

# INFORMATION ON THE PROCESSING OF PERSONAL DATA

*[by which the controller informs data subjects about the processing of their personal data]*

## Controller

### **detect s. r. o.**

Registered office: Turbínová 3528/13, 831 04 Bratislava, Slovak Republic

Company ID (IČO): 43 869 319

Registered in the Commercial Register of the Bratislava III City Court, section: Sro, insert no.: 49633/B

(the "**Controller**")

## Contact details of the person responsible for personal data protection

The processing of personal data can be a complicated matter for a lay person. The Controller sets store by transparency and by informing you about the processing of your personal data in a straightforward way.

You may contact the responsible person below:

- (i) if you need any information in this document explained or clarified further;
- (ii) if you have any questions about the processing of personal data; or
- (iii) if you wish to exercise any of your rights relating to the processing of personal data by the Controller.

e-mail: **gdpr@detect.sk**

(the "**Responsible Person**")

A request has no prescribed form. You may submit it to the Controller by e-mail, by post or by telephone.

## 1. Purpose

- 1.1 By this document the Controller discharges its duty to inform registered parties interested in its services and other natural persons (the "**Data Subjects**") about the processing of their personal data (under Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data [the GDPR]).
- 1.2 As a Data Subject you can find out about the processing of your personal data before the Controller begins to process it.
- 1.3 All current contact details of the Controller are published on its website: <https://detect.sk/>. Before you enter into any relationship with the Controller, please take the opportunity to inform yourself about the processing of your personal data.

- 1.4 The Controller aims to make sure that you as Data Subjects are informed in a straightforward way about the processing of your personal data by the Controller, and that you know your rights in connection with that processing. If you as a Data Subject have any questions about the processing of your personal data, you may contact the Responsible Person named above, who will answer you briefly and comprehensibly.

## 2. Information about the personal data of Data Subjects processed by the Controller

2.1 The Controller processes the following personal data of you as Data Subjects, for the following purposes and on the following legal basis:

| <b>Purpose</b><br><i>why do we process your personal data?</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Legal basis</b><br><i>on what basis do we process your personal data?</i>                                                                                                                                                                                   | <b>Categories of Data Subjects</b><br><i>whose personal data do we process?</i>                                                                                                                                                                                                                                                                                                                                  | <b>Categories of personal data</b><br><i>what personal data do we process?</i>                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(A) receiving and sending post, records of post (including communication with public authorities)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>compliance with a legal obligation under Article 6(1) (c) GDPR</p> <p>performance of a contract under Article 6(1)(b) GDPR</p> <p>Act No. 305/2013 Coll. on e-Government, as amended;<br/>Act No. 395/2002 Coll. on archives and registries, as amended</p> | recipients and senders of correspondence                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>name, surname, address;</li> <li>correspondence address, and where applicable the position or role of the recipient and sender of the correspondence;</li> <li>where applicable, other personal data necessary for this purpose.</li> </ul>                           |
| <b>Note (explanation):</b> For the purpose of communicating with you we process the personal data needed to send letters or electronic correspondence. In order to meet our obligations towards public authorities we also communicate with natural persons who represent those authorities.                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                              |
| <b>(B) communication with business partners and with contact persons of business partners</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>legitimate interest under Article 6(1)(f) GDPR</p> <p>performance of a contract under Article 6(1)(b) GDPR</p>                                                                                                                                              | <ul style="list-style-type: none"> <li>business partners</li> <li>employees or collaborators of business partners (for example sales representatives)</li> <li>natural persons entering into the relevant contract</li> <li>persons responsible for individual parts of contract performance</li> <li>natural persons acting on behalf of legal persons</li> <li>contact persons of business partners</li> </ul> | <ul style="list-style-type: none"> <li>name, surname;</li> <li>position, function or role within the contractual relationship with business partners;</li> <li>contact details (e-mail, telephone number and similar);</li> <li>where applicable, other personal data necessary for this purpose.</li> </ul> |
| <b>Note (explanation):</b> Our business partners are natural persons as well as legal persons with whom we communicate through their employees or representatives, that is, their contact persons. We also communicate with our business partners through their other representatives (for example statutory representatives or sales representatives). When concluding contracts we negotiate and communicate with the persons entering into those contracts, or we process the personal data of persons responsible for a particular part of the contractual relationship. |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                              |
| <b>(C) sending newsletters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | legitimate interest under Article 6(1)(f) GDPR                                                                                                                                                                                                                 | current and former customers                                                                                                                                                                                                                                                                                                                                                                                     | identification data such as name and surname, and e-mail address.                                                                                                                                                                                                                                            |

