

## THE ESSENTIAL AND NECESSARY ELEMENTS OF A REQUEST FOR THE EXERCISE OF THE DATA SUBJECT'S RIGHTS IN THE FIELD OF PERSONAL DATA PROCESSING AND PROTECTION

(according to Act No. 110/2019 Sb., on personal data processing in relation to the General Data Protection Regulation GDPR)

### I. Personal data controller

**Zookee s.r.o.**, with its registered office at: Klimentská 34, Prague 1, 110 00, ID No.: 26001217, Tel.: +420 461 530 983, Data box ID: 6tf835r (the "Company" or the "Controller").

### II. Contact details

The function of the Contact person is performed for the Controller by:

Milan Jurka  
Email: mj@zookee.cz

### III. Data subject rights

- the right to withdraw consent
- the subject's right to access the data
- the right to rectification
- the right to erasure (right to "*be forgotten*")
- the right to restriction of processing
- *the right to notification of changes to personal data or to restrictions on processing*
- the right to data portability
- the right to object, unless exempted by the Act or GDPR
- *the right to automated individual decision-making, including profiling*
- *the right to be informed about the origin and acquisition of personal data where the personal data have not been provided by the data subject to the Controller.*

Forms for exercising the rights: objection to the processing of personal data, exercising the right to data portability, to withdrawal of consent, rectification, to restriction of processing, to erasure and to access to personal data are available from the employees of the Personal Data Controller.

### IV. Exercise of data subject rights

The data subject is entitled to exercise their rights by means of a written request, in the following manner:

- By personal delivery to the address of the Personal Data Controller
- By post to the address of the Data Controller
- Electronically to the email address of the Contact person: mj@zookee.cz
- By data box to the data box ID of the Personal Data Controller

### V. Particulars of the request

1. A person who wishes to exercise their rights in relation to personal data is obliged to state in a written request the relevant grounds and the facts which they object to and wish to assert.
2. Each request must contain the statutory requirements for the submission of an application in the administrative procedure and the applicant must prove their identity, i.e. by a certified signature for a paper request or a recognised electronic signature for an electronic request, or by submission by data box.
3. If the request does not comply with the statutory requirements, the applicant will be requested in writing to remedy the situation. If they fail to do so within the set time limit, the request will be rejected.

### VI. Processing of the request, time limit

- The processing of the request is free of charge within 30 days of receipt of the request, pursuant to Article 12(3) of the GDPR, unless the Act provides otherwise. In exceptional cases, this time limit may be extended if a delay is necessary due to the complexity and extensiveness of the processing on the part of the Controller,
- Information may be provided by the Controller in writing or by other means, or, if the data subject so requests, orally, provided that the identity of the data subject is proven by other means.

If the applicant makes repeated requests in the same matter, or if the request is manifestly unfounded or the data subject is not entitled to make it, the request shall be rejected by the Controller and, in exceptional cases, the Controller shall be entitled, in accordance with Article 12(5), to require the applicant to pay the administrative costs of the request in question, even if the request is rejected.

### VII. Remedies

- If the request of the data subject pursuant to paragraph 1 is found to be justified, the Controller shall remedy the defective situation without delay.
- If the Controller does not comply with the request of the data subject pursuant to paragraph 1, the data subject has the right to refer directly to the supervisory authority, i.e. the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7 in the manner specified by the Controller in the relevant document.