

## Rules of processing personal data

1. The personal data administrator is AirDIV s.r.o., Wilsonova 579, 53901, Hlinsko, Co. ID. No.: 04730704, incorporated in the public register of the Hradec Králové Regional Court, File Ref. C 36420. Contact e-mail: [info@airdiv.com](mailto:info@airdiv.com).
2. AirDIV s.r.o. collects and processes the following common personal data: basic identification data of our customers, i.e. name, surname, title, address, Co. ID No., Tax Reg. No., telephone no., e-mail address.
3. We process personal data without consent of customers in order to comply with legal obligations, to perform the contract and for the legitimate interests of the administrator. Personal data is being processed in electronic or printed form. The period of storage of all documents concerning contracts and offers is 30 years and the said documents may contain your personal data.
4. Providing personal data is voluntary. Without certain personal data it is impossible to perform a contract, ship an order, etc. We require only essential personal data from you.
5. We store personal data in such a manner that they may only be accessed by authorised persons. Your personal data are protected against unauthorised access and abuse.
6. AirDIV s.r.o. will share your personal data with state authorities, if required to do so by the law. Your personal data is also shared with carriers that ship goods to customers.
7. In accordance with applicable legislation, you may exercise your rights as a data subject. You have the right to access your personal data which we are processing; you have a right to portability of chosen personal data to a different administrator and the right to rectification of personal data. If you have any questions about processing your personal data, please contact us at [info@airdiv.com](mailto:info@airdiv.com).
8. You have a right to object to the supervisory authority to the processing of your personal data by our company: The Office for Personal Data Protection at the following address Pplk. Sochora 727/27, 170 00 Praha 7 – Holešovice, tel. +420 234 665 111; uoou.cz.