


**BASIC DATA FOR NATURAL PERSON**
**NON-ENTREPRENEUR /**
**GUARANTOR**
**Personal Data:**

Title, first name and surname: ..... Surname at birth: ..... Marital status: .....  
 National ID number: ..... Date of birth: .....  
 Citizenship: ..... ID card number/passport: ..... Valid until: .....

**Contact Details:**

Permanent residence: .....  
 Address for service: .....  
 Type of residence:  
 owner of house / apartment / co-operative co-ownership / lease / other: .....  
 Telephone: ..... Mobile telephone: ..... E-mail: .....

**Employment and Education:**

Current employer: ..... Employer's ID number.: .....  
 Employer's address: ..... Employer's telephone number: .....  
 Work position: ..... Employed from: .....  
 Contract for fixed term: **YES / NO** Probation / notice period: **YES / NO**  
 Highest education attained: ..... Field of labour: .....

**Monthly Income:**

Average net monthly income: CZK ..... Average household's net monthly income: CZK.....  
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**Monthly Expenses:**

Total regular monthly payments by the household: .....  
 of which: costs of housing, instalments on loans, leasing, alimony, etc.: .....  
 Number of persons living in common household: ..... Number of maintained persons in common household: .....

**Bank Details, Income, Expenses and Savings:**

Bank name: ..... Account holder: .....  
 Account number: ..... IBAN (in case of foreign bank): .....  
 Email(s) for sending electronic invoices: .....

I declare that my financial situation **IS / IS NOT** influenced by one of the following risk factors: seizure, insolvency proceedings, bankruptcy or other relevant facts. Please state which: .....  
 .....

## **CONSENT TO PERSONAL DATA PROCESSING**

### **I. Introductory Information**

1. The controller, ALD Automotive s.r.o.  
registered office: U Stavoservisu 527/1, Malešice  
108 00 Prague 10, registered number: 61063916, entered in the  
Commercial Register maintained by the Municipal Court in  
Prague, file reference C 43360, [www.aldautomotive.cz](http://www.aldautomotive.cz),  
e-mail.: infocz@aldautomotive.com ("ALD"),

processes, when providing services, the personal data of its clients and applicants, as well as its clients' guarantors/aval providers in connection with the conclusion of a contract on the provision of a service (a "Contract") or when entering negotiations for the purpose of concluding a Contract. A guarantor/aval provider shall be understood to be a person that signed a declaration of guarantee in favour of ALD to secure full performance of duties by the client.

2. ALD processes personal data: (a) with the Applicant's consent and in accordance with their will it is possible to restrict or halt such processing, and (b) based on other legal grounds without regard to whether the Applicant grants their consent to such processing or not.
3. ALD processes the following categories of personal data depending on the personal data provided by the Applicant: (a) identification data (e.g. first name, number of passport or ID card, citizenship, place and date of birth); (b) contact details (e.g. postal and e-mail address, telephone number); (c) family situation (e.g. family status, number of children); (d) tax information (e.g. tax ID number, tax status); (e) information about education and employment (e.g. level of education reached, work positions, name of employer, wage/salary); (f) banking, financial and business information (e.g. credit history, debts and expenses); (g) Applicant's signature; and (h) data communicated by the Applicant using the "Basic Information" form.
4. **The Applicant is not obligated, under any generally binding legal regulation, to provide ALD with their personal data or their consent to their processing.** The Applicant can refuse to provide their personal data or does not have to grant consent to the processing of the Applicant's personal data, or the Applicant can rescind such consent granted at any time. If the Applicant provides their personal data to ALD, they do so quite voluntarily. If the Applicant decides not to provide their personal data to ALD or consent

to their processing, this could result in ALD not being able to provide a service or not being able to conclude a Contract.

