

as the data controller publishes this Declaration on Personal Data Protection titled

## **PRINCIPLES OF PERSONAL DATA PROTECTION**

in terms of Article 13 and the respective recitals 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 (hereinafter referred to as the "Regulation") and Act No. 18/2018 Coll. of the National Council of the Slovak Republic on Personal Data Protection and on the Amendment and Supplementation of Certain Acts (hereinafter referred to as the "Personal Data Protection Act")

to ensure lawfulness and transparency towards data subjects

Purposes of processing personal data are reasons for which the data subjects' (employees', clients') personal data are processed in our information systems on exactly defined legal grounds. The purposes are specifically defined, explicitly stated and justified, and we follow the principle of lawfulness according to Articles 6 and 9 of the Regulation in processing the personal data of data subjects (each purpose and legal ground is specified in the Annex of these Principles of Personal Data Protection).

Data subjects whose personal data are being processed in our information systems for specifically defined purposes may exercise the following rights in writing or electronically:

- a) Right of access to personal data – the right to get the information whether your personal data are being processed, and the right to gain access to these data, including the purposes and the period of the processing, the category of the personal data concerned, the recipients, the process of each automated processing, and the consequences of such processing. As the data controller, we have the right to take all the appropriate measures to verify the identity of the data subject who is requesting access to his data, especially with regard to online services and identifiers (Article 15, Recitals 63, 64 of the Regulation).
- b) Right to rectification of inaccurate personal data and to completion of incomplete personal data (Article 16, Recital 65 of the Regulation).
- c) Right to erasure – „to forget“ the personal data that are no longer necessary for the purposes for which they were collected and processed; if the data subject withdraws the consent on which the processing is based; if the personal data have been unlawfully processed; if the personal data have been collected in relation to the offer of information society services (for children), if the conditions referred to in Article 17, Recitals 65 and 66 of the Regulation are met.
- d) The right to restriction of processing may be exercised if you as the data subject dispute the accuracy of the personal data and other matters in terms of Article 18 Recital 67 of the Regulation in the following ways: by temporarily transmitting the selected personal data to another processing system, by restricting users' access to selected personal data, or by a temporary elimination of the processing.
- e) The right to data portability is the right to transmit the personal data, provided by you into our information systems by your consent or based on the performance of a contract, to another data controller in a structured, commonly used and machine-readable format and,

if technically feasible, also with the fulfilment of the conditions of Article 20 Recital 68 of the Regulation, provided that the processing takes place by automated means. The exercise of this right shall be without prejudice to Article 17 of the Regulation. The right to data portability does not apply to processing that is necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in us as the data controller.

- f) Without prejudice to any other administrative or judicial remedy, you as the data subject shall have the right to lodge a complaint, in terms of Article 77 of the Regulation, to the Office for Personal Data Protection of the Slovak Republic if you consider that the processing of personal data relating to you infringes this Regulation or the Personal Data Protection Act.

As a data subject, you are also entitled to object to the processing of your personal data relating to your particular situation, or if the processing is essential on grounds of the legitimate interests of ours as the data controller or of a third party (except for processing carried out by public authorities while performing their tasks), except for cases when your, as the data subject's, fundamental rights and freedoms that require the protection of personal data (especially if the data subject is a minor) override these interests.

As the data controller, **Interhouse Košice, a. s., Hlavná 1, 040 01 Košice** took all the adequate personnel, organisational and technical measures for the maximum protection of your personal data to lower the risk of their misuse, leakage, etc. as much as possible. In terms of our obligation arising from Article 34 of the Regulation, we inform you as the data subjects that if a situation arises when we as the data controller breach the protection of your personal data in a way that is likely to result in a high risk to the rights and freedoms of natural persons, we shall communicate this fact to you without undue delay.

NOTE: to comply with the principle of minimisation, all the personal data provided by you are an essential legal or contractual requirement for the fulfilment of the purpose of their processing. Not providing the compulsory data that are essential for the conclusion of a contract may result in the non-conclusion of the contract.

