

## Information on the processing of personal data of the customers/suppliers/visitors

In the course of our activities, your personal data are processed. For our company **FENEGA, s.r.o.** proper processing of your personal data is important and their protection is very essential to us, therefore, we would like to provide you some information regarding their processing in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) on the protection of natural persons with regard to the processing of their personal data and of the free movement of such data (hereinafter referred to as "the Regulation") and with the Act No. 18/2018 Coll. On the protection of personal data, as amended (hereinafter referred to as "the Act").

Due to the scope and line of business of our activities, our company is not obliged to appoint a responsible person. However, if after reading this document anything will be unclear to you or you will not be sure about anything, we will very gladly explain to you any term or part of this document. Therefore, please do not hesitate to contact us at [gdpr@fenega.sk](mailto:gdpr@fenega.sk) or in writing at the address of the Operator of the Production Plant (see below).

### Who is processing your personal data?

#### The Operator of the Production Plant:

**FENEGA, s.r.o.** (Ltd.)

Mudroňova 31, 040 01 Košice

Company registration number (ID): 36 600 938

Production plant: Kračúnovce 51, 087 01 Giraltovce

Contact to the Operator of the Production Plant: + 421 55 622 3105, [fenega@fenega.sk](mailto:fenega@fenega.sk)

Contact to the authorized person: [gdpr@fenega.sk](mailto:gdpr@fenega.sk)

(hereinafter referred to as "the Operator")

### What personal data do we process?

The Operator may process the following personal data that you provide to us in paper form or in electronic form: name, surname, title, permanent address or place of temporary residence, email, telephone contact.

### For what purpose and on what legal basis is the Operator processing your personal data?

#### 1. For the purposes of performance of contracts and of contractual obligations:

**Identification and contact data:** name and surname, address, date of birth, place of business, company registration number (ID), tax identification number (TIN), value added tax number (VAT ID), the number of the proof of identification (identity card, passport or another identity document), phone number, e-mail address, invoicing address, your job title, if you represent a legal entity.

We process these data on the basis of the Act No. 431/2002 Coll. on Accounting, as amended, of the Act No. 513/1991 Coll. Commercial Code, of the Act No. 222/2004 Coll. on Value Added Tax, as amended. Personal data processed for the purpose of keeping the accounting agenda are preserved by the Operator for the period of 10 years.

**2. Recording by closed-circuit camera system** – as a legitimate interest of the Operator for the purposes of protection of the Company's property, of the security of the Company and the security of the persons concerned in the internal and external premises of the Company pursuant to Section 13 letter f) of the Act No. 18/2018 Coll. on Protection of Personal Data, as amended. The persons concerned are informed about the location of the closed-circuit camera system by means of tables placed at visible places at the entrances into the monitored premises of the Operator. If the scanned record is not used for the purposes of criminal proceedings or infringement proceedings, the record is automatically destroyed by the programmed activity of the system within 15 days from the day on which the record was made.

**3. Based on a complaint or a claim** – complaints and claims are handled by the Operator in accordance with Act No. 9/2010 Coll. on Complaints as amended and Act No. 250/2007 Coll. on Consumer Protection, as amended. Records of complaints and claims shall be kept by the Operator for a period of 5 years from their handling.

**4. Based on your consent** – for marketing and company promotion, product promotion, and survey of customer satisfaction with company products, for sending offers, and for direct communication with potential customers.

The consent given for this purpose is entirely voluntary but necessary. You can revoke your free consent, which you unambiguously confirmed by your signature, at any time in writing sent to the Operator's registered office or by email to [gdpr@fenega.sk](mailto:gdpr@fenega.sk). However, the withdrawal of consent shall not affect the legality of the consent-based processing prior to its withdrawal.

### **Will your personal information be provided to other recipients?**

We also use the services of other intermediaries who are processing personal data only according to our instructions and for the purpose specified by us. With these intermediaries we have concluded agreements on the processing of personal data or we have ensured that these other intermediaries have made a written commitment to process personal data in accordance with GDPR.

