

## **INFORMING DATA SUBJECTS ABOUT LAWFUL PROCESSING AND DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES**

according to 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, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "**GDPR**") and Section 19 of Act No. 18/2018 Z.z. on Personal Data Protection, and on amendments and supplements to certain Acts, as amended (hereinafter referred to as "**Act No. 18/2018 Coll.**")

### **GENERAL INFORMATION**

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Proper processing of your personal data is very important to our company and its protection is a matter of course for us, so we would like to provide you with detailed information mainly on why we process your personal data, what reasons we have for doing so, what rights you have in connection with the processing of your personal data, as well as other information that may be of interest to you concerning the processing of your personal data.

We would like to reassure you that we follow strict rules that determine which employee or which department has access to your personal data and what personal data they can process. We would also like to assure you that we process your personal data only to the extent necessary for the specific purpose of the processing.

### **CONTROLLER 'S IDENTITY AND CONTACT DETAILS**

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<b>Controller:</b>	Business name:	XENEX, s.r.o.
	Registered office:	Pri Rajčianke 8913/25, 010 01 Žilina
	Company ID No.:	36 416 291
<b>Contact details:</b>		XENEX, s.r.o., Pri Rajčianke 8913/25, 010 01 Žilina
	Tel:	+421 905 406 741
	e-mail:	ochranaosobnychudajov@xenex.sk
	web:	www.xenex.sk

### **PROCESSING PURPOSE AND LEGAL BASIS**

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The purpose of processing personal data is:

- keeping records of sent and received mail,
- recording single entries on the premises of the controller (registered office of the controller: Pri Rajčianke 8913/25, 010 01 Žilina, other workplaces .....),
- exercising the rights and obligations arising from the contractual relationship between you and the controller,
- keeping records of and handling litigation and accounting agenda,
- keeping records of and handling complaints,
- monitoring of areas open to the public. The legal

basis of the personal data processing is:

- the performance of the contract between you and the controller pursuant to Section 13 (1) (b) of Act No 18/2018 Coll.,

- the legitimate interest of the controller in the protection of property, life and health pursuant to Section 13 (1) (f) of Act No. 18/2018 Coll.,
- a special regulation pursuant to Section 13 (1) (c) of Act No. 18/2018 Coll. (Act No. 395/2002 Coll. on Archives and Registries, and on amendments and supplements to certain Acts, Act No. 307/2014 Coll. on Certain Measures Related To Whistleblowing Activities, and on amendments and supplements to certain Acts, as amended, Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 513/1991 Coll. the Commercial Code, as amended, Act No. 152/1994 Coll. on the Social Fund, and on amendments and supplements to Act No. 286/1992 Coll. on Income Taxes, as amended, Act No. 431/2002 Coll. on Accounting, as amended, Act No. 595/2003 Coll. on Income Tax, as amended, Act No. 222/2004 Coll. on Value Added Tax, as amended).

The controller performs no automated individual decision-making within the meaning of Section 28 of Act No. 18/2018 Coll.

## **RECIPIENTS OF PERSONAL DATA**

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The recipient of personal data under GDPR and Act No. 18/2018 Coll. is anyone to whom personal data is provided, regardless of whether they are a third party; any public authority that processes personal data on the basis of a special regulation or an international treaty by which the Slovak Republic is bound, in accordance with the rules on personal data protection applicable to the particular purpose of the processing of personal data, is not considered a recipient.

To the extent necessary, your personal data may be provided to processors of the controller, namely:

- Full services, s. r. o.

## **TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES**

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Your personal data is not transferred to a third country.

## **RETENTION PERIOD**

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The controller shall keep the personal data for a period:

- necessary to protect the legitimate interests of the controller in the case of monitoring those premises open to the public (15 days),
- necessary for the exercising of any rights and/or obligations arising from other purposes of the processing of personal data (10 years).

## **RIGHTS OF THE DATA SUBJECT**

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As a data subject, you have the right to:

- a) access to the personal data relating to the data subject,
- b) correction, restriction, deletion of personal data,
- c) data accuracy,
- d) portability of the data to a different controller upon request,
- e) confidentiality of all data and facts obtained from the data subject,
- g) file a complaint with the supervisory authority (Office for Personal Data Protection of the Slovak Republic),
- h) transparent processing of the data subject's personal data.

Anyone who considers that his or her rights or legitimate interests have been affected as a result of non-compliance with the principle of equal treatment may seek legal protection in court under a special law.

**INFORMATION OF THE VOLUNTARY NATURE OR THE OBLIGATION TO PROVIDE  
PERSONAL DATA**

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The data subject's consent to the processing, disclosure and provision of data is not required.

**PERSONAL DATA SECURITY CONDITIONS**

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The controller declares that it has taken all appropriate technical and organisational measures to secure personal data.

The controller declares that only persons authorised by the controller have access to personal data.