| <b>Purpose</b><br><i>why do we process your personal data?</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Legal basis</b><br><i>on what basis do we process your personal data?</i> | <b>Categories of Data Subjects</b><br><i>whose personal data do we process?</i>                                                                                                                     | <b>Categories of personal data</b><br><i>what personal data do we process?</i>                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Note (explanation):</b> In order to provide information about our services we send our current and former customers, and where applicable business partners, a newsletter telling them about developments in the areas we work in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                              |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (D) organising competitions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | consent of the data subject under Article 6(1)(a) GDPR                       | natural persons who learn about the competition                                                                                                                                                     | <ul style="list-style-type: none"> <li>identification data such as name and surname or e-mail address, and where applicable an address or other data needed to hand over a prize;</li> <li>communication with the entrant.</li> </ul>                                                                                                                                                                                                                                                                 |
| <b>Note (explanation):</b> To promote our company we may from time to time organise competitions that you can enter to compete for the announced prizes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                              |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (E) marketing of the Controller on social networks (presentation of the Controller and its activities on social networks, communication, private communication with users of social networks, information about the Controller's services)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | legitimate interest under Article 6(1)(f) GDPR (marketing)                   | users of social networks and the public (that is, followers of the Controller on social networks, or persons who view the Controller's accounts on social networks or interact with the Controller) | <ul style="list-style-type: none"> <li>name and surname, username;</li> <li>the photograph published by the user in their profile;</li> <li>the fact that you are one of our followers on the social network concerned;</li> <li>content you add, including expressions of a personal nature such as your activity on the social network on the Controller's page, for example a "like" or comments on our posts, the content of private messages addressed to the Controller and similar.</li> </ul> |
| <b>Note (explanation):</b> We present our business on social networks by providing information about our services and also by approaching potential customers through our posts. If you approach us with a question about our services, we may process the content of our communication.<br><br>In this connection we point out that within the settings of the social network concerned you can partly adjust, limit or exclude the processing of your personal data, for example by limiting the data about you that is public. We also point out that despite joint responsibility with the operators of social networks we have no complete influence over the conditions and procedures for data processing on the part of those operators, such as the functional settings of our profile and of yours, the privacy settings available for your profile, or the content you create. For that reason we recommend that you consider carefully your use of individual social networks and that you familiarise yourself with their terms of use before using them. |                                                                              |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (F) analysis of the behaviour of data subjects on the Controller's website by means of cookies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | consent of the data subject under Article 6(1)(a) GDPR                       | natural persons browsing our website                                                                                                                                                                | according to the type of cookie whose storage you consent to.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Note (explanation):</b> In order to improve the functioning of our websites and the presentation of our services by analysing visitor movement, we use cookies. Further information about cookies is set out in Article 6 of this document and on our websites.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                              |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>(G) compliance with legal obligations in the area of taxes and accounting</b>                                                                                                                                                                                                                 | <p>compliance with a legal obligation under Article 6(1) (c) GDPR</p> <p>specific legislation (in particular the Income Tax Act, the VAT Act, the Accounting Act and similar)</p> | <ul style="list-style-type: none"> <li>• current and former contractual partners,</li> <li>• employees,</li> <li>• external collaborators</li> </ul>                | <ul style="list-style-type: none"> <li>• identification data (in particular name, surname or business name, address of residence or place of business, and where applicable company ID, tax ID, VAT ID);</li> <li>• information about the goods and services supplied;</li> <li>• data needed for payroll processing and for meeting statutory obligations towards employees.</li> </ul> |
| <b>Note (explanation):</b> In order to meet our legal obligations in the areas of taxes and accounting (invoicing, bookkeeping, payroll administration and similar) we process the personal data of our current and former business partners, employees and external collaborators.              |                                                                                                                                                                                   |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>(H) concluding and performing contracts with business partners</b>                                                                                                                                                                                                                            | <p>a contract between the Controller and the business partner, and pre-contractual relations, under Article 6(1) (b) GDPR</p>                                                     | contractual partners and clients                                                                                                                                    | <ul style="list-style-type: none"> <li>• identification data (in particular name, surname or business name, address of residence or place of business, and where applicable company ID, tax ID, VAT ID);</li> <li>• information about the services provided;</li> <li>• address for delivery of goods or services;</li> <li>• contact details.</li> </ul>                                |
| <b>Note (explanation):</b> If you are a person to whom we provide services, or from whom we have ordered goods or services, we process your personal data on the basis of the contract concluded with you, or on the basis of pre-contractual negotiations.                                      |                                                                                                                                                                                   |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>(I) storing and sharing internal documents (for example contracts) and managing projects by means of cloud services and selected applications</b>                                                                                                                                             | <p>performance of a contract with customers under Article 6(1)(b) GDPR</p> <p>legitimate interest under Article 6(1)(f) GDPR</p>                                                  | <ul style="list-style-type: none"> <li>• the Controller's contractual partners and their contact persons</li> <li>• employees and external collaborators</li> </ul> | <ul style="list-style-type: none"> <li>• identification data and contact details;</li> <li>• internal documents such as contracts with data subjects and data about the work carried out;</li> <li>• data used to organise and manage the work;</li> <li>• where applicable, other personal data necessary for this purpose.</li> </ul>                                                  |
| <b>Note (explanation):</b> We may store documents containing your personal data, or information about the performance of contracts with you, internally. This makes it easier to provide our services and to handle day-to-day operations, project management and the organisation of documents. |                                                                                                                                                                                   |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>Purpose</b><br><i>why do we process your personal data?</i>                                                                                                                                                                                                                                                                                                            | <b>Legal basis</b><br><i>on what basis do we process your personal data?</i>                                                                      | <b>Categories of Data Subjects</b><br><i>whose personal data do we process?</i>                                                                                | <b>Categories of personal data</b><br><i>what personal data do we process?</i>                                                                                                                                                                                                                                                            |
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| <b>(J) obtaining data on customer satisfaction (satisfaction survey)</b>                                                                                                                                                                                                                                                                                                  | consent of the data subject under Article 6(1)(a) GDPR                                                                                            | current or former customers                                                                                                                                    | <ul style="list-style-type: none"> <li>identification data (in particular the name and surname of the customer's contact person, e-mail);</li> <li>information about the services provided and their parameters;</li> <li>data about satisfaction or dissatisfaction.</li> </ul>                                                          |
| <b>Note (explanation):</b> From time to time we may send our current customers satisfaction surveys about the services delivered. We may send a satisfaction survey to former customers after a service has been provided. For this purpose we need to process your personal data, in particular contact details and data about how satisfied you were with our services. |                                                                                                                                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                           |
| <b>(K) enforcement of legitimate claims</b>                                                                                                                                                                                                                                                                                                                               | legitimate interest under Article 6(1)(f) GDPR                                                                                                    | <ul style="list-style-type: none"> <li>current or past contractual partners;</li> <li>contact persons of contractual partners</li> </ul>                       | <ul style="list-style-type: none"> <li>identification data (in particular name, surname or business name, address of residence or place of business, and where applicable company ID, tax ID, VAT ID);</li> <li>identification data of contact persons;</li> <li>information about the services provided and their parameters.</li> </ul> |
| <b>Note (explanation):</b> If you fail to meet your contractual obligations we are obliged to enforce our legitimate claims. For that purpose it is necessary to process your personal data to the extent required.                                                                                                                                                       |                                                                                                                                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                           |
| <b>(L) presentation of photographs and audiovisual recordings from events, conferences and training activities</b>                                                                                                                                                                                                                                                        | legitimate interest (direct marketing) under Article 6(1)(f) GDPR                                                                                 | <ul style="list-style-type: none"> <li>persons who attended the Controller's events</li> <li>persons who attended events attended by the Controller</li> </ul> | the likeness or voice of the data subject.                                                                                                                                                                                                                                                                                                |
| <b>Note (explanation):</b> As part of presenting the Controller to the public we publish photographs or videos from our events, or from events we attended. We do so for the purpose of marketing and of providing information about our services.                                                                                                                        |                                                                                                                                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                           |
| <b>(M) selection of new employees from applicants</b>                                                                                                                                                                                                                                                                                                                     | performance of a contract and pre-contractual relations under Article 6(1)(b) GDPR;<br><br>consent of the data subject under Article 6(1)(a) GDPR | job applicants                                                                                                                                                 | <ul style="list-style-type: none"> <li>identification data;</li> <li>contact details;</li> <li>data contained in the CV and covering letter submitted, relating to the applicant's relevant work experience.</li> </ul>                                                                                                                   |
| <b>Note (explanation):</b> When looking for employees we process the personal data of job applicants to the extent necessary in order to run the selection procedure. If the applicant gives us consent, we also process their personal data after the selection procedure has ended, in case a position becomes vacant with us.                                          |                                                                                                                                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                           |
| <b>(N) providing helpdesk services</b>                                                                                                                                                                                                                                                                                                                                    | performance of a contract under Article 6(1)(b) GDPR                                                                                              | customers using the helpdesk                                                                                                                                   | data stored as part of the calls made.                                                                                                                                                                                                                                                                                                    |
| <b>Note (explanation):</b> When providing helpdesk services as part of meeting our contractual obligations, we record the calls made so that we can deal with your requests properly.                                                                                                                                                                                     |                                                                                                                                                   |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                           |

