

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

Controller: Colomena a.s., with its registered office in Kolín IV, Hrádkova 844, eost code 28000, ID: 26186292, maintained at the Municipal Court in Písek, maintained by the Municipal Court in Písek under reference number B 6634
 Services provided to customers via web interface
 Person responsible for this record on processing: Viktor Dřížtal, viktor.driztal@colomenaapress.com
 Person authorized for the personal data protection / contact person: Nikola Bělohradský, nikola@colomenaapress.com
 Representative of the authorized person for the personal data protection / contact: Denisa Hanušková, gdpr@colomenaapress.com

Mandatory items according to GDPR Art. 30										Optional items															
Personal data category	Purpose of processing	Data subject category	Category of personal data recipient, including recipients in third countries or international organizations	General description of organizational and technical safety measures according to GDPR, Art. 32 (1) if applicable						Internal organization	Information obligation				Procedure with respect to the data subject				Non-electronic data storage	Electronic data storage			Processor's data		Note
				Envisaged time limits for erasure of the different categories (if applicable)	Use of pseudonymization and encryption	Ensuring confidentiality and integrity	Availability and resilience of processing systems and services	Process for regular evaluation of measures	Common controller (if any)		Where are the personal data processed in organization (e.g. which department)?	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 approval, where is the approval kept?	When is the data subject duly informed?	Document including the information		Storage and location of personal data	Information system	Server location or form of storage	Server operator	Legal grounds for server use	
Personal data necessary for creation of Customer web - overview of orders - name, surname, email (login)	Services provided to customers via web interface - overview of orders and products	Customers	-		PC encryption, VPN, limited access rights, passwords	UPS, anti-virus, Firewall	-	Customer service IT department	Performance of contractual obligations	Customer	Based on the contract, it is compulsory	No				Corporate IS, web on corporate hosting	on-premise	Controller							
Personal data in Customer web - name, surname, email (login)	Services provided to customers via web interface - overview of orders and products	Customers	Microsoft Ireland Operations, Ltd.		passwords, SSL certificate	Azure SLA		IT department	Performance of contractual obligations	Customer	Based on the contract, it is compulsory	No				web hosted at Microsoft Azure	cloud	Microsoft			Microsoft Ireland Operations, Ltd. South County Business Park Leopardstown Dublin 18 D18 P521	Processing contract	Acc. to processing contract		