

RULES FOR HANDLING PERSONAL DATA at Trade Finance Consulting, s.r.o.

Trade Finance Consulting, s.r.o. processes personal data in accordance with applicable legislation, in particular in accordance with the General Data Protection Regulation – GDPR. Details of the legal regulation can be found, for example, on the website of the Ministry of Industry and Trade: <https://www.mpo.cz/cz/podnikani/ochrana-osobnich-udaju-gdpr/obecne-narizeni-o-ochrane-osobnich-udaju---gdpr--228672/>

Trade Finance Consulting, s.r.o. processes personal data in the following cases and in the following ways:

- Personal data of employees: in accordance with applicable legislation, we process name, surname, address, date of birth, personal identification number, health insurance company information, telephone number, e-mail address and, where applicable, other data stipulated by law. This personal data is processed in paper form and in the accounting system. The documents are stored in locked cabinets. The data in the accounting system is stored on a server at an external processor. The executive director and the external processor have access to the data.
- Personal data of business partners, their employees and participants in seminars or other events organized by Trade Finance Consulting, s.r.o.: in accordance with applicable legislation or based on the consent of the persons, we process the name, surname, e-mail address and in some cases also the telephone number. The data is stored in electronic form on the computer of an authorized employee and on the server at an external processor, if any. This data is used for communication and sending business offers or invitations to events. The managing director and, if applicable, an external processor have access to the data.

Personal data protection method in Trade Finance Consulting, s.r.o.:

- Personal data recorded in paper form is kept by an authorized employee in a lockable cabinet.
- Personal data in electronic form is protected by a password and contractual arrangements for the security of external servers.
- The executive has access to all personal data. Other employees, if any, have access only to the data they need for their work.

Rights of persons whose personal data Trade Finance Consulting, s.r.o. processes:

- Right to information about the processing of personal data (PD) – you can ask us at any time for information about your PD and the system for handling them, by e-mail info@tradefinanceconsulting.com or by phone at + 420 776 30 67 23.
- Right to access the subject to PD (right to obtain from the PD administrator a confirmation of the processing of PD, right to obtain a copy of the processed PD) – we will make your personal

data available to you, issue you a confirmation of their processing or send you a copy of them, all through the contacts listed above.

- Right to correction – if there is an error in your personal data that we process, we will be happy to correct it upon request.
- Right to erasure (“right to be forgotten”) – if we process your personal data based on consent and there is no legal obstacle to this, we will erase it upon request and stop processing it.
- Right to restriction of processing – upon request, we will limit the scope or method of processing your personal data, if this is in accordance with applicable legislation.
- Other rights to data portability, to object, not to be subject to automated decision-making are described, for example, in this document: <https://www.mpo.cz/assets/cz/podnikani/ochrana-osobnich-udaju-gdpr/2018/5/Prirucka-pro-pripravu-malych-a-strednich-firem-na-GDPR.pdf> , to the given extent we respect these rights and you can exercise them with us at any time.

Period for which Trade Finance Consulting, s.r.o. processes personal data:

- We process all personal data for the necessary period.
- We process personal data obtained on the basis of consent until this consent is revoked.
- We usually process personal data related to accounting and contractual agenda for 10 years.
- We usually process personal data of employees and former employees for up to 30 years.

Pavel Andrlé
managing director

In Kutná Hora on 1. 1. 2025