If you have any questions regarding the protection of your personal data, including the exercise of your rights in terms of the Regulation and of the Personal Data Protection Act, please contact us or contact our responsible person (if such person has been appointed):

Contact details:

e-mail address: [info@ochranaosobnychudajov.eu](mailto:info@ochranaosobnychudajov.eu)

Annex to the Principles of Personal Data Protection

<b>1. REGISTER OF ACCOMMODATED GUESTS</b>	
Purpose of personal data processing	a) provision of services in the field of accommodation. The main purpose is the registration of accommodated guests in terms of the applicable laws. b) provision of services in the field of accommodation by "precontractual relationships" (online purchase order for accommodation where an accommodation reservation is created for the person interested in the accommodation based on a filled-in reservation form).
Name of the information system	Register of Accommodated Guests IS
Legal grounds	Processing of personal data is permitted by Act No. 253/1998 Coll. of the National Council of the Slovak Republic on the Reporting of Residence of the Slovak Republic Citizens and on the Register of the Slovak Republic Inhabitants,
Categories of recipients	Inspection bodies, government authorities, public authorities, public administration bodies.
Cross-border transmission of personal data	Does not take place.
Periods for the deletion of personal data	5 years
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- accommodated guests - persons interested in accommodation
<b>2. REGISTER OF FOREIGN NATIONALS</b>	
Purpose of personal data processing	Fulfilment of the data controller's obligation in terms of Article 113 of Act No. 404/2011 Coll. of the National Council of the Slovak Republic on Residence of Foreigners, and on the Amendment and Supplementation of Certain Acts. If the data controller accommodates foreign nationals, he is liable to record their personal data in the Book of Accommodated Guests to the extent specified by this law.
Name of the information system	Register of Foreign Nationals IS
Legal grounds	Processing of personal data is permitted by Act No. 404/2011 Coll. of the National Council of the Slovak Republic on Residence of Foreigners, and on the Amendment and Supplementation of Certain Acts.
Categories of recipients	Inspection bodies, government authorities, public authorities, public administration bodies, and other collaborating entities, or other qualified entities, Foreign Police Department.
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	5 years
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- accommodated guests - foreign nationals
<b>3. SERVICES IN THE FIELD OF ACCOMMODATION</b>	
Purpose of personal data processing	Processing of the personal data of natural persons to apply the costs incurred by the data controller while providing accommodation.
Name of the information system	Services in the Field of Accommodation IS
Legal grounds	Legitimate interest - protection of the data controller's financial and material interests
Categories of recipients	None.

Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	5 years
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Natural persons – accommodated guests
<b>4. EMPLOYEES' HR AND PAYROLL ADMINISTRATION</b>	
Purpose of personal data processing	Fulfilment of the employer's obligations with regard to employment, public service employment or similar relationships (e.g. under agreements on work performed outside the scope of employment), including matters of occupational safety and health, occupational health service, and precontractual relationships.
Name of the information system	Employee's HR and Payroll Administration
Legal grounds	<p><b>HR and payroll:</b>  The processing of personal data is based on the Constitution of the Slovak Republic, Act No. 311/2001 Coll. of the National Council of the Slovak Republic, the Labour Code, as amended, Act No. 595/2003 Coll. of the National Council of the Slovak Republic on Income Tax, as amended, Act No. 563/2009 Coll. of the National Council of the Slovak Republic on Tax Administration (the Tax Code), and on the Amendment and Supplementation of Certain Acts, as amended, Act No. 461/2003 Coll. of the National Council of the Slovak Republic on Social Insurance, as amended, Act No. 462/2003 Coll. of the National Council of the Slovak Republic on Compensations for the Loss of Income upon Temporary Disability of Employees to Work, and on the Amendment and Supplementation of Certain Acts, as amended, Act No. 580/2004 Coll. of the National Council of the Slovak Republic on Health Insurance, and on the Amendment and Supplementation of Certain Acts, as amended, Act No. 5/2004 Coll. of the National Council of the Slovak Republic on Employment Services, as amended, Act No. 125/2006 Coll. of the National Council of the Slovak Republic on Labour Inspection, as amended, and on the Amendment and Supplementation of Act No. 82/2005 Coll. of the National Council of the Slovak Republic on Illegal Work and Illegal Employment, as amended, the Personal Data Protection Act and related legislation, as amended, Act No. 152/1994 Coll. of the National Council of the Slovak Republic on Social Fund and on the Amendment and Supplementation of Act No. 286/1992 Coll. of the National Council of the Slovak Republic on Income Tax, as amended, Act No. 663/2007 Coll. of the National Council of the Slovak Republic on Minimum Wage, as amended, Act No. 283/2002 Coll. of the National Council of the Slovak Republic on the Reimbursement of Travel Expenses, as amended.</p> <p><b>OSH:</b> Act No. 124/2006 Coll. on Occupational Safety and Health, and on the Amendment and Supplementation of Certain Acts, as amended, Decree No. 500/2006 Coll. of the Ministry of Labour, Social Affairs and Family of the Slovak Republic on the Establishment of a Template for Reported Occupational Accidents, Act No. 314/2001 Coll. of the National Council of the Slovak Republic on Fire Protection, as amended, and its implementing rules.</p>

