

# **General Terms and Conditions of Personal Data Protection for the organization FilmTeam s.r.o.**

## **1. Introductory Information**

The organization FilmTeam s.r.o., ID: 04174470, VAT ID: CZ04174470 with its registered office at: Barákova 1517/1, 143 00 Prague 12 - Modřany, Czech Republic, processes the personal data of Data Subjects in connection with the performance of its activities. This data is processed in accordance with European Union law, in particular pursuant to the requirements set out in REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 - General Regulation on Personal Data Protection (hereinafter referred to as "GDPR").

## **2. Personal Data Controller**

Name of Controller:	<b>FilmTeam s.r.o.</b>
Controller contact details:	Barákova 1517/1, 143 00, Prague 12 - Modřany
Name and contact details of the Controller's representative:	Filip Havelka filip.havelka@filmteam.cz

## **3. Purpose and Scope of Personal Data Processing:**

Personal data is obtained on at least one legal ground, collected, and then processed only for the specified purpose and to the extent specified below.

### **Descriptions of data subject categories, personal data categories, and purposes of data processing:**

#### **Employees**

Collection of personal data of the Controller's employees (e.g. name, surname, contact details, personal identification number, and other data necessary to conclude an employment relationship and all other related records and agendas); recording and storing this data on information carriers; the use, sorting, or combination of this data; the disclosure of this data by transmission (e.g. the transmission of information to the Czech Social Security Administration); and the blocking and disposal of data through manual means of handling.

Purpose of Processing: Fulfilment of the Controller's legal obligations arising from special regulations (namely Act No. 262/2006 Coll., the Labor Code, as amended, and others).

#### **Clients**

Collection of personal data of client employees/the Controller's clients (e.g. name, surname, address of residence/business, ID number, VAT number, contact details, and other data necessary to enter into a contractual relationship and for other related recordkeeping); recording and storing this data on information carriers; the use, sorting, or combination of this data; the disclosure of this data by transmission; the blocking and disposal of data through manual means of handling.

Purpose of Processing:

1. Performance of a contract to which the Data Subject is a party;
2. Fulfilment of the Controller's legal obligations arising from special regulations.

#### **Suppliers**

Collection of personal data of the Controller's suppliers/freelancers (e.g. name, surname, address of residence/business, ID number, VAT number, contact details, and other data necessary to enter into a contractual relationship and for other related recordkeeping); recording and storing this data on information carriers; the use, sorting, or combination of this data; the disclosure of this data by transmission; the blocking and disposal of data through manual means of handling.

Purpose of Processing:

1. Performance of a contract to which the Data Subject is a party;
2. Fulfillment of the Controller's legal obligations arising from special regulations (namely the VAT Act, as amended, and others)

**Other Data Subject Categories**

The security camera system (CCTV) on the Císařská Louka property (operated by FilmTeam s.r.o.).

Personal data is not transferred to third countries or international organizations.

**4. Personal Data Retention Period**

In accordance with GDPR principles, personal data is maintained in a format that allows for the identification of entities and is stored only for the time strictly necessary to fulfill the specified purposes.

The retention of personal data beyond the statutory grounds is subject to the consent of the Data Subject.

**5. Rights of Data Subjects**

The Data Subject is entitled to request information on the processing of his/her personal data; the purpose of personal data processing or the categories of data that are subject to processing; personal data sources; the nature of automated processing; and the processors, recipients, or other categories of recipients of personal data. The subject has the right to rectify or delete his/her personal data; the right to restrict the processing of personal data; the right to object to processing; the right to data portability; and the right to withdraw consent to the processing of personal data. In the event the Data Subject requests to exercise his/her rights, information on the measures taken will be provided without undue delay, in any case within one month of receipt of the request. In the event that the Data Subject considers his/her right to personal data protection has been violated, he/she has the right to file a complaint with the supervisory body, which is the Office for Personal Data Protection located at Pplk. Sochora 27, Prague 7 - Holešovice, ZIP: 170 00.

**6. More details**

In case of questions regarding the processing of personal data, it is possible to contact the Controller:

In writing or in person at the registered office: Barákova 1517/1, 143 00 Prague 12 - Modřany

By phone or email: [filip.havelka@filmteam.cz](mailto:filip.havelka@filmteam.cz)  
+420 777 208 219

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