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| <b>(O) protection of the Controller's property by means of a camera system</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | legitimate interest under Article 6(1)(f) GDPR                                                                                                                                                                             | employees and other persons entering the monitored premises                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>the likeness of the data subject;</li> <li>the movement of the person through some of the monitored premises (corridors).</li> </ul>                               |
| <b>Note (explanation):</b> In order to protect our property we monitor our premises, and therefore also you, if you enter them.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                           |
| <b>(P) marketing of the Controller by means of targeted campaigns on the Internet and on social networks (direct marketing)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | consent of the data subject under Article 6(1)(a) GDPR, given by accepting the relevant terms and cookies of the social networks or search engines concerned (or other similar services), or in the data subject's browser | <ul style="list-style-type: none"> <li>users of social networks and the public (Internet users);</li> <li>followers of the Controller on social networks;</li> <li>persons interacting with the Controller's profiles on social networks even though they are not followers or do not have an account on the social network;</li> <li>persons who are the target of the Controller's campaigns on the basis of their profile or their behaviour on the Internet.</li> </ul> | <ul style="list-style-type: none"> <li>according to the type of cookie (see the document "information on the processing of personal data");</li> <li>other data needed for targeted campaigns.</li> </ul> |
| <b>Note (explanation):</b> As part of presenting and improving the Controller's services, the Controller seeks to offer its services to persons who might be interested in them. For that purpose the Controller runs targeted advertising campaigns on social networks and on the Internet. The Controller may use external services or have access to functionality of social networks that analyses the behaviour of you as users. The Controller therefore informs you that through your devices and browsers you can consent to, exclude or limit this processing of your data. |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                           |
| <b>(R) records of meetings of the Controller's governing bodies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | compliance with a legal obligation under Article 6(1)(c) GDPR — Act No. 513/1991 Coll. (the Commercial Code)                                                                                                               | <ul style="list-style-type: none"> <li>shareholders</li> <li>statutory bodies</li> <li>other persons attending meetings of the governing bodies</li> </ul>                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>identification data;</li> <li>data about the course of the meetings.</li> </ul>                                                                                    |
| <b>Note (explanation):</b> The Controller keeps records of meetings of its governing bodies in accordance with the applicable legislation.                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                           |