	<b>Occupational health service:</b> Act no. 577/2004 Coll. on the Scope of Healthcare Covered by Public Health Insurance and on the Reimbursement of Healthcare-related Services, as amended, Act No. 578/2004 Coll. on Healthcare Providers, Health Workers and Professional Organisations in Health Service, and on the Amendment and Supplementation of Certain Acts, as amended, Decree No. 448/2007 Coll. of the Ministry of Health of the Slovak Republic on Particulars of Factors of Work and Working Environment in relation to Categorisation of Work in terms of Health Risks and on Requirements for the Proposal on the Categorisation of Work, Decree No. 208/2014 Coll. of the Ministry of Health of the Slovak Republic on Particulars of the Scope and Content of the Performance of the Occupational Health Service, the Composition of the Team of Experts who Exercise it, and the Requirements of their Professional Competence.
Categories of recipients	OSH intermediary, intermediary for processing Occupational Health Service administration. Public authorities, government and public administration bodies according to the applicable laws, health insurance agencies.
Cross-border transmission of personal data	Does not take place.
Periods for the deletion of personal data	3 to 10 years, personal files – until the employee reaches the age of 70
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Job candidates, employees, employees' spouses, employees' dependent children, parents of the employees' dependent children, related persons, former employees
<b>5. ATTENDANCE SYSTEM – BIOMETRICS</b>	
Purpose of personal data processing	Keeping the Attendance Register of the company's employees by employee cards that are already in use and by biometric data to limit unauthorised registration of hours worked by the employees.
Name of the information system	Attendance System - Biometrics IS
Legal grounds	Consent to the procession of personal data in terms of Article 6 Section 1 Letter a) and Article 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the Protection of Natural Persons with regard to the Processing of Personal Data and on the Free Movement of Such Data, and Repealing Directive 95/46/EC (General Data Protection Regulation)
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	The last day of employment
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	– the data controller's employees
<b>6. INTERNSHIP</b>	
Purpose of personal data processing	Keeping a register of the natural persons - students who participate in internship programmes (practical education) at the data controller, lasting for a period specified in advance.
Name of the information system	Internship IS
Legal grounds	Act No. 245/2008 Coll. of the Ministry of Labour, Social Affairs and Family of the Slovak Republic on Upbringing and