5. By signing this document, the Applicant declares and warrants that if, in connection with negotiations on the conclusion of a Contract, they provide to ALD the personal data of third parties, they obtained in advance the express consent of the third parties to the provision of their personal data to ALD and their subsequent processing by ALD for the purposes stipulated herein, which meets all the requisites of a valid consent in accordance with valid legal regulations. At ALD's request, the Applicant is obligated to document the obtaining of consent from such third parties.

### **II. Consent to Personal Data Processing**

- (1) **By checking the box below stating they consent, and subsequently signing, the Applicant confirms and grants their consent to personal data and all other information concerning the Applicant that were and/or are communicated to ALD, or that were legitimately obtained by ALD from third parties, or that ALD obtained through its own activities being processed, collected and stored for the following purposes:**

**Processing of my birth number** in accordance with Act No. 133/2000 Coll., on records of population and birth numbers and on an amendment to some acts (the Population Records Act), as amended (the "**Population Records Act**"), for the purpose of: (a) clearly identifying me in the Non-banking Register of Client Information ("**NRCI**") and enabling NRCI users to keep each other informed; (b) enabling users of the NRCI and users of the Banking Register of Client Information ("**BRCI**") to keep each other informed about my good standing, payment discipline and trustworthiness - creditworthiness - and enabling assessment (also repeated) of my good standing, payment discipline and trustworthiness - creditworthiness - in connection with a Contract by NRCI and BRCI users; and (c) obtaining information about my good standing, payment discipline and trustworthiness from the registers of the SOLUS special-interest association of legal entities, registered number: Antala Staška 510/38, Krč, 140 00 Prague, company ID number: 69346925 ("**SOLUS**"), which maintains the Natural Persons Register, the Company ID Number Register and the Positive Register of the SOLUS association (the "**SOLUS Registers**"); (d) ascertaining

information about me in similar registers of comparable client information that replace the NRCI, BRCI and/or the SOLUS Registers in the future; (e) ascertaining information about me maintained in national and supranational records for the purpose of verifying the inapplicability of international sanctions against me, as well as verifying information about my good standing, payment discipline and trustworthiness.

<b>CONSENT /      NON-CONSENT</b>
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*(The Applicant confirms that they were advised that granting consent to the processing of their birth number for the aforementioned purpose is **quite voluntary**, that they can rescind their consent to their processing at any time and that **not granting consent does not mean automatic non-provision of services by ALD, but could cause sufficient verification of the Applicant's creditworthiness to be impossible.**)*

- (2) The Applicant grants consent in accordance with para. (1) for the period: (a) of 1 year from the provision of this consent, unless a Contract is concluded; (b) for the duration of the contractual relationship established by a Contract and for a period of an additional 4 years from the date of termination of the contractual relationship established by a Contract.
- (3) The Applicant declares that they are aware that ALD can also process the Applicant's personal data for purposes other than those for which they granted their consent—these purposes of processing are described in the part More Detailed Information about Processing Personal Data without Consent.

### III. Advice on Personal Data Processing

- (1) The Applicant hereby takes note of the processing of their personal data by ALD to the extent of the personal data the Applicant communicated in connection with the Applicant's request for conclusion of a Contract, for the purpose of obtaining information about the good standing, payment discipline and trustworthiness of the Applicant necessary to assess the request. The Applicant takes note that the legal grounds for processing their personal data are Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation), ("GDPR") – granting of consent to processing.

