

# **INSTRUCTION on the Register of the third parties**

## **I. INTRODUCTION**

The individual members of the association **SOLUS, interest association of legal entities, ID No. 69346925** (hereinafter also “**SOLUS**” or “**the association SOLUS**”) have a common interest in participating in the operation of the Register of the third parties of the association SOLUS (hereinafter “**Register of the third parties**”), within which are processed data on the contractual partners of individual member companies of the association SOLUS dealing with the procurement or mediation of the sale of products and services of the member companies of SOLUS on the basis of intermediation contracts, management contracts, commission contracts, agency contracts, and other similar contracts, it concerns natural persons (entrepreneurs and non-entrepreneurs) as well as legal entities, whereas the processing of their data is based on their consent. The primary purpose of the Register of the third parties is to inform SOLUS members about matters relating to creditworthiness, credibility and payment morale of these contractual partners and / or potential contractual partners, including their subjective evaluation.

Data from other types of contractual relationship are recorded in the Register FO of SOLUS, the Register IČ of SOLUS or the Positive Register of SOLUS, for which there is issued a separate Instruction on the SOLUS Registers.

## **II. THE SCOPE OF PROCESSED DATA IN THE REGISTER OF THE THIRD PARTIES**

Within the Register of the third parties are, besides identification data (name, surname or company, birth number or company ID and address or registered office or place of business), processed data on the extent and nature of the violation of the contractual obligations of the entities, including the scope and nature of the breach, data on the eventual subjective evaluation of functioning of the contractual relationship between by the member of the association SOLUS and the reasons for eventual termination of the contractual relationship.

Within the Register of the third parties, there are processed no so-called special categories of personal data within the meaning of Article 9 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter “**GDPR**”), for example, data concerning health.

## **III. IDENTIFICATION OF ENTITIES OR PERSONS WHO MAY HAVE ACCESS TO PERSONAL DATA PROCESSED IN THE REGISTER OF THE THIRD PARTIES**

**Administrator** of the Register of the third parties: association **SOLUS, interest association of legal entities**, ID No. 69346925, with registered office at Prague 4 - Krč, Antala Staška 510/38, Post Code 140 00.

- The association SOLUS has the status of the controller of personal data according to GDPR in relation to the contractual partners of individual members of the association SOLUS - natural persons.

**Processor** of the Register of the third parties: **Společnost pro informační databáze, a.s.**, ID No. 26118313, with registered office at Prague 4 - Krč, Antala Staška 510/38, Post Code 140 00, (hereinafter also “**SID**”). Based on the written contract between the administrator and the users of the Register of the third parties, SID will provide services related to the mutual information of member companies on the creditworthiness, credibility and payment morale of their contractual partners and / or potential contractual partners.

- SID has the status of the processor of personal data according to GDPR in relation to the contractual partners of individual members of the association SOLUS - natural persons.

**User** of the Register of the third parties: individual **members of the association SOLUS** or other competent users who have or will have concluded a contract with SOLUS and SID on the processing of data within the Register of the third parties.

- The individual member companies of the association SOLUS, using the services of the Register of the third parties, have the status of the controller of personal data according to GDPR in relation to their contractual partners - natural persons.

The current list of **SOLUS members** is available on the website of SOLUS: [www.solus.cz](http://www.solus.cz).

**Other entity involved in the processing of data:** the processor (SID) may use services of another person in processing (so called **technical processor**) on the basis of a written contract between the processor and the technical processor in order to ensure the maximal security of the processed data. The technical processor processes the data contained in the relevant register, while the client's personal data being encrypted. The technical processor does not have resp. will not have the key to decrypt the encrypted data and therefore will not have access to the names, surnames, and birth numbers of clients and / or applicants.

At the date of publication of this document, i.e. 25 May 2018, the technical processor of the Register of the third parties is **Global Payments Europe, s.r.o.**, ID No. 27088936, with registered office at Prague 10, Strašnice, V Olšinách 80/626, ZIP 100 00.

#### **IV. DESCRIPTION OF FUNCTIONING OF THE REGISTER OF THE THIRD PARTIES**

The Register of the third parties is a common database of data created on the basis of information provided by SOLUS members on their contractual partners.