	Education (the School Act) and on the Amendment and Supplementation of Certain Acts, as amended, Act No. 131/2002 Coll. on Higher Education (the Higher Education Act) and on the Amendment and Supplementation of Certain Acts.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	2 years after the end of the internship
Categories of data subjects	- interns - students of secondary schools
<b>7. ENSURING OSH FOR EXTERNAL PERSONS</b>	
Purpose of personal data processing	Ensuring occupational safety and health – organizing initial trainings, examination of accidents at the workplace and their registration.
Name of the information system	Ensuring OSH for External Persons IS
Legal grounds	Act No. 124/2006 Coll. of the National Council of the Slovak Republic on Occupational Safety and Health and on the Amendment and Supplementation of Certain Acts, Act No. 314/2001 Coll. of the National Council of the Slovak Republic on Fire Protection, as amended, and its implementing rules.
Categories of recipients	- intermediary for OSH purposes - government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	5 years
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- external natural persons.
<b>8. ECONOMIC/BOOKKEEPING ADMINISTRATION</b>	
Purpose of personal data processing	Processing the personal data of natural persons who are involved in payment transactions with the data controller. The respective information system contains the processing of purchase orders, of incoming invoices, billing to customers, bank transactions, cash management, handling cash revenues and expenditures, stock management, registers of capital assets (including their automated depreciation) and small assets, single-entry/double-entry bookkeeping of the organization, performance of audits.
Name of the information system	Economic/Bookkeeping
Legal grounds	Act No. 460/1992 Coll. the Constitution of the Slovak Republic, as amended, Act No. 513/1991 Coll. the Commercial Code, as amended, Act No. 431/2002 Coll. of the National Council of the Slovak Republic on Accounting, as amended, Act No. 222/2004 Coll. on Value Added Tax, as amended, the Personal Data Protection Act and related legislation, as amended, Act No. 145/1995 Coll. on Administrative Fees, as amended, Act No. 595/2003 Coll. of the National Council of the Slovak Republic on Income Tax, as amended, Act No. 563/2009 Coll. of the National Council of the Slovak Republic on Tax Administration (the Tax Code), as amended, Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 152/1994 Coll. on Social Fund and on the Amendment and Supplementation of Act No. 286/1992 Coll. on Income Tax, as amended, Act No. 311/2001 Coll., Act No. 283/2002 Coll. on the Reimbursement of Travel Expenses, as amended.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place.

Periods for the deletion of personal data	5 to 10 years
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	natural persons – the controller’s employees, suppliers and customers – natural persons, employees of suppliers and customers, representatives of suppliers and customers
<b>9. LEGAL RELATIONSHIPS</b>	
Purpose of personal data processing	Keeping records of legal administration (e.g. first-instance proceedings, handling judicial remedies, handling court proceedings, representation in legal matters, enforcement of rulings on the compensation of damages, enforcement of damage claims, enforcement of obligations arising from contracts, proposals of measures with organizational and legal impacts, etc.).
Name of the information system	Legal Relationships IS
Legal grounds	Act No. 460/1992 Coll. the Constitution of the Slovak Republic, as amended, Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 300/2005 Coll. of the National Council of the Slovak Republic the Criminal Code, Act No. 301/2005 Coll. of the National Council of the Slovak Republic the Code of Criminal Procedure, Act No. 71/1967 of the Slovak National Council on Administrative Procedures, Act No. 233/1995 Coll. on Court Distrainers and Distraint (Distraint Procedure) and on the Amendment and Supplementation of Certain Acts, as amended, Act No. 7/2005 of the National Council of the Slovak Republic on Bankruptcy and Restructuring and on the Amendment and Supplementation of Certain Acts, as amended, Act No. 153/2001 Coll. of the National Council of the Slovak Republic on Public Prosecution, as amended, Act No. 372/1990 Coll. of the National Council of the Slovak Republic on Offences, as amended, Act No. 586/2003 Coll. on Advocacy and on the Amendment and Supplementation of Act No. 455/1991 Coll. on Trade Licenses (the Trade Licensing Act), as amended, Act No. 18/2018 Coll. on Personal Data Protection and related legislation, as amended
Categories of recipients	<ul style="list-style-type: none"> <li>- intermediary</li> <li>- judicial authorities</li> <li>- enforcement authorities</li> <li>- notarial offices,</li> <li>- insolvency administrators,</li> <li>- government and public administration bodies and public authorities according to the applicable laws.</li> </ul>
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	5 to 10 years from the last day of the contractual relationship
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	<ul style="list-style-type: none"> <li>- the data controller’s employees,</li> <li>- lessees or other business partners of the data controller, persons acting on behalf of the lessees or other business partners of the data controller, etc.,</li> <li>- debtors,</li> <li>- counterparties in disputes,</li> <li>- other natural persons participating in proceedings.</li> </ul>
<b>10. RECOVERY</b>	
Purpose of personal data processing	The purpose of processing personal data in the field of recovery is to ensure the recovery of claims from debtors.