- (2) The Applicant declares that they are fully aware of their rights in accordance with the GDPR, in particular they are aware: (a) that they are entitled to request from ALD access to their personal data and information concerning the Applicant in accordance with Article 15 of the GDPR; they have the right to rectification or erasure of their personal data, to restrict their processing, and the right to data portability to another controller under the conditions and with the restrictions in accordance with Article 20 of the GDPR; (b) that they have the right to refuse the use of the Applicant's personal data for the aforementioned purpose in a simple manner, free of charge or at the expense of ALD; to object to ALD processing the Applicant's personal data; as well as, at any time, to rescind, free of charge, their consent to the processing of the Applicant's personal data; (c) that in the event the Applicant is dissatisfied with the personal data processing, they have the right to submit a complaint to the supervisory body, which is the Office for Personal Data Protection, registered office: Pplk. Sochora 27, 170 00 Prague 7, www.uoou.cz; (d) that they do not have a statutory duty to provide their personal data to ALD, however provide them freely and voluntarily; failure to grant consent does not mean the automatic non-provision of services by ALD, but could cause insufficient verification of the Applicant's good standing; (e) that in no case is there automatic decision-making, including profiling, as stated in Article 22 of the GDPR; (f) that the Applicant's personal data will not be transferred to third countries or international organisations within the meaning of Article 13(1)(f) of the GDPR; (g) that the recipients of the Applicant's personal data are ALD and the processors - entities that maintain registers of information about good standing, payment discipline and trustworthiness (e.g. NRCI, BRCI, SOLUS Registers); (h) of the right to the communication of breaches of security concerning the data subject's personal data in accordance with Article 34 of the GDPR.
- (3) The Applicant takes note that ALD can send business communications using electronic means to the contact details specified by the Applicant (e-mail address) in accordance with Section 7(3) of Act No. 480/2004 Coll., on some information society services, as amended.

**The Applicant declares that they are fully aware that they are entitled to object to personal data processing in accordance with Article 21 of the GDPR.**

In the event of any query or request, the Applicant can, at any time, contact ALD or the personal data protection officer, e-mail: [osobni\\_udaje@kb.cz](mailto:osobni_udaje@kb.cz), telephone number in the Czech Republic: 800 521 521, from other countries: +420 955 559 550.

## **MORE DETAILED INFORMATION ABOUT PERSONAL DATA PROCESSING**

### **I. Introductory Information**

(1) ALD processes the Applicant's personal data in accordance with the GDPR based on the Applicant's consent, unless it concerns processing for which legal regulations do not require the Applicant's consent and enable processing based on other legal grounds, in accordance with Article 6(1) of the GDPR. If ALD processes the Applicant's birth number or if it requires their consent to processing their birth number, this will take place in accordance with the Population Records Act.

### **II. Information about Personal Data Processing Based on Legal Grounds Other than Consent**

(1) The Applicant takes note that ALD can, even without their consent, gather, store and further process selected information and selected personal data that the Applicant communicated or will communicate to ALD, which were legitimately obtained by ALD in connection with the Applicant's request for the conclusion of a Contract or in connection with the realisation of related acts from third parties or that ALD obtained from its own activities, for the purpose of: (a) arranging or concluding a Contract or in connection with the conclusion of a Contract; (b) assessment based on information from publicly available sources whether ALD will enter negotiations with the Applicant about a contractual relationship, in particular for the purpose of obtaining information about the good standing, payment discipline and trustworthiness of the Applicant necessary to assess applications; (c) the exercise of rights and duties resulting from a Contract; (d) negotiations on the conclusion of contracts for additional services and the exercise of rights and duties when providing additional services; (e) exercising and administering claims resulting from a Contract, or for the purposes of evidence and defence in the event of a potential dispute; (f) the performance of duties stipulated for ALD by generally binding legal regulations (e.g. preventing money laundering and financing terrorism).