2.2 If you as a Data Subject wish to find out more detail about the personal data we process about you, you may address your request to the Responsible Person.

### 3. Categories of recipients of personal data

3.1 The Controller provides your personal data to the following categories of recipients:

- the operator of postal and delivery services (purpose A);
- the operator of the ÚPVS electronic mailbox (purpose A);
- the provider of e-mail communication services, where that service is provided by a third party (purposes A, B);

- the provider of bulk e-mail services (purpose C);
  - providers of social network services (purposes D, E, L, P);
  - the provider of accounting services (purposes D, G, H, K, M);
  - the provider of the ticketing system (purposes H, N);
  - legal counsel (purposes H, K, M, O, R);
  - a court, a bailiff (purpose K);
  - the external provider of call storage (purposes H, N);
  - the external provider of recruitment services (purpose M);
  - providers of external storage (purpose I);
  - other public authorities, where specific legislation so requires.
- 3.2 Personal data will be provided to recipients only to the extent necessary to carry out the purpose concerned.
- 3.3 For completeness the Controller states that, where it provides cloud services, it acts towards its customers as a processor (within the meaning of Article 28 GDPR). In such a case the legal relationship with the customer is governed by a separate processing agreement, and the duty to inform data subjects must be discharged by the customer, who is the controller within the meaning of the GDPR.
- 3.4 If you as a Data Subject wish to find out about a particular recipient and the scope of the personal data provided to that recipient, you may address your request to the Responsible Person.