Name of the information system	Recovery IS
Legal grounds	The Constitution of the Slovak Republic, Act No. 233/1995 Coll. of the National Council of the Slovak Republic on Court Distrainers and Distraint (Distraint Procedure) and on the Amendment and Supplementation of Certain Acts, as amended, and Amending and Supplementing Certain Acts, Act No. 2/2017 of the National Council of the Slovak Republic Amending and Supplementing Act No. 233/1995 Coll. of the National Council of the Slovak Republic on Court Distrainers and Distraint (Distraint Procedure) and on the Amendment and Supplementation of Certain Acts, as amended, and Amending and Supplementing Certain Acts.
Categories of recipients	<ul style="list-style-type: none"> <li>- intermediary</li> <li>- the data controller's employees,</li> <li>- debtors,</li> <li>- counterparties in disputes,</li> <li>- other natural persons participating in proceedings.</li> </ul>
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	5 to 10 years from the last day of the contractual relationship
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	<ul style="list-style-type: none"> <li>- the data controller's employees – debtors,</li> <li>- the data controller's clients/customers – debtors,</li> </ul>

## 11. COMPLAINTS

Purpose of personal data processing	Personal data are processed to resolve the complaint procedures in which the complaints are recorded in the Book of Complaints and, subsequently, the complaints are resolved within the specified period.
Name of the information system	Complaints IS
Legal grounds	Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 513/1991 Coll. the Commercial Code, as amended, Act No. 250/2007 Coll., Act on Consumer Protection and on the Amendment of Act No. 372/1990 Coll. of the Slovak National Council on Offences, as amended, contract concluded between the data controller and the data subject – customer, concluded in terms of the above laws, the data controller's Terms and Conditions.
Categories of recipients	<ul style="list-style-type: none"> <li>- government and public administration bodies and public authorities according to the applicable laws</li> </ul>
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	5 years
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	– natural person exercising his right to complain

## 12. DATA CONTROLLER'S PROMOTION

Purpose of personal data processing	The data controller's promotion on his website and on his profiles on social networking sites to promote his good reputation by publishing photographs and information about the company's employees, by publishing photographs of the data controller's premises and organized events or activities.
Name of the information system	Data Controller's Promotion IS
Legal grounds	The data subject's consent according to Article 6 Section 1 Letter a) of the Regulation and according to the Personal Data Protection Act, while the data subject has the right to withdraw his consent at any time. The withdrawal of the consent does not affect the lawfulness of the processing arising from the consent before its withdrawal.
Categories of recipients	None.



Cross-border transmission of personal data	Does not take place.
Periods for the deletion of personal data	30 days of the date of the withdrawal of the consent (if technically feasible)
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- the data controller's employees, - the data controller's accommodated guests.
<b>13. COMPETITIONS ON SOCIAL NETWORKING SITES</b>	
Purpose of personal data processing	Evaluation of competitions, keeping a register of the participants in the competition, communication with them, sending information regarding the competition, supplementation and explanation of the conditions of the competition.
Name of the information system	Competitions on Social Networking Sites IS
Legal grounds	The data subject's consent according to Article 6 Section 1 Letter a) of the Regulation and according to the Personal Data Protection Act, while the data subject has the right to withdraw his consent at any time. The withdrawal of the consent does not affect the lawfulness of the processing arising from the consent before its withdrawal.
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	2 years from the participation in the competition (from receiving the prize)
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- participants in competitions organized by the data controller
<b>14. CAMERA SYSTEM MONITORING AREAS WITH PUBLIC ACCESS</b>	
Purpose of personal data processing	Monitoring the areas with public access to protect the data controller's property and health.
Name of the information system	Camera System Monitoring Areas with Public Access
Legal grounds	Legitimate interest in terms of Article 6 Section 1 Letter f) of the Regulation. The main legitimate interest is the protection of the property and safety of the data controller and of the data subjects
Categories of recipients	Public authorities according to the applicable laws, intermediary
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	30 days of the day following the day on which the recording was made
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- natural persons who entered the data controller's areas with public access - the public
<b>15. CAMERA SYSTEM MONITORING AREAS INACCESSIBLE TO THE PUBLIC</b>	
Purpose of personal data processing	Monitoring the areas inaccessible to the public to protect the data controller's material, financial and other interests.
Name of the information system	Camera System Monitoring Areas Inaccessible to the Public IS
Legal grounds	Legitimate interest in terms of Article 6 Section 1 Letter f) of the Regulation.
Categories of recipients	Public authorities according to the applicable laws, intermediary
Cross-border transmission of personal data	Does not take place