- (2) The Applicant's birth number will be used by ALD, inter alia, for the purpose of unique identification of the Applicant primarily as a part of searches in databases for the assessment of the Applicant's good standing, payment discipline and trustworthiness, or for the purpose of verifying and registering receivables as a part of potential proceedings on insolvency. Within the framework of communication with ALD, ALD will clearly identify the Applicant primarily using unique indicators, such as the Contract number, vehicle registration number or company registered number.
- (3) The Applicant's personal data processed by ALD without the need for consent based on other legal grounds in accordance with paragraph (1)(a) to (f) of this Article will be stored by ALD for one year from the day they are obtained, unless a Contract is concluded. In the event of the conclusion of a Contract, the Applicant's personal data will be stored for no more than 10 years after the date of performance of all the Applicant's financial obligations under the Contract or after the date of the termination of the contractual relationship, if the Applicant's obligations were discharged before the termination hereof.
- (4) The Applicant also takes note of the processing of their personal data by ALD in the event of the conclusion of a Contract, to the extent of their name and e-mail address, for the purpose of dissemination of ALD business communications concerning services provided by ALD. The Applicant takes note that the legal grounds for processing personal data are Article 6(1)(f) of the GDPR - ALD's legitimate interest in sending business communications concerning services provided by ALD. ALD will process the Applicant's personal data in accordance with para. (4) for no more than four years after the termination of the Contract.

### **III. Public Registers and Registers Maintained by Private Entities**

- (1) The Applicant takes note that ALD can, without the Applicant's consent, process, collect and store personal data about the Applicant's good standing, payment discipline and trustworthiness for the purpose of assessing ALD's risks resulting from a Contract, including by making use of queries to asset records or other databases of public registers.
- (2) In connection with ensuring the effective performance of duties resulting, in particular, from legal regulations related to: (a) consumer protection when providing consumer loans; and (b) for the purpose of protecting ALD's interest in the provision of services only to clients that are trustworthy and in good standing, where ALD ascertains and processes data about

persons (even without the consent of such persons, with the exception of the birth number) necessary so that it is possible to assess creditworthiness, ALD is a user of the NRCI, which is operated by the CNCB – Czech Non-Banking Credit Bureau, z.s.p.o., registered office: Na Vítězné pláni 1719/4, Nusle, 140 00 Prague, registered number: 71236384. The NRCI is used to process information that non-banking credit entities provide to each other about contractual (credit) relations between such entities and their clients and that, individually or on aggregate, provide information about the trustworthiness - creditworthiness - of clients of non-banking credit entities. In connection with ALD's participation in the NRCI, ALD processes, provides to the NRCI and obtains from the NRCI the following personal data of the Applicant: (a) identification personal data; (b) data providing information about the conclusion or non-conclusion of a contractual relationship; (c) data providing information about the Applicant's financial obligations and about the performance of the Applicant's obligations; (d) data providing information about security for the Applicant's obligations; (e) data providing information about whether a receivable was assigned regarding the Applicant; (f) data providing information about the Applicant's good standing and trustworthiness (or payment discipline) - creditworthiness - that the Applicant communicated to ALD or that ALD obtained about the Applicant in connection with the performance or non-performance of the relevant contractual relationship.

- (3) Data in accordance with paragraph (2) of this Article III can also be provided to users of the BRCI, which is operated by CBCB – Czech Banking Credit Bureau, a.s., registered office: Prague 4, Na Vítězné pláni 1719/4, post code: 14000, registered number: 26199696, as a part of information for users of the NRCI and the BRCI about the good standing, trustworthiness and payment discipline - creditworthiness - of clients and enabling assessment (also repeated) of their good standing, trustworthiness and payment discipline - creditworthiness - in connection with contractual relations between the Applicant and users of the NRCI and/or BRCI.
- (4) The legal grounds for personal data processing in the NRCI are: (a) performance of legal duties in the event a natural person is provided with a consumer loan; (b) the legitimate interests of credit entities, in particular their interest in the provision of credit products only to clients who are in good standing and trustworthy; and (c) consent to personal data processing in the case of persons representing clients or owners of clients and always in the event that the birth number

of a natural person is processed. The legal grounds for processing information (personal data) as a part of mutual information exchange by users of the NRCI and BRCI about clients' good standing, trustworthiness and payment discipline - creditworthiness - are: (a) performance of legal duties of banks and credit entities in the event that a natural person is provided with a consumer loan; (b) the legitimate interests of banks and credit entities; and (c) consent to personal data processing in the case of persons representing clients (legal entities) or owners of clients (legal entities) and in relation to the NRCI always in the event that the birth number of a natural person is processed.