The initial and continuous inclusion or updating of the information (data) in the Register of the third parties is based on the consent with processing of the data in the Register of the third parties. Granting of this consent by the data subject is voluntary.

Information (data) contained in the Register of the third parties is regularly updated by users of the Register of the third parties and kept for the mutual information of individual members of the association SOLUS.

The information (data) on contractual relationships with contractual partners is provided by individual members of the association SOLUS to SID, which further processes these data (itself or through the so-called technical processor).

The information (data) thus processed will be made available by SID in the form of reports on request of members of SOLUS using the Register of the third parties solely for the purpose of informing individual members of SOLUS about the creditworthiness, credibility and payment morale of their contractual partners and / or potential contractual partners.

The data of the data subjects may be processed for the purpose of mutual informing of the individual authorized users of the Register of the third parties only with their consent. Importing data into any SOLUS register by one of the authorized users does not automatically imply that this data will be freely accessible to other authorized users – other authorized users will again need the demonstrable consent of the relevant subject to ask for such data contained in the Register of the third parties; the **principle of so-called double consent** is applied.

The data will be processed for the duration of the contract and for 3 years after its termination.

## **V. DECLARATION ON SAFETY OF PROCESSED DATA**

The high level of security of processed data (including communication), which is ensured within all SOLUS registers, prevents unauthorized or accidental access to information (data) contained in any of Registers of SOLUS, their modification, destruction or loss, unauthorized transmissions, their unauthorized processing, as well as other misuse of the processed information.

### Basic safety features:

- Encrypted communication;
- Use of certificates for user identification;
- Access only from allowed IP addresses;
- Encryption of personal data;
- Separation of the processor (knows the encryption key, is able to make online queries only) and the technical processor (performs data processing without the knowledge of the encryption key).

The use of modern technologies regarding the operation of the system and the security of the transfer and storage of data of SOLUS members client's and contractually defined relationships and guarantees minimize the risk of misuse of information.

## **VI. INSTRUCTION ON RIGHTS OF THE DATA SUBJECT (NATURAL PERSONS)**

If you find or believe that any SOLUS member, the association SOLUS, SID, or other entity involved in the processing of data in any Register of SOLUS (i.e. the relevant controllers or processors) processes your personal data inconsistently with the protection of your privacy or contrary to law, especially if your personal data is inaccurate, you may:

- Request an explanation from the relevant controller or processor;
- Require from the controller or processor concerned to resolve the situation, in particular you may request the correction or completion of your personal data (if necessary, temporary blocking or disposing of the data will be made upon your request).

If your request is found to be legitimate, the relevant entities are required to immediately remove the defective condition. If the relevant controller or processor does not comply with your request or if you believe that processing of your personal data is not lawful, you have the right to contact the Office for personal data protection ([www.uoou.cz](http://www.uoou.cz)) with a request for remedy.

## **VII. CUSTOMER SERVICE**

**Information about the association SOLUS:** [www.solus.cz](http://www.solus.cz) or telephone line **222 368 707**, which is charged as a fixed line call within your tariff. The operation of this line is on working days, on Monday and Wednesday from 8:00 a.m. to 17:30 p.m., on Tuesday and Thursday from 8:00 a.m. to 17:00 p.m. and on Friday from 8:00 a.m. to 16:30 p.m. This telephone line is operated by Společnost pro informační databáze, a.s. and the technical support provides MEDIA SUPPORT s.r.o.

Customer Service of the association SOLUS provides its clients with the following services:

- Makes responses to client's requests for a statement of processed personal data (also contains information about the personal data source); the information is provided for a fee covering the cost of providing it; for the current price list, see [www.solus.cz](http://www.solus.cz).
- Makes responses to requests for SIN code for [SMS Statement - Mobile Statement](#).
- Receives and handles any complaints or comments from clients regarding inaccurate data processed in the SOLUS registers as well as statements of disagreement with processing in the Positive Register.

## **VIII. NOTICE**

**IMPORTANT: DATA FROM OTHER TYPES OF CONTRACTUAL RELATIONSHIP ARE RECORDED IN THE REGISTER OF SOLUS, THE REGISTER IČ OF SOLUS OR THE POSITIVE REGISTER OF SOLUS, FOR WHICH THERE IS ISSUED A SEPARATE INSTRUCTION ON THE SOLUS REGISTERS.**