Periods for the deletion of personal data	30 days of the day following the day on which the recording was made
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	<ul style="list-style-type: none"> <li>- natural persons who entered the data controller's areas inaccessible to the public</li> <li>- the public</li> </ul>
<b>16. CONTRACTUAL RELATIONSHIPS – Lease of Non-residential Premises</b>	
Purpose of personal data processing	Processing the personal data of natural persons – lessees, monitoring compliance with the law, procurement of legal affairs, provision of legal advice, assessing, preparing and writing contracts and the subsequent management of contractual relationships in the field of leasing the data controller's non-residential premises. Thereafter, rights to the fulfilment of contractual obligations, material penalties, rights to compensation for damages, etc. may also be exercised.
Name of the information system	Contractual Relationships – Lease of Non-residential Premises
Legal grounds	Contracts concluded in terms of the following laws: Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 513/1991 Coll. the Commercial Code, as amended, Act No. 250/2007 Coll., Act No. 116/1990 Coll. on the Lease and Sublease of Non-residential Premises, as amended.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	10 years from the last day of the contractual relationship
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- contracting party – natural person
<b>17. CONTRACTUAL RELATIONSHIPS – the Data Controller's Other Services</b>	
Purpose of personal data processing	Processing the personal data of natural persons – contracting parties, monitoring compliance with the law, procurement of legal affairs, provision of legal advice, assessing, preparing and writing contracts and the subsequent management of contractual relationships in the field of accommodation reservation, reservation of the data controller's conference rooms, catering services. Thereafter, rights to the fulfilment of contractual obligations, material penalties, rights to compensation for damages, etc. may also be exercised.
Name of the information system	Contractual Relationships – the Data Controller's Other Services
Legal grounds	Contracts concluded in terms of the following laws: Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 513/1991 Coll. the Commercial Code, as amended, Act No. 250/2007 Coll.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	10 years from the last day of the contractual relationship
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- contracting party – natural person
<b>18. CONTRACTUAL RELATIONSHIPS – Parking</b>	

Purpose of personal data processing	Management of contractual relationships with lessors of parking spaces, monitoring compliance with the law, procurement of legal affairs, provision of legal advice, assessing, preparing and writing contracts and the subsequent management of the contractual relationships with the data subjects. Rights to the fulfilment of contractual obligations, to material penalties, rights to compensation for damages, etc. may also be exercised.
Name of the information system	Contractual Relationships – Parking
Legal grounds	Act No. 40/1964 Coll. the Civil Code, as amended, Act No. 513/1991 Coll. the Commercial Code, as amended, Act No. 250/2007 Coll., contracts concluded in terms of the above laws.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	10 years from the last day of the contractual relationship
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- contracting party – natural person
<b>19. REGISTER OF SELF-EMPLOYED PERSONS</b>	
Purpose of personal data processing	Preparation and management of supplier and customer relationships with self-employed persons. In this register, records are kept about the contractual relationships, invoices and purchase orders, about delivering and collecting the goods, services, etc.
Name of the information system	Register of Self-employed Persons
Legal grounds	Contract between the data controller and the self-employed person permitted by the Constitution of the Slovak Republic, the Civil Code, the Commercial Code, Act No. 455/1991 Coll. on Trade Licenses (the Trade Licensing Act) and by related legislation.
Categories of recipients	government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	10 years from the last day of the contractual relationship for bookkeeping purposes
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- customer/supplier - self-employed person
<b>20. REGISTER OF SUPPLIERS' AND CUSTOMERS' REPRESENTATIVES</b>	
Purpose of personal data processing	Management of a database of suppliers' and customers' representatives or employees to fulfil their obligations arising from their employment, service or function, and to ensure smooth supplier-customer relationships.
Name of the information system	Register of Suppliers' and Customers' Representatives
Legal grounds	Article 78 Section 3 of Act No. 18/2018 Coll. of the National Council of the Slovak Republic on Personal Data Protection, and on the Amendment and Supplementation of Certain Acts
Categories of recipients	None
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	Up to 30 days from the last day of the supplier-consumer relationship
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- natural person - representative (employee) of the supplier or customer