#### **4. Transfer of personal data to a third country**

- 4.1 As a rule the Controller will not transfer your personal data to a third country (outside the European Union).
- 4.2 An exception applies to providers of social network services, search engine services, and web applications and storage that the Controller uses for its day-to-day work. If these providers are established in the USA, personal data is transferred to the USA only where the terms of use of the services are set up so that such providers may transfer your personal data to the USA (in particular on the basis of standard contractual clauses). For specific information please consult the terms of use of the social network concerned.

#### **5. Retention period for personal data**

- 5.1 Personal data that we process on the basis of specific legislation will be kept for the period required by that legislation.
- 5.2 Where the processing of personal data is based on a contract, we process your personal data for the duration of the contract and, in addition, until the expiry of the limitation period relating to the last claim we could conceivably bring against you as a Data Subject.
- 5.3 Personal data processed for the purpose of communicating with a business partner through a contact person is processed for as long as processing for that purpose is necessary, that is, at the latest until claims against the business partner become time-barred.

- 5.4 For public relations purposes on social networks we process data for as long as you allow us to do so within the social network concerned. On a particular social network you can use the settings to determine what data may be processed and for what purposes.
- 5.5 Personal data processed for the purpose of enforcing our legitimate claims is processed for as long as processing for that purpose is necessary, and at most until those claims become time-barred.
- 5.6 We process the personal data of job applicants until the selection procedure ends. If the applicant gives us consent, we process their data after the selection procedure ends as well, for the agreed period. If the applicant is successful and becomes our employee, we then process their data on the basis of the employment relationship or under specific legislation.
- 5.7 We process personal data for marketing purposes until we receive a request to stop processing personal data for that purpose. You are entitled to ask at any time for the processing of personal data for marketing purposes to stop, by sending an e-mail to the Responsible Person. We also process that personal data for no longer than 5 years from our last contact with you.
- 5.8 We process personal data relating to the sending of newsletters for 5 years from the end of the contractual relationship with you. You are entitled to ask at any time for the processing of personal data for that purpose to stop, by sending an e-mail to the Responsible Person.
- 5.9 We process personal data for the purpose of organising competitions for at most 1 year after they end. In the case of winners we process that data for the duration of the limitation period for bringing our claims.
- 5.10 Camera system recordings are kept for 14 days, and a recording is viewed only if an "incident" occurs that has to be investigated.
- 5.11 Helpdesk data is stored for 3 months.
- 5.12 Personal data processed on the basis of consent is processed until consent is withdrawn, or until an earlier point if the reason for processing it ceases to exist.
- 5.13 Personal data that we process for the purposes of managing our services, organising work or administering documents is stored for the duration of the contractual relationship with you and at most for the duration of the limitation period for our claims against you, or for the period laid down by law.
- 5.14 On request we will provide you, through the Responsible Person, with any further information about the period for which we keep your personal data.

## **6. Information about cookies**

- 6.1 Cookies are small text files that a website stores on your computer or mobile device while you browse it. Thanks to this file the website keeps information about your steps and preferences for a certain time, so that you do not have to enter them again on your next visit or while browsing its individual pages.
- 6.2 The website uses cookies for the purposes specified in the pop-up window published on the Controller's website. Every visitor to the Controller's website can set which cookies will be stored on their device.



- 6.3 You can control or delete cookies as you see fit. For details see [aboutcookies.org](https://aboutcookies.org). You can delete all cookies stored on your computer or mobile device, and you can set most browsers to prevent cookies from being stored. The procedure for deleting cookies depends on the browser you use. Below are links to the procedures from the providers of the most widely used browsers:
- a) Google Chrome
  - b) Mozilla Firefox
  - c) Microsoft Internet Explorer

## **7. Rights of the Data Subject in connection with the processing of personal data**

- 7.1 Data protection legislation, above all the GDPR, gives you as a Data Subject a large number of rights against the Controller. If you meet the condition for exercising a particular right, we as the Controller are obliged to act so that your right is given effect. The conditions for exercising individual rights are not always simple. In the text that follows we have tried to describe your rights briefly and comprehensively. If you have any questions in this connection, do not hesitate to contact the Responsible Person.

