

VELUX Privacy Notice for factory visits

All companies in the VELUX Group respect and protect your privacy. This VELUX Privacy Notice ('Privacy Notice') is meant to help you understand why we collect personal data about you, the types of personal data we collect, how we collect it and for how long we keep it, with whom we share it, as well as your rights. We also explain how we keep your data secure.

This VELUX Privacy Notice complies with the EU General Data Protection Regulation 2016/679 ('GDPR') and Act on the Processing of Personal Data No. 110/2019 Coll.

We, BKR ČR, s.r.o. (Hereinafter 'VELUX'), with its registered office at Tovární 724/2, 682 01 Vyškov-Předměstí, Česká republika, under registration number 63675196, is the data controller for your personal data.



Why do we process personal data and the lawful bases for collection

The main purpose of processing personal data is to manage visits, ensure the safety and security of personnel and property, comply with health and safety regulations, and prevent and address criminal activity through surveillance.

We process personal data based on different legal bases as listed below.

Legal obligation – GDPR Article 6(1)(c):

- If we share your personal data with law enforcement agencies or other governmental bodies, we share this because we have a legal obligation to do so.

Legitimate interest - GDPR Article 6(1)(f):

- We have a legitimate business interest in processing your data, for example, to enable visitor identification and prevent authorized access to our premises.



The types of personal data we process

The following are the main types of personal data collected by VELUX, along with the main purpose and legal basis for collecting the personal data:

Activity	Types of personal data we collect (for illustration purposes)	Purpose(s)	Legal basis
Visit management	Name, contact details and other information necessary for managing your visit such as date and time of entry and exit	<p>When you visit our facilities, we process your personal information to manage your visit, verify the identity of guests and visitors accessing our premises, and ensure the safety of our personnel and property by preventing unauthorized access.</p> <p>Maintaining accurate visitor records is essential to comply with health and safety regulations, such as ensuring we can account for everyone on-site during emergencies.</p>	<p>GDPR – Article 6(1)(f)</p> <p>GDPR – Article 6(1)(c)</p>
TV surveillance	“Live stream” or video recordings of you.	We have put up signage in the places where we have installed TV surveillance/cameras. The purpose of TV surveillance is to prevent and solve criminal offences, which is the legitimate interest we pursue in using TV surveillance.	GDPR article 6(1)(f)



How do we collect your personal data

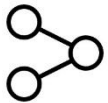
Directly from you

For factory visits, personal data is collected directly from you.



How long do we keep your personal data

1. We will retain visitor details as required by the applicable health and safety regulations we are obligated to follow.
2. TV surveillance recordings (CCTV) will be deleted after 7 of days unless the information is part of or will be used in a specific case or dispute



Who do we share your personal data with

Our company is a part of the VELUX Group, which operates globally. We share your personal information within the VELUX Group, but only if it is necessary to fulfil the purpose for which we are processing your personal data. All entities in the VELUX Group have entered into an Intercompany Data Processing Agreement and/or joined agreement where everyone follows the same procedures when processing personal data, ensuring that the same level of security is maintained throughout the Group; dividing the roles and responsibilities between the VELUX companies. If two or more companies act as joint controllers, each of the joint controllers is obliged to independently:

- Be the first contact for you.

- Fulfil the information obligations referred to in Articles 13 and 14 of the GDPR.
- Exercise your rights provided in Articles 15-22 of the GDPR.
- Deal with privacy breach Notices and privacy complaints.

We may also share your personal data with selected third parties, including but not limited to:

- Business partners, suppliers, and sub-contractors that we cooperate with to carry out our business operations
- Technology providers, for example providers of visitor registration software and TV surveillance technology
- With other parties to ensure the safety and security of our customers, to protect our rights and property, to comply with legal processes, or in other cases if we believe in good faith that disclosure is required by law.
- VELUX Group companies or third parties who operate digital platforms and tools on behalf of our company to provide services connected with our activities.

When we cooperate with external service providers, we enter into a data processing agreement, if relevant. These service providers are prohibited from using your personal data for purposes other than those requested by us or required by law.

Transfer to third countries

In some cases, we may also transfer personal data to companies in so-called 'third countries', which are countries outside of the European Economic Area. If we do so, we make sure we safeguard data, and only transfer if one of the following conditions apply:

- there is an adequate level of protection in the country in question, as determined by the European Commission,
- the company is certified under the EU - U.S. Data Privacy Framework, or
- we use standard contractual clauses (EU model-clauses) approved by the European Commission and additional supplementary measures to regulate the data transfer.



Data security

The security, integrity, and confidentiality of your personal data is important to us. We have implemented technical, administrative, and physical security measures that are designed to protect your personal data from unauthorised access, disclosure, use, and modification. From time to time, we review our security procedures to consider appropriate recent technologies and methods. Please be aware that despite our best efforts, no security measures are perfect or impenetrable.



Your privacy rights

The GDPR provides you, as the data subject, with the following rights in respect of the personal data we store about you:

Your rights	Legal basis	Elaboration
Access to your data	GDPR - article 15	You have the right to request information about whether VELUX processes personal data relating to you, and if so, you have the right to request a copy of the personal data we have processed.
Request rectification	GDPR - article 16	At any time, you have the right to request correction of any incorrect or incomplete personal data we may process on you.
Request erasure	GDPR - article 17	You have the right to request deletion of your personal data depending on the processing activity, and under certain circumstances, before we would normally be obligated to cease processing.

Your rights	Legal basis	Elaboration
Request restriction of processing	GDPR - article 18	You have the right to request the restriction of processing which means that you can request that VELUX restricts the use of your personal data in certain circumstances.
Data portability	GDPR - article 20	Under certain conditions, you have the right to receive the personal data you provided to us in a machine-readable format.
Right to object	GDPR - article 21	If you are not satisfied with how we process personal data in VELUX, you can send your objections to osobnidata@velux.com . If a complaint is made, the name and contact details of the complainant must be provided to VELUX.

If you have any questions regarding the specific personal data we process or retain about you, or if you want to exercise your rights, please contact Eliška Synková, e-mail: osobnidata@velux.com of the PCO VELUX entity.

We will respond to your request to exercise any of your rights within one month, but we have the right to extend this period by two months. If we extend the response period, we will inform you within one month of your request.

If you consider that we have failed to resolve the complaint satisfactorily, you may file a complaint to your local Data Protection Agency. You can find the contact details of your national Data Protection Agency on the European Data Protection Board website: www.edpb.europa.eu.



Changes to this VELUX Privacy Notice

From time to time, we may change this Privacy Notice to accommodate the latest technologies, industry practices, regulatory requirements, or for other purposes. At all times, we will post the most recent version on our digital platforms. We advise you to read the Privacy Notice regularly.

This Privacy Notice was last updated: 28-01-2026