**21. EXERCISING DATA SUBJECTS' RIGHTS**

Purpose of personal data processing	Addressing requests by natural persons to exercise their rights as data subjects in terms 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.
Name of the information system	Exercising Data Subjects' Rights IS
Legal grounds	Article 6 Section 1 Letter c), in accordance with Articles 15 to 22 and Article 34 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.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	1 year of the date of addressing the request
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- natural person who, as a data subject within the scope of purposes specified by the data controller, contacts the data controller with a request to exercise his rights

**22. COMPANY MANAGEMENT REGISTER**

Purpose of personal data processing	Keeping a register of the company, keeping a register of its representatives, owners, keeping a register of the company register and the trade license register, drawing up contracts, declarations on honour, preparing and executing appointments, powers of attorney, licenses and permits, executing payments of deposits, remunerations, premiums, etc.
Name of the information system	Company Management Register IS
Legal grounds	Act No. 513/1991 Coll. the Commercial Code, as amended.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place.
Periods for the deletion of personal data	10 years from the last day of the purpose of the processing
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- members of the company's management

**23. REGISTRY ADMINISTRATION, REGISTER OF INCOMING AND OUTGOING MAIL**

Purpose of personal data processing	Ensuring registry administration by proper registration of entries (keeping a complete and accurate register of the entries in the registry journal, keeping registries and indices of the entries), proper removal of files (entries), ensuring systematic removal of files (entries) that are no longer needed for further activities and whose storage period has expired, register of incoming and outgoing mail, register of electronic mail.
Name of the information system	Registry Administration, Register of Incoming and Outgoing Mail IS
Legal grounds	Act No. 395/2002 Coll. of the National Council of the Slovak Republic on Archives and Registries, Act No. 305/2013 Coll. on the Electronic Form of Governance Conducted by Public Authorities, and on the Amendment and Supplementation of Certain Acts (E-Government Act).
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws, intermediary.
Cross-border transmission of personal data	Does not take place

Periods for the deletion of personal data	According to the data controller's Registry Policy and Registry Plan.
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- data subjects within all the purposes of personal data processing specified by the data controller
<b>24. INFORMATION COMMUNICATED ACCORDING TO ACT NO. 307/2014 COLL. OF THE NATIONAL COUNCIL OF THE SLOVAK REPUBLIC ON CERTAIN MEASURES RELATED TO THE REPORTING OF ANTI-SOCIAL ACTIVITIES AND ON THE AMENDMENT AND SUPPLEMENTATION OF CERTAIN ACTS</b>	
Purpose of personal data processing	Investigation of information communicated according to Act No. 307/2014 Coll. of the National Council of the Slovak Republic on Certain Measures Related to the Reporting of Anti-social Activities and on the Amendment and Supplementation of Certain Acts
Name of the information system	Information Communicated according to Act No. 307/2014 Coll. of the National Council of the Slovak Republic on Certain Measures Related to the Reporting of Anti-social Activities and on the Amendment and Supplementation of Certain Acts IS
Legal grounds	Act No. 307/2014 Coll. of the National Council of the Slovak Republic on Certain Measures Related to the Reporting of Anti-social Activities and on the Amendment and Supplementation of Certain Acts.
Categories of recipients	Government and public administration bodies and public authorities according to the applicable laws
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	3 years of the delivery date of the communication containing the information
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	- notifier, - person against whom the information is directed.
<b>25. ADDRESSING THE REQUESTS OF NATURAL PERSONS</b>	
Purpose of personal data processing	Processing personal data to address requests (reservations, answering questions, providing information) submitted by natural persons.
Name of the information system	Addressing the Requests of Natural Persons IS
Legal grounds	The data subject's consent according to Article 6 Section 1 Letter a) of the Regulation and according to the Personal Data Protection Act, while the data subject has the right to withdraw his consent at any time. The withdrawal of the consent does not affect the lawfulness of the processing arising from the consent before its withdrawal.
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the deletion of personal data	6 months of the date of sending the request
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	Natural person – requester