

Records on processing personal data according to GDPR, Art. 30.1 - processing activities of the Controller

Controller: **Coloigna press, a.s.**, with its registered office in Kolln IV, Havlíčkova 844, post code 28000, ID: 26182622, maintained at the Municipal Court in Prague, maintained by the Municipal Court in Prague under reference number B 6614
 Business operation of the company
 Person responsible for this record on processing: **Václav Dřihovál, vaktor.drihal@coloignapress.com**
 Person authorized for the personal data protection / contact person: **Nikola Břivná, nbrivna@coloignapress.com**
 Representative of the authorized person for the personal data protection / contact: **Denisa Hradová, dhradova@coloignapress.com**

Mandatory items according to GDPR Art. 30										Optional items															
Personal data category	Purpose of processing	Data subject category	Category of personal data recipients, including recipients in third countries or international organizations	Envisaged time limits for erasure of the different categories (if applicable)	General description of organizational and technical safety measures according to GDPR, Art. 32 (1) if applicable				Common controller (if any)	Internal organization Where are the personal data processed in organization (e.g. which department?)	Information obligation				Procedure with respect to the data subject			Non-electronic data storage Storage and location of personal data	Electronic data storage			Processor's data			Note
					Use of pseudonymization and encryption	Ensuring confidentiality and integrity	Availability and resilience of processing systems and services	Process for regular evaluation of measures			Legal grounds for processing activities	Who are personal data obtained from?	What is the requirement of personal data provision based on and is the provision compulsory?	Is automated decision making or profiling applied?	If personal data were obtained based on consent, where is the consent kept?	When is the data subject duty informed?	Document including the information		Information system	Server location or form of storage	Server operator	Legal grounds for server use	Processor's name and contract details	Processor's location	
Personal data included in delivery notes	Business operation of the company - verification of delivery	Customers, employees data or representative data, Coloigna press a.s.	-	retention schedule	VPN, limited access rights, passwords, chip	PC encryption, UPS, anti-virus, firewall	-	Sales Accounting department	Performance of contractual obligation	Customer	Based on the contract; it is compulsory	No	-	-	Soft copy kept at the Accounting department	Colis	-	-	-	-	-	-	-	-	
Personal data included in the purchased list of leads	Business operation of the company - sales, marketing and distribution	Customers	Salesforce.com EMEA Limited	-	Limited access rights, passwords, SSL certificate	Salesforce SLA	-	Sales Customer service Marketing	Legitimate interest (direct marketing), consent	Customer	Based on the contract; it is not compulsory	No	-	-	Sales Force	cloud	Salesforce	-	-	-	Salesforce.com EMEA Limited, village 9, floor 26 Salesforce Tower, number+353 14403500 London, UK, EC2N 8AY	Processing contract	Acc. to processing contract		
Personal data included in the purchased list of leads	Business operation of the company - sales, marketing and distribution	Customers	-	-	PC encryption, VPN, limited access rights, passwords	UPS, anti-virus, firewall	-	Sales Customer service Marketing	Legitimate interest (direct marketing), consent	Customer	Based on the contract; it is not compulsory	No	-	-	Colis	on-premise	Controller	-	-	-	-	-	-		
Personal data included in contract drafts: name, surname, email	Business operation of the company	Customers, employees data or representatives data, Coloigna press a.s.	-	-	-	-	-	Production	Procedure before contract conclusion	Customer	Based on the contract; it is compulsory	No	-	-	personal computer	-	-	-	-	-	-	-	-		
Personal data necessary to issue an order - name, surname, email	Business operation of the company	Customers	-	-	PC encryption, VPN, limited access rights, passwords	UPS, anti-virus, firewall	-	IT department Production Customer service UTP department	Procedure before contract conclusion, legitimate interests (overview of the future business activities)	Customer	Based on the procedure before contract conclusion; it is not compulsory	No	-	-	Colis; Automation Software; mail server	on-premise / cloud (Office 365)	-	-	-	-	-	-	-		
Personal data necessary to issue an inquiry	Business operation of the company	Customers	-	-	PC encryption, VPN, limited access rights, passwords	-	-	Customer service Sales Production	Performance of contractual obligation	Customer	Based on the contract; it is compulsory	No	-	-	Colis; mail server	on-premise / cloud (Office 365)	-	-	-	-	-	-	-		
Personal data necessary to issue a list of clients	Business operation of the company	Customers	Salesforce.com EMEA Limited	-	PC encryption, VPN, limited access rights, passwords	-	-	Sales Customer service	Legitimate interest of the Controller (list of clients)	From the Controller's activities	-	No	-	-	Sales Force; Colis	cloud (Salesforce) / on-premise	Salesforce / Controller	-	-	-	Salesforce.com EMEA Limited, village 9, floor 26 Salesforce Tower, number+353 14403500 London, UK, EC2N 8AY	Processing contract	Customers shall be enabled to request erasure of their records.		
Personal data included in the contract	Business operation of the company	Customers, employees data or representatives data, Coloigna press a.s.	-	retention schedule	PC encryption, VPN, limited access rights, passwords	-	-	Sales Customer service Accounting department UTP department	Legitimate interest (overview of contracts), performance of contractual obligation	Customer	Based on the contract; it is not compulsory	No	-	-	Soft copy kept at the Accounting department	Colis	on-premise	Controller	-	-	-	-	-		
Personal data for evaluation of economic and production results - ID, name, surname	Business operation of the company	Employees	-	-	PC encryption, VPN, limited access rights, passwords	UPS, anti-virus, firewall	-	Sales Customer service Accounting department UTP department IT department Production	Legitimate interest of the Controller (evaluation for continuous improvement of services)	From the Controller's activities	-	No	-	-	Oracle Business intelligence	on-premise	Controller	-	-	-	-	-	-		
Personal data on company web pages - cookie (IP address)	Business operation of the company	Customers, website visitors	Google LLC	-	-	SSL certificate	-	Sales, IT department	Consent to use cookies	Customer / website visitor	Web use; it is not compulsory	No	-	-	web	cloud	-	-	-	Google LLC 1600 Amphitheatre Parkway Mountain View, CA 94041 USA	Processing contract	Acc. to processing contract			
Personal data in website forms (name, email, phone number)	Business operation of the company	Customers, website visitors	Kreatura s.r.o.	-	-	SSL certificate	-	Sales, Quality	Legitimate interest of the Controller (possibility to make inquiry, request for samples), performance of contractual obligation	Customer	-	No	-	-	web	cloud	-	-	-	Kreatura s.r.o., phone number: +420 605 849 911 Brno, PSC 616 00	Processing contract	Acc. to processing contract			