

Information on the Processing of Personal Data for A.M.I. Suppliers and Business Partners

1. Personal data administrator

A.M.I. – Analytical Medical Instruments, s.r.o. company, with registered office at Prague 7, Letohradská 369/3, Postal Code 17000, ID No.: 63983524, registered in the Commercial Register administered by the Municipal Court in Prague under file no. C 40068 (hereinafter referred to as "we" or "AMI"), hereby informs its suppliers and other business partners, as data subjects (hereinafter also referred to as "partners" or "you") in accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), on the processing of their personal data.

2. What types of personal data do we process?

For the purposes set out in Article 3, we particularly process the following categories of partners' personal data:

- a) Identification and contact details of partners (natural persons and partners' contact persons, legal persons or representatives, employees, collaborators, or members of statutory bodies), in particular:
 - name and surname
 - delivery/contact address
 - identification number
 - bank account
 - telephone number
 - e-mail address
- b) details of products and services provided
- c) other data obtained from business partners (e.g. information on business meetings, notes in AMI's CRM system, CCTV footage from AMI's headquarters, etc.)

3. Why do we process personal data and what authorizes us to do so?

AMI processes personal data of its business partners on the legal basis of the following:

- a) Contract performance
 - Conclusion and modification of contracts
 - Invoicing
- b) Performance of legal obligations
 - Bookkeeping
 - Obligations arising from the sale of goods and services
- c) AMI's legitimate interest

- managing business contacts in AMI's CRM system
- direct marketing, i.e. sending commercial communications (information, invitations...) related to the product or service provided
- protection of AMI's rights under generally binding legislation and contracts in various disputes, inspections, investigations, and proceedings
- recovery of claims during the statutory limitation periods

d) Consent

It is a relevant legal ground only for cases of processing personal data not covered by the above. The consent of business partners is a free and voluntary decision expressed by signing a paper form or web-based equivalent and authorizes AMI to process their personal data for the purpose of

- direct marketing, i.e. sending commercial communications of AMI (information, invitations, etc.) to partners.

4. How long do we keep personal data?

We keep the personal data processed on the basis of the contract performance for the duration of the contractual relationship and subsequently for 4 years after its termination (limitation period + 1 year to protect our legal claims).

We keep the personal data processed on the basis of the performance of legal obligations for the period of time specified by the relevant legislation.

We keep the personal data processed on the basis of legitimate interest for the duration of the contractual relationship and for 3 years after its termination (for direct marketing purposes) or 4 years after its termination (limitation period + 1 year to protect our legal claims).

5. Personal data protection

We take the protection of your personal data very seriously and have therefore put in place appropriate technical and organisational measures. Only relevant AMI staff and necessary third parties (see below) have access to your personal data.

6. Who processes your personal data and to whom do we provide it?

Your personal data is only processed by AMI's authorised personnel and suppliers, always to the minimum extent necessary. This includes in particular the following data processors:

- accounting contractor: Taxprima, ID No.: 27529088
- IT contractors: Asseco Solutions, ID No.: 64949541; E-solution, ID No.: 63983524; Net Vision, ID No.: 07524269
- marketing agencies

According to the applicable legislation, your personal data may be further disclosed to, for example:

- tax offices
- law enforcement authorities.

Automated decision making

No automated decision-making or profiling within the meaning of Article 22 of the GDPR occurs in the processing of partners' personal data.

7. What rights do you have when we process your personal data?

The right to withdraw your consent to data processing

You may withdraw your consent to the processing of your personal data at any time, without prejudice to the processing of personal data on other legal grounds (performance of a contract / legal obligation, etc.).

Right of access to personal data

Article 15 of the GDPR gives you the right to know whether and what data about you we process, for what purpose, where we obtain your personal data, to whom we provide it, who besides us processes it, and what other rights you have in relation to the processing of your personal data.

You can also ask us to confirm whether or not personal data relating to you is being processed by us and, if so, you have the right to access it. As part of your right to access, you may ask us for a copy of the personal data processed, and we will provide you with the first copy free of charge; in the case of repeated requests, we are entitled to charge a reasonable fee.

Right to rectification of erroneous data

According to Article 16 of the GDPR, you have the right to rectification of inaccurate or incomplete personal data we process about you.

Right to erasure

You have the right to ask us to erase data about you. However, erasure will not apply to the documents that we are required to keep by law (e.g. social security). Likewise, your personal data may not be erased if we need it to establish, exercise or defend our legal claims - for example, if we have an outstanding claim against you.

Right to portability

You have the right to obtain from us all your personal data that you have provided to us and that we process on the basis of the performance of the contract. We will provide you with your personal data in a structured, commonly used, and machine-readable format.

Right to object to the processing of personal data

You have the right to object to the processing of personal data that we carry out on the basis of our legitimate interest. We will consider your objection carefully and, unless we have valid reasons to continue processing, we will stop processing your personal data.

Right to restrict the processing of personal data

Pursuant to Article 18 of the GDPR, if you contest the accuracy of the personal data, the reasons for their processing, or object to their processing by sending a written request to our registered office, you have the right to restrict the processing of your personal data until your complaint has been resolved.

We will process your request to exercise the above rights without undue delay, but within a maximum of one month. In exceptional cases, in particular due to the complexity of your request, we are entitled to extend this period by two months. We will inform you of any such extension and of the reasons for it.

Right to lodge a complaint

Exercising your rights in the above manner does not in any way affect your right to file a complaint with the Office for Personal Data Protection, which is located at Pplk. Sochora 27, 170 00 Prague 7.

8. How can you exercise your rights?

You can contact us on all matters relating to the processing of your personal data, whether it is to make an enquiry, exercise your rights, make a complaint or anything else, using the following contacts:

Data box: u5uk963

Delivery address: A.M.I. – Analytical Medical Instruments, s.r.o., Prague 7, Letohradská 369/3, Postal Code 17000

Current contact information is available on our website <https://www.amimedical.cz>