#### **Category of recipients:**

- suppliers of IT technologies and of security technologies, website administrator, other relevant support and related services,
- provider of accounting services,
- insurance companies,
- state administration authorities and public authorities, courts, law enforcement agencies, executors, public notaries,
- tax advisors, auditors,
- and other entities to whom provision of personal data is required by law.

### **Will your personal data be transferred to third countries?**

The Operator does not intend to transfer your personal data to third countries.

### **For how long will your personal data be processed for this purpose?**

The Operator keeps your personal data for the period of duration of the contractual relationship and after its termination until the settlement of all obligations resulting from it or related to it, or as the case may be, until the legitimate interest in their processing ceases. If the Operator processes your personal data based on your consent, he will be processing your personal data for that purpose for the period of duration of this consent or until you withdraw the consent. When handling personal data, the Operator applies the principle of minimization, which means that as soon as the period during which he is obliged to store personal data expires, he will immediately make your personal data anonymous out of the databases and information systems.

### **What are your rights in relation to this processing?**

Upon written request, which is available on the Operator's website [www.fenega.sk](http://www.fenega.sk), you are entitled to claim from the Operator:

- **To revoke your consent** – In cases when we process your personal data based on your consent, you have the right to revoke that consent at any time. You may withdraw your consent electronically at the address of the responsible person<sup>1</sup>, in writing at the address of the operator. The revocation of your consent does not affect the lawfulness of the processing of personal data that we have processed about you on the basis of your consent.
- **Right of Access** – You have the right to be provided a copy of the personal data, which we have available about you, as well as the information about the way, in which we use your personal data. In most cases, your personal data will be provided to you in written documentary form, unless you request another form of their provision. If you have requested the provision of this information by electronic means, it will be provided to you electronically, if it is technically possible.
- **Right of Correction** – We take adequate steps to ensure the accuracy, completeness and up-to-date state of the information we have about you. If you believe that the information we have available is inaccurate, incomplete or outdated, please feel free to ask us to modify, update or complete this information.
- **Right to be deleted (forgotten)** – You have the right to ask us to delete your personal data, for example in the case, if the personal data we have collected about you are no longer necessary to fulfil the original purpose of the processing. However, your right must be assessed in the light of all relevant circumstances. For example, we may have certain legal and regulatory obligations, which means, that we will not be able to comply with your request.
- **Right to Restrict Processing** – Under certain circumstances, you are entitled to ask us to stop using your personal data. These are, for example, cases, when you think that the personal data that we have about you may be inaccurate, or when you think that we no longer need to use your personal data.
- **Right to Data Portability** – Under certain circumstances, you have the right to ask us to transfer the personal data provided by you to us to another third party of your choice. However, the right to portability only applies to personal data that we have obtained from you by consent or under a contract to which you are one of the contracting parties.

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<sup>1</sup> Poznámka prekladateľa: V úvode, v druhom odseku máte text: „...our company is not obliged to appoint a responsible person.” = “naša spoločnosť nemá povinnosť stanoviť zodpovednú osobu”. Netreba upraviť túto vetu? Ak áno, pošlite mi ju mailom na preklad.

- **Right to object** – You have the right to object to the processing of the data that is based on our legitimate authorized interests. In the case if we do not have a convincing legitimate authorized reason for processing and you enter a caveat against it, we will not further process your personal data.
- **Right to file a motion to start proceedings of personal data protection** – If you believe that we are processing your personal data unjustly or unlawfully, you may file a complaint with the Supervisory Authority, which is the Data Protection Authority of the Slovak Republic, Hraničná 12, 820 07 Bratislava 27; phone No.: +421 / 2/ 3231 3214; e-mail: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk), <https://dataprotection.gov.sk>. In case when the application is submitted electronically, it is necessary to ensure that it meets the requirements pursuant to § 19 section 1 of the Act No. 71/1967 Coll. on Administrative Procedure (Administrative Procedure Code).

The Operator shall provide the person concerned the information on the measures taken following his request within one month of receiving the request.

**Are there used any automated decisions, including profiling, when processing your personal data?**

There is no automated decision making, including profiling, when processing your personal data.