

Information obligation for personal data processing

ACCOUNTING DOCUMENTS

Purposes of personal data processing:

- a) Management of the accounting agenda,
- b) Invoices (supplier - customer),
- c) Other tax documents and bank statements.

Category of affected persons within the purposes in points a) - c):

- statutory bodies and their authorized persons,
- contact persons or employees of the business partner - supplier of goods and/or services.

Category of personal data within the purposes in points a) - c):

- common personal data

List of personal data within the purposes in points a) - c): business name, ID number, title, name, surname, job title, professional department, place of work, telephone number for the workplace, fax number, e-mail address for the workplace and information about absence and so on.

Legality of personal data processing:

- a) **Management of the accounting agenda:**
 - The processing of personal data is necessary according to a special regulation or an international treaty to which the Slovak Republic is bound, - according to § 13 par. 1 letter c) ZOOÚ, or Art. 6 letters c) GDPR.
- b) **Invoices (supplier - customer):**
 - The processing of personal data is necessary according to a special regulation or an international treaty to which the Slovak Republic is bound, - according to § 13 par. 1 letter c) ZOOÚ, or Art. 6 letters c) GDPR.
- c) **Other tax documents and bank statements:**
 - The processing of personal data is necessary according to a special regulation or an international treaty to which the Slovak Republic is bound, - according to § 13 par. 1 letter c) ZOOÚ, or Art. 6 letters c) GDPR.

Legal obligation to process personal data:

- a) **Management of the accounting agenda:**
 - Act No. 431/2002 of from. on accounting as amended
 - Act No. 222/2004 of from. on value added tax as amended
 - Act No. 18/2018 of from. on the protection of personal data and on amendments to certain laws
 - Act No. 40/1964 Coll. the Civil Code, as amended
 - Act No. 513/1991 Coll. Commercial Code, as amended
- b) **Invoices (supplier - customer):**
 - Act No. 431/2002 of from. on accounting as amended
 - Act No. 222/2004 of from. on value added tax as amended
- c) **Other tax documents and bank statements:**
 - Act no. 222/2004 Coll. on value added tax as amended
 - Act no. 431/2002 Coll. about accounting; Act No. 595/2003 Coll. on income tax

Recipients or categories of recipients to whom personal data will be provided within the purposes in points a) - c):

- provider of data and telephone services,
- provider of banking services,
- e-mail communication platform provider,
- provider of accounting services Intermediary based on Art. 28 Regulation (EU) 2016/679 of the European Parliament and of the Council 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).

Information obligation for personal data processing

- to third countries within the purposes in points a)-c): personal data are not provided to third countries,
- to international organizations within the purposes in points a)-c): personal data are not provided to international organizations.

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).

Within the purposes in points a) - c):

Generally binding legal regulation in the sense of § 13 par. 1 letter c) Act no. 18/2018 Coll. about protection

personal data and amendments to certain laws.

Tax Office (on the basis of Act No. 595/2003 Coll. on income tax, as amended, Value Added Tax Act 222/2004 Coll., as amended)

Court, law enforcement authorities based on Act no. 160/2015 Coll. Civil dispute procedure, based on Act 301/2005 Coll. Criminal Code as amended

Office for the Protection of Personal Data on the basis of Act no. 18/2018 of from. on the protection of personal data and on amendments to certain laws

Customs Office

Financial Office

Disclosure of personal data: within the purposes of points a) - c): personal data is not disclosed.

Legitimate interest of the Operator: within the purposes in points a) - c): the exercise of the legitimate interest of the Operator is if the contractual party is a legal entity and other natural persons act on its behalf for the purpose of fulfilling contractual relationships on the basis of special authorization so that it can fulfill contractual and pre-contractual relationships, while the persons concerned can reasonably expect such processing.

Period of storage of personal data: 15 years

The operator guarantees that the personal data provided by the person concerned for the purposes set out in this

information obligation will be processed for a maximum period specified in the legal regulation.

Instruction on the form of the request for the provision of personal data from the persons concerned: The provision of personal data for the above-mentioned purposes 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 of this purpose as well as of 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 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.