

Information obligation for personal data processing

ACCOUNT RECEIVABLE

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

- receivables management

Category of affected persons:

- the person who incurred the obligation to pay the claim,
- statutory body, customer representative,
- an employee of the customer,
- customer's contact person.

Category of personal data:

- common personal data.

List or range of personal data:

- title, first name, last name, job classification, service classification, functional classification, employee personal number or employee employment number, professional department, place of work, telephone number, fax number, e-mail address to the workplace and information on absence, etc.)

Legality of personal data processing:

- Art. 6 par. 1 letter c) of the general regulation on data protection, when the processing of personal data is necessary to fulfill the legal obligation of the Operator.

Legal obligation to process personal data:

- Act no. 431/2002 Coll. about accounting

Identification of the recipient or category of recipient:

- telephone service provider,
- data service provider,
- e-mail communication platform provider,
- provider of accounting services: Intermediary based on Art. 28 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).

Other authorized entity:

Generally binding legal regulation in the sense of § 13 par. 1 letter c) Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws. (control and supervisory authorities of the Slovak Republic, relevant Slovak Trade Inspection, other authorized entity in accordance with special laws):

- **to third countries:** personal data are not provided to third countries,

- **to international organizations:** personal data is not provided to international organizations.

Disclosure of personal information: personal information is not disclosed.

Legitimate interest of the Operator: processing of personal data for the purpose of the legitimate interests of the Operator is not carried out.

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Retention period / criteria for its determination: data necessary for the accounting agenda are archived after
for a period of 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 debt 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.

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 implemented in the areas of physical and object security, information security, encryption 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.