

Information obligation for personal data processing

ADMINISTRATION OF THE FILE REGISTRY

Purpose of personal data processing for which personal data is intended:

- a) archiving of the Operator's documents as part of registry management,
- b) records of received and sent mail in paper and electronic form,
- c) records of received and sent mail in paper and electronic form as part of the use of the state web application www.slovensko.sk. It serves as a public administration information system, through which it is possible to carry out electronic official communication with any public authority via the Internet. Through functions such as login, search, or electronic services, the user within the portal has the opportunity to access the required information according to their actual requirements and easily search for the relevant content. In addition, the portal is structured in terms of target groups within the login. The user can search and select the required information and services depending on whether he logs in as a citizen, entrepreneur or institution.
- d) access to archival documents.

Category of affected persons:

- a) statutory bodies and persons whose data are in the archive
- b) senders and recipients of postal and e-mail correspondence
- c) senders and recipients of postal and e-mail correspondence
- d) applicants for access to archival documents

Category of personal data:

within the purposes in points a) - d): ordinary personal data

List or range of personal data:

- a) title, name, surname, address of permanent residence of a natural person or the name, registered office and identification number of a legal entity.
- b) title, name, surname, address of a natural person or, in the case of a legal entity – name and address of the seat, date of receipt and dispatch, brand, subject, content, etc.
- c) natural person - title, first name, last name, address, legal entity - name and address of registered office.
- d) name, surname, social security number, address of permanent and temporary residence, type and number of identity card, information about the requested archival document known to him and the purpose of use; the name, surname and address of a natural person or the name, seat and identification number of a legal entity for whose needs he requests access to archive documents.

Legality of personal data processing:

Within the purposes listed in points a) - d): Processing of personal data is necessary according to of a **special regulation** or international agreement to which the Slovak Republic is bound, - according to § 13 sec. 1 letter c) Personal Data Protection Act, or **Art. 6 letters c) GDPR**.

Legal obligation to process personal data:

- a) archiving of the operator's documents as part of the registry administration: Act no. 395/2002 Coll. on archives and registries and on supplementing some laws as amended.
- b) records of received and sent mail in paper and electronic form: Act no. 395/2002 Coll. on archives and registries and on amendments to certain laws Act no. 452/2021 Coll. Electronic Communications Act
- c) records of received and sent mail in paper and electronic form as part of the use of the state web application www.slovensko.sk: Act no. 305/2013 Coll. on the electronic form of exercise of the powers of public authorities and on amendments and additions to certain laws (eGovernment Act), Act No. 272/2016 Coll. on trusted services for electronic transactions in the internal market and on the amendment of certain laws (Act on trusted services).

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- d) access to archival documents: Act no. 395/2002 Coll. on archives and registries and on supplementing certain laws as amended, Civil Code (§ 40).

Identification of the recipient or category of recipient:

The data is not provided to any other recipients.

Third party recipient of personal data:

Ministry of the Interior of the Slovak Republic (relevant archive) - Act no. 395/2002 Coll. on archives and registries and on supplementing some laws as amended.

Generally binding legal regulation in the sense of § 13 sec. 1 letter c) Act no. 18/2018 Coll. about protection personal data and amendments to certain laws.

Another authorized entity based on Article 6, paragraph 1 letter c) Regulations of the European Parliament and of the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data, which repeals Directive 95/46/EC (General Data Protection Regulation).

- to third countries

As part of the purposes in points a) - d): personal data are not provided to third countries.

- to international organizations

As part of the purposes in points a) - d): personal data is not provided to international organizations.

Disclosure of personal data:

As part of the purposes in points a) - d): personal data is not disclosed.

Legitimate interest of the Operator:

As part of the purposes in points a) - d), processing of personal data is not carried out for the purpose of legitimate interests of the Operator.

Retention period / criterion for its determination:

Ordinary correspondence - 2 years,

Administration of the registry (recording aids, scrapping of documents, etc.) – 10 years,

Book of incoming and outgoing mail - 2 years,

Correspondence data included in contracts - 10 years.

Instruction on the form of the request for the provision of personal data from the persons concerned:

Provision of personal data for the purposes of registry management is a legal requirement. If this data is not provided, it is not possible to ensure proper fulfillment of the Operator's obligations arising from the relevant general legal regulations.

The operator guarantees that the personal data provided by the affected person will be processed in accordance with the principle of minimization of storage, and in the event that the purpose of processing ceases to exist, the operator guarantees to delete the personal data.

In the event that said personal data will be processed for a purpose other than that specified above in this information obligation, the person concerned will be informed about this purpose as well as about the legal basis of such processing even before such processing.

Information obligation for personal data processing

Technical and organizational security measures: organizational and technical measures for the protection of personal data are elaborated in the operator's internal regulations. Security measures are carried out in the areas of physical and object security, information security, cryptographic protection of information, personnel, administrative security and protection of sensitive information, with precisely defined powers and duties specified in the security policy.

Automated individual decision-making including profiling: automated individual decision-making including profiling is not performed.