data source | Retention period and erasure time limit | Data recipient categories |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Correspondence | Received and sent mail | First name, surname, address, phone, e-mail, signature | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Specification, exercise or defence of legal claims | Data subject | 2 years |  - |
| Contracts | Registration of contractual relationships | First name, surname, degree, date of birth, phone, address  | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Prevention of litigation and documenting of rights enforceable at the court | Data subject | 10 years according to the retention plan | Courts |
| Bookkeeping | Issue and recording of accounting documents | First name, surname, signature | c) performance of the controller’s legal obligation | Act No. 563/1991 Coll. on accounting, Act No. 235/2004 Coll. on value added tax | Data subject | According to the retention plan and special statutory regulations | Tax authority |
| Guest book | Registration of guests in the guest book | First name, surname, date of birthDate and time of arrival and departure  | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Registration of visitors entering the building for purposes of determining, enforcing or defending legal claims | Data subject | On a continuous basis |  - |