

## Processing and Protection of personal data in BOZPO, s.r.o.

BOZPO, s.r.o processes collected personal data of natural persons, and persons acting in company's name for the purposes of cooperation with your company or direct cooperation with you as a natural person – non-entrepreneur. BOZPO, s.r.o. process personal data under the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data and repealing Directive 95/46 / EC data protection) (hereinafter referred to as the “**Regulation**”) and under the provisions of Act No. 18/2018 Coll. on Personal Data Protection and Amendments to Certain Acts (hereinafter referred to as the “**Act**”).

In order to fulfil legal requirements, the company BOZPO, s.r.o. provides you with the following information:

**The identity and the contact details of the Controller:** BOZPO, s.r.o., Headquarters: Ciglianska cesta 3C 971 01 Prievidza, Registration No.: 36332151, TIN: 2021774150, VAT No.: SK2021774150, email: [boz@boz.sk](mailto:boz@boz.sk) , phone number: +421465424513, [www.boz.sk](http://www.boz.sk).

### **The purposes and the legal basis of the processing for which the personal data are intended:**

#### The purpose of processing:

- performance of contractual activities, the performance of activities based on an accepted order or based on the provision of consent.

#### Legal basis:

- Act No. 124/2006 Coll. on occupational health and safety and on amendments and supplements to certain acts as amended by later regulations
- Act No. 125/2006 Coll. on labour inspection and on amendment of the Act No. 82/2005 Coll. on illegal work and illegal employment and on amendment of certain acts as amended by later regulations
- Decree of the Slovak Republic Ministry of Labour, Social Affairs and Family No. 356/2007 Coll., on particulars of requirements and scope of educational and training activity, project of education and training, standard record keeping and knowledge verification of educational and training activity attendees
- Decree of Ministry of Labour, Social Affairs and Family of the Slovak Republic No. 500/2006 Coll. of 18 August 2006 on establishment of a template for reported occupational accident
- The Act of National Council of the Slovak Republic No. 314/2001 Coll. on Fire protection

- Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention as amended
- Decree of the Ministry of Interior of the Slovak Republic no. 478/2008 Coll. about the properties, specific operating conditions and provision of regular checks of a fire closure
- The Act of the National Council of the Slovak Republic No. 42/1994 Coll. on the Civil Protection of the Population
- Act No. 364/2004 Coll. on Water Sources and on amendment of the Act of the Slovak National Council No. 372/1990 Coll.
- Act No. 355/2007 Coll. on Protection, Support and Development of Public Health and on the Amendment and Supplement to Selected Laws as amended by later regulations
- Act No. 431/2002 Coll. on Accounting as amended
- Act No. 222/2004 Coll. ON VALUE ADDED TAX.
- Act No. 595/2003 Coll. on Income Tax
- Act No. 283/2002 Coll. on Travel. Allowances, as amended.
- Act No. 540/2001 Coll. on State Statistics
- Act No 43/2004 Coll. on the old-age pension scheme, as amended
- Act No 650/2004 Coll. on the supplementary pension scheme, as amended
- Act No. 580/2004 Z. z. on health insurance and amending Act No. 95/2002 Z. z. on insurance and amending certain acts, as amended
- Act No 650/2004 Coll. on the supplementary pension scheme, as amended
- Act No. 1/1992 on wages, compensation for stand-by work and average salary
- Act No. 311/2001 Coll. - Labour Code
- Act No. 351/2011 Coll. on Electronic Communications as amended
- Act No. 22/2004 Coll. on Electronic Commerce and on Amendment of Act No. 128/2002 Coll. on State Supervision of Inner Market in Matters of Consumer's Protection and on Amendment of Other Acts as amended by Act No. 284/2002 Coll. as amended
- Act No. 395/2002 Coll. on archives and registries
- and it is also the legal basis according to Section 13 (1)(f) GDPR, Articles 6 (f) GDPR, the existence of a legitimate interest of the Collector

**Processed personal data** - based on the above, we process the following personal data:

name, surname, title, email address, signature, city (where the training is carried out), job classification, name of employer, etc.

- in case of visiting our website - IP address, weblogs, cookies.

We process personal data for the following reasons (to fulfil these purposes):

- Provision of services

- Marketing –newsletters sending- we use your data (e-mail and name) for direct marketing - sending emails about our news and ongoing sales. If you are our client, we do so based on the existing contractual relationship between us, e.g. based on legitimate interest, as we assume that you are interested in our services.