- (5) All information concerning the NRCI, the participation of credit entities in the NRCI, the processing of the personal data of credit entities' clients in the NRCI, mutual information exchange by users of the NRCI and BRCI, as well as advice about all rights of credit entities' clients in connection with the NRCI or mutual information exchange by users of the NRCI and the BRCI are stated in the Information Memorandum of the Non-banking Register of Client Information (including basic information about the mutual exchange of information with the Banking Register of Client Information) that the Applicant can obtain at any time at the Client Centre or at the website of the NRCI's operator ([www.cncb.cz](http://www.cncb.cz)).
- (6) The Applicant takes note that ALD, for the purposes specified below, can also hand over the Applicant's personal data for further processing to the SOLUS special-interest association, which maintains the SOLUS Registers.
- (7) The purpose of processing the Applicant's personal data and disclosing them to third parties in accordance with the previous paragraphs (1) to (6) of this Article III is: (a) the creation of sets of information in the NRCI, BRCI and SOLUS Registers providing information about the Applicant's good standing, trustworthiness and payment discipline (such information shall be understood to mean, in particular, data about the existence of obligations, the timeliness of their performance and security for them, etc.); (b) ensuring authorised users of the individual registers (the NRCI, BRCI and SOLUS Registers) are kept informed about the Applicant's good standing, trustworthiness and payment discipline, and enabling assessment (also repeated) of the Applicant's good standing, trustworthiness and payment discipline by authorised users of the registers.
- (8) The Applicant takes note that, in accordance with Section 20z(5) of Act No. 634/1992 Coll., on consumer protection, as amended (the "**Consumer Protection Act**"), ALD and SOLUS, during the exchange of information and processing of



data in the SOLUS Registers, are authorised to use the birth number of the consumer - Applicant, if ALD legitimately obtained it.

- (9) The method, extent and conditions for mutual information provision by authorised users through the various registers and the method, extent and conditions for mutual information provision by users of the NRCI and BRCI are stated in the Information Memorandum of the Banking Register of Client Information and Non-banking Register of Client Information for Bank Clients (the **"BRCI and NRCI Information Memorandum"**) and in the Advice on SOLUS Registers. The authorised users of the relevant registers (NRCI, BRCI and SOLUS Registers) are stated in the BRCI and NRCI Information Memorandum and/or at the [www.solus.cz](http://www.solus.cz) website.

- (10) **By signing this document, the Applicant also confirms that they have familiarised themselves with the BRCI and NRCI Information Memorandum and the Advice on SOLUS Registers, which contain advice about the Applicant's rights in connection with the processing of their personal data within the framework of the registers and for the purposes of keeping individual users of the registers informed and for the purpose of keeping NRCI and BRCI users informed about the good standing, trustworthiness and payment discipline - creditworthiness - of their clients.** The Applicant also confirms that before signing this consent they were informed that the current text of the NRCI and NRCI Information Memorandum is available at any time at the Client Centre or at the website of the NRCI operator ([www.cncb.cz](http://www.cncb.cz)) and that the Advice on SOLUS Registers can be found at the SOLUS website ([www.solus.cz](http://www.solus.cz)). By signing, the Applicant also confirms that they have been familiarised with more detailed information about the processing of personal data by ALD contained in the document "Information about Personal Data Processing". All the documents specified here can also be obtained at the ALD website ([www.aldautomotive.cz](http://www.aldautomotive.cz)) or on request at the aforementioned contact details.

