

Information on personal data processing

A company, **WEEELABEX Organisation**, with its registered seat at U Habrovky 247/11, Krč, 140 00 Prague, Identification no.: 015 94 303, entered in the Commercial Register of the Municipal Court in Prague, file No. L 58932 (the “**Data Controller**”), hereby informs you that according to the General Data Protection Regulation (EU) 2016/679 and respective legal acts regulates the data protection, processes your personal data for the following purposes:

(i) Processing of the Application Form

In order to process the Application Form to become the WEEELABEX Auditor, the Data Controller processes the personal data of the applicant manually in paper and electronic form, in the extent stipulated in the Application Form, especially name, surname, address, telephone number, e-mail, passport or ID Card number, company name and its registered and correspondence address, VAT number, main business of the company, accreditation details, auditor status, educational background, working experience related to the WEEE field, auditing experience, language skill(s), knowledge of the WEEE and the respective legislation, signature and indication of the dates of the training course. These data are processed based on the (intended) performance of the Agreement for the duration that is necessary for this purpose (i.e. until the auditor candidate shall receive the distance test) and subsequently (3) years in order to protect the Data Controller right(s) in the event of any dispute/administrative proceedings. In case that the auditor candidate does not agree with the processing of its personal data, the Application Form cannot be processed.

(ii) Evaluation of the (distance) test

In order to evaluate the (distance) test, the Data Controller processes in electronic form auditor candidate name, surname and e-mail. These data are processed based on the (intended) performance of the Agreement for the duration that is necessary for this purpose (i.e. until the auditor candidate shall attend the qualification workshop(s)) and subsequently (3) years in order to protect the Data Controller right(s) in the event of any dispute/administrative proceedings. In case that the auditor candidate does not agree with the processing of its personal data, the (distance) test cannot be evaluated.

(iii) Attending the qualification examination workshop(s)

In order to ensure Auditor's attending in the qualification examination workshop(s) the Data Controller processes the personal data of the auditor candidate manually in paper form, in the following extent: name, surname, name of the workshop, signature. These personal data are processed based on the (intended) performance of the Agreement for the term of the Agreement and (3) years following its termination in order to protect the Data Controller right(s) in the event of any dispute/administrative proceedings. In case that the auditor candidate does not agree with the processing of its personal data, the auditor candidate cannot attend the qualification examination workshop(s).

(iv) Realisation of contractual relationship

In order to implement the Agreement for WEEELABEX Auditor (the “**Agreement**”), the Data Controller processes the personal data of the Auditor manually electronic form, such as the identification personal data stated in the Agreement, especially name, surname, address, telephone number, e-mail and signature. This data processing is necessary in order to realize the Agreement in addition to that the Data Controller are allowed to process personal data in order to protect its right(s) in the event of any dispute. The Data Controller is also allowed to process this personal data in order to fulfil its legal obligation under applicable law (in particular, Act No. 563/1991 Coll., on Accounting, as amended). The personal data are processed for the term of this Agreement and (10) years following its termination. In case that the Auditor does not agree with the processing of its personal data, the Agreement cannot be concluded.

(v) Issuing the Auditor certificate

In order to issue the Auditor certificate, the Data Controller will process the personal data of the Auditor manually in electronic and paper form in the following extent: name, surname, address, e-mail, certificate number, date of issue, expiry date, scope of certification, languages. These personal data are processed based on the performance of the Agreement for the period of (12) months following the date of the certification and subsequently (3) years in order to protect the Data Controller right(s) in the event of any dispute/administrative proceedings. In case that the Auditor does not agree with the processing of its personal data, the Auditor certificate cannot be issued.

(vi) Access to the Lead Auditors Portal

In order to access to the Lead Auditors Portal, the Data Controller processes in electronic form Auditors username, password and IP address. These data are processed based on the performance of the Agreement for the term of the Agreement and (3) years following its termination in order to protect the Data Controller right(s) in the event of any dispute/administrative proceedings.

(vii) Placing the Auditor in the list of certified WEEELABEX Auditor

In order to place the Auditor personal data in the list of certified WEEELABEX Auditor at the Data Controller website, the Data Controller will process the personal data of the Auditor manually in electronic form, in the following extent: name, surname, language, information whether the Auditor is a lead auditor/auditor/CF specialist/ lamps specialist, e-mail, information whether the Auditor is an independent 3rd party auditor or employee of a WEEE system and the name of the company. These data will be processed based on the given consent for the period of (12) months following the date of the given consent and subsequently (3) years in order to protect the Data Controller right(s) in the event of any dispute/administrative proceedings.

All personal data processed by the Data Controller are not transferred out of the EU and are adequately secured by appropriate organizational and technical measures. In certain cases, the Data Controller may provide the above-mentioned personal data to the public authorities in the necessary extent. Further, the Data Controller informs you that the above-mentioned personal data may be processed by the data processor(s). In particular, they are providers of a web interface, an information system(s) and external evaluator(s).

Instruction:

You have a right to obtain from the Data Controller confirmation as to whether or not personal data concerning you are being processed, and where that is the case, access to the personal data and modify it.

If you discover or suspect that the Data Controller is processing your personal data contrary to the protection of your privacy and personal life or conflict with the data protection regulation, in particular if your personal data are inaccurate with respect to the purpose(s) of their processing, you can request that the Data Controller provide an explanation or remedy the situation. In particular, you may request the blocking, completion, rectification or erasure of personal data or restriction of processing concerning you and to object to processing as well as the right to data portability. In addition, you have the right to file a complaint with the Czech Personal Data Protection Office if you consider that the processing of your personal data violate the relevant privacy law(s). If you have any questions or need further information regarding personal data processing, please do not hesitate to contact us at this e-mail: office@weelabex.org.