

Lenzing Biocel Paskov a.s, ID: 26420317, registered office Místecká 762, 739 21 Paskov, incorporated in the Commercial Register at the Regional Court in Ostrava, Section B, file No. 2488 (hereinafter referred to as the "data administrator"), communicates to persons entering the premises at Lenzing Biocel Paskov a.s, registered office Místecká 762, 739 21 Paskov, who are not allowed to enter on the basis of an entry card (hereinafter referred to as "visits"), in accordance with GDPR (EU General Data Protection Regulation, 2016 / 679, (hereinafter referred to as the "Regulation") the following:

1. Data on visits shall be processed to the following extent:

- Name and surname
- Phone Number
- Vehicle registration number (license plate)

2. Personal data shall be processed in accordance with Article 6 (1) c) and f) of the Regulation primarily for the purpose of fulfilling obligations arising from legal regulations, as well as for the purposes of the legitimate interests of the data administrator, in particular in relation to the protection of his property.

3. Personal data will be kept in an electronic system and in paper form in the form of an in-and-out card, which will be signed by the visits. Only employees of the personal data administrator who are bound by confidentiality have access to the personal data. Furthermore, in order to ensure the operation of the reception desk employees and security guards of the premises, the personal data are transferred to the following data processor:

MW-DIAS, a.s., registered office Stodolní 316/2, 702 00 Ostrava, ID: 25368907, incorporated in the Commercial Register at the Regional Court in Ostrava, file No 4249.
Contact: mwdias@mwdias.com

4. Personal data will not be used to send advertising offers or other marketing purposes.

5. Personal data shall be stored with the data administrator for a period of three years for the purpose of making all claims arising in connection with the entry or stay of a visitor in the data administrator's premises, as well as for fulfilling legal obligations.

6. In accordance with the Regulation, the data subject has the following rights:

- To be forgotten: the personal data will be deleted, with the exception of data necessary for the fulfillment of a legal obligation, and/or of data necessary for the defense of legal claims and/or of data necessary for the protection of the public interest.
- To be acquainted with the data recorded about the data subject by the data administrator: The data subject will be provided with a copy of all personal data held about him by the data administrator, with the exception of the data administrator's intellectual property or trade secrets and except in cases where the personal data of other persons could be transferred.
- To raise an objection to the processing of the personal data on the basis of the legitimate interest of the data administrator pursuant to Art. 6 1) (f) of the Regulation: An objection may be raised at any time and to be dealt in an appropriate manner so as not to harm the interests of the data subject.
- To be able to transfer your personal data to a third party: If the personal data has been provided on the basis of a contract or consent, the personal data will be exported to the data subject in a structured commonly used electronic format so that the personal data could be transferred to a third party.
- To request a human review in the case of automated decision-making: If the data subject has doubts about the correctness of the automated decision-making based on the personal data provided by him, the data administrator will ensure that the decision is implemented in a legitimate way.

- To update your personal data so that the out-of-date version does not cause harm to the data subject: The data administrator will ensure that the personal data is updated at the initiative of the data subject.
- 7. Access to the personal data of the data administrator's contractual partners has a limited number of employees bound by confidentiality, whose access is regulated by both technical and administrative measures. The personal data are not and will not be passed on to a third party (except for legal reasons) and are protected in the internal systems of the data administrator and his processes as confidential data, i.e. other technical and administrative measures are implemented to secure them.
- 8. The exercise of rights of the personal data subjects shall be ensured by the person responsible for personal data protection, to whom the data subject may address in the event of a request for the exercise of rights or for submission of information concerning the personal data. The eligibility of the request will be assessed within one month of receiving the request. The request can be submitted in paper or electronic form, or personally. To process the request, it is absolutely necessary to verify the identity. In the request, it is recommended to always state the contact for the person of the data subject in order to check that the contact data in the data administrator's records are up-to-date.
- 9. The person responsible for the protection of personal data with the personal data administrator is:
Mrs. Dagmar Lušovská,
phone 558 461 405, e-mail: d.lusovska@lenzing.com
postal address: Místecká 762, 739 21 Paskov, office A1 9
- 10. Contact data of the personal data administrator: phone 558 461 111,
e-mail: office.biocel@lenzing.com