- Photographs and video records from professional seminars - we create photo documentation or video recording during some of our events; photographs that we use in promotional materials, especially on our website and on social networks. We never mention the names of the participants in these materials. However, if you do not wish to be on the records, please let us know personally, by e-mail or telephone.

**The recipients or categories of recipients of the personal data-** in specific cases, we can provide your personal data to certain entities; when they legally require to provide your data or if it is necessary to protect our legitimate interests (for example, the court, the Police of the Slovak Republic, etc.).

**The transfer of personal data to a third country or an international organization** – is not implemented.

**Retention period** - It depends on the intended purpose of data processing and on the necessity for archiving of data according to the approved registry plan of the company. This plan is also based on the intended purpose and the legal basis of the personal data processing.

**Data Subject Rights-** Data subjects have the right to obtain the following:

-The right of access- you have the right to request access to your personal data from the controller. Controller shall also provide you with copies of personal data.

-Right of rectification- Data subjects are entitled to require a controller to rectify any errors in their personal data.

-Right to erasure- Data subjects have the right to erasure of personal data if:

- a) the data are no longer needed for their original purpose;
- b) the lawful basis for the processing is the data subject's consent, the data subject withdraws that consent, and no other lawful ground exists;
- c) the data subject exercises the right to object, and the controller has no overriding grounds for continuing the processing;

- d) the data have been processed unlawfully;
- e) the personal data must be deleted in order to comply with a legal obligation under European Union or Member State law to which the controller is subject;
- f) the personal data were collected by Information Society to offer their services.

-The right to restrict processing- Data subjects have the right to restrict the processing of personal data if:

- a) the accuracy of the data is contested (and only for as long as it takes to verify that accuracy)
- b) the processing is unlawful and the data subject requests restriction (as opposed to exercising the right to erasure)
- c) the controller no longer needs the data for their original purpose, but the data are still required by the controller to establish, exercise or defend legal rights; or
- d) if verification of overriding grounds is pending, in the context of an erasure request.
- e) you have objected to the processing of your personal data pursuant to Art. 21 (1) of the Regulation until it is verified whether the justified reasons for the Operator exceed your legitimate reasons.

- Right of data portability- Data subjects have a right to receive a copy of their personal data in a structured, commonly used, machine-readable format that supports re-use; but this right must not negatively affect the rights and liberties of others.

-Right of withdrawal of consent- If the processing of your personal data is based on consent, you have the right to withdraw your consent to the processing of personal data for the purpose for which you have given your consent at any time.

-Right to object to processing- Data subjects had the right to object to the processing of personal data for the purpose of direct marketing.

-The right to file a complaint - you have the right to file a complaint to the supervisory body, which is the Office for Personal Data Protection of the Slovak Republic.

**Obligation or possibility to provide personal data** - If you decide to collaborate with us, communicate or visit our website, it is necessary for you to provide us with personal data to the extent necessary. Otherwise, it will not be possible to communicate with you, provide you with goods and services, so you will not be able to browse the website. This does not

apply to the processing of cookies, which you can change in your browser settings so that we will not process this data.

**Right not to be subject to automated individual-decision making (including profiling)-**

When processing personal data for the purposes set out above, we do not perform automated decision-making or profiling.

**We declare** that, as the controller of your personal data, we comply with all legal obligations required by applicable legislation, in particular the Personal Data Protection Act and the GDPR, and so that:

- We will only process your personal data in pursuance to a valid legal reason, in particular a legitimate interest, a contractual relationship or consent
- we fulfil the information obligation under Article 13 of the GDPR before the start of the processing of personal data
- we will enable and support you in using and fulfilling your rights under the Personal Data Protection Act and the GDPR

**Protection of personal data**

We protect personal data as much as possible. We protect them as if they were our own. We implement appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction or loss.

**Confidentiality**

We would like to guarantee that we, as the controller, as well as our employees and co-workers who will process your personal data, are obliged to maintain the confidentiality of personal data and security measures, which exposure would risk the security of your personal data. This confidentiality continues even after the end of connections with us. Your personal data will not be provided to a third party without your consent.

The regulation was put into effect on May 25, 2018, and it replaced the previous Personal Data Protection.

**Other aspects of personal data protection** - In case of further questions concerning the processing of personal data in our company, do not hesitate to contact us at Phone No. +421465424513, e-mail: boz@boz.sk.