- 7.2 As a Data Subject you have the right to obtain confirmation from the Controller as to whether personal data concerning you is being processed, and if so, you have the right to obtain access to that personal data. The particular form of access depends on (i) the type of personal data, (ii) the technical means available to the Controller, and (iii) the technical means available to you.

*[As a Data Subject you can obtain further detail and information about the right of access from the Responsible Person.]*

- 7.3 As a Data Subject you have the right to have the Controller correct inaccurate personal data concerning you without undue delay. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed.

- 7.4 As a Data Subject you also have the right to obtain from the Controller the erasure of personal data concerning you without undue delay. The right to erasure of personal data is not absolute. The Controller is obliged to erase personal data without undue delay where one of the following grounds applies: (i) the personal data is no longer necessary for the purposes for which it was collected or otherwise processed; (ii) you as a Data Subject withdraw the consent on which the processing is based and there is no other legal basis for the processing; (iii) the personal data was processed unlawfully; (iv) the personal data has to be erased in order to comply with a legal obligation.

*[As a Data Subject you can obtain further detail and information about exercising the right to erasure from the Responsible Person.]*

- 7.5** As a Data Subject you have the right to have the Controller restrict processing where one of the following applies: (i) you as a Data Subject contest the accuracy of the personal data, for a period enabling the Controller to verify its accuracy; (ii) the processing is unlawful and you as a Data Subject oppose the erasure of the personal data and request instead that its use be restricted; (iii) the Controller no longer needs the personal data for the purposes of the processing, but you as a Data Subject require it for the establishment, exercise or defence of legal claims; (iv) you as a Data Subject have objected to the processing, pending verification of whether the legitimate grounds of the Controller override your legitimate grounds as a Data Subject.
- Restriction means marking stored personal data with the aim of limiting its processing in the future. Where processing has been restricted, such personal data is, with the exception of storage, processed only with your consent, or for the establishment, exercise or defence of legal claims, or for the protection of the rights of another natural or legal person, or for reasons of important public interest.
- [As a Data Subject you can obtain further detail and information about exercising the right to restriction of processing from the Responsible Person.]*
- 7.6** As a Data Subject you have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you that is carried out on the basis of the Controller's legitimate interest or of a task carried out in the public interest, including objecting to profiling. The Controller may not process the personal data further unless it demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms as a Data Subject, or grounds for the establishment, exercise or defence of legal claims.
- Where personal data is processed for direct marketing purposes, you as a Data Subject have the right to object at any time to the processing of personal data concerning you for such marketing. Once you have raised an objection in such a case, your personal data will no longer be processed for marketing purposes.
- [As a Data Subject you can obtain further detail, conditions and exceptions relating to exercising the right to object from the Responsible Person.]*
- 7.7** As a Data Subject you have the right to receive the personal data concerning you that you have provided to the Controller, in a structured, commonly used and machine-readable format, and you have the right to transmit that data to another controller, where the processing is based on consent or on a contract and where the processing is carried out by automated means.
- If a request is made to transmit personal data, the technical aspects of the transmission will be discussed with you and with the other controller so that the data is sufficiently protected during transmission.
- [As a Data Subject you can obtain further detail and information about exercising the right to data portability from the Responsible Person.]*
- 7.8** As a Data Subject you have the right to lodge a complaint with the Office for Personal Data Protection of the Slovak Republic if you consider that the processing of personal data concerning you is contrary to the applicable legislation. The current contact details of the Office for Personal Data Protection are published on its website: <https://dataprotection.gov.sk/uouu/>.
- [As a Data Subject you can obtain further detail and information about exercising the right to lodge a complaint from the Responsible Person.]*

- 7.9 You can obtain further detail and information about exercising your rights as a Data Subject in relation to the processing of your personal data from the Responsible Person.

## **8. Further information about personal data**

- 8.1 In some cases the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract. If you do not provide us with such data, we cannot enter into a contractual relationship with you, or, where the relevant statutory or contractual conditions are met, the contractual relationship with you may be terminated. We will always inform you in advance that particular information needs to be provided, and of the consequences of not providing it.