#### IV. Method of Personal Data Processing

- (1) The Applicant's personal data will be securely stored by ALD in electronic (in ALD information systems) or paper form and ALD can process the Applicant's personal data manually or automatically.
- (2) When negotiating the conclusion of a Contract with ALD and during the performance of a Contract by ALD all or some

activities can be handled for ALD by third parties, in particular dealers in the ALD retail network and other service intermediaries, to which the Applicant's personal data can be disclosed. A complete and up-to-date list of categories of processors and other recipients of personal data working with ALD is available in the document "Information on Personal Data Processing" published at the ALD website ([www.aldautomotive.cz](http://www.aldautomotive.cz)).

- (3) The Applicant takes note and agrees that in relation to the Applicant there will be no automatic decision-making, including profiling, stated in Article 22 of the GDPR.

#### V. Transfer of Personal Data

- (1) The Applicant takes note that ALD will not transfer the Applicant's personal data to third countries or international organisations within the meaning of Article 13(1)(f) of the GDPR.
- (2) The Applicant takes note that personal data (not subject to the granting of consent to personal data processing) can be disclosed or transferred to third parties, in particular (categories of recipients): (a) entities as a part of the performance of ALD's duties stipulated by legal regulations (e.g. courts, authorities active in criminal proceedings, tax administrators, court bailiffs, financial arbiter); (b) the Office for Personal Data Protection, the Czech National Bank or other supervisory bodies as a part of the performance of their statutory powers; (c) the Financial Analytical Office; (d) entities that maintain registers of client information (e.g. SOLUS, NRCI, BRCI); and also (e) entities where it is necessary for the protection of ALD's rights and legitimate interests (e.g. courts, court bailiffs, entities authorised to enforce ALD's claims); (f) entities through which ALD provides its services (e.g. maintenance services), e.g. that ensure the quality of ALD's services concerning a data subject.

#### VI. Applicant's Rights as a Data Subject

- (1) In accordance with the GDPR, the Applicant is entitled: (a) to request from ALD access to the personal data and information specified in Article 15 of the GDPR that concerns the Applicant; (b) to the rectification or erasure of personal data or to restrict the processing of the Applicant's personal data, and the right to data portability to another controller under the conditions and with the restrictions in accordance with Article 20 of the GDPR; (c) to object to ALD's processing of the Applicant's

personal data; in a simple manner, free of charge or at the expense of ALD, to refuse the use of the Applicant's personal data for the purpose of sending business communications when each individual communication is sent; (d) at any time, to rescind, free of charge, consent granted to the processing of the Applicant's personal data; (e) in the event the Applicant is dissatisfied with personal data processing, to make a complaint to the supervisory body, which, in the Czech Republic, is the Office for Personal Data Processing, registered office: Pplk. Sochora 27, 170 00 Prague 7, www.uoou.cz; (f) not to provide their personal data to ALD (the Applicant is not obligated to provide their personal data to the controller); the Applicant provides their personal data freely

and voluntarily, and without consent to personal data processing ALD could not use the personal data for the aforementioned purposes; (g) to the communication of cases of breaches of security concerning the data subject's personal data in accordance with Article 34 of the GDPR.

**The Applicant takes note that they have the absolute right to object to the processing of their personal data for direct marketing purposes.**

#### **APPLICANT'S DECLARATION**

I declare that all the data contained in this document are truthful and correspond to reality. I declare that by signing this document for the purposes of concluding a contract with ALD I am acting for myself, i.e. I am not acting for another person, and my actions are not directed towards obscuring the actions of another person. In the event of the conclusion of a contract between ALD and myself, I undertake to promptly notify ALD of any change to the data I have provided. I declare that the purpose and intended nature of the business relationship with ALD is the lease of a vehicle.

**I DECLARE THAT THE CONSENT I HAVE GRANTED IS A FREE AND CONSCIOUS EXPRESSION OF WILL THROUGH WHICH I GIVE CONSENT TO THE PROCESSING OF MY PERSONAL DATA.**

In..... on .....

Applicant's signature:

Applicant's first name and surname: .....

I confirm that I have verified the identity of the person (Applicant) signing this document:

Verifier's signature:

Verifier's first name and surname: .....