

Information on Personal Data Processing for Customers/Suppliers/Visitors

During the performance of our activities, the processing of your personal data occurs. Proper processing of your personal data is important to our company, **FENEGA, s.r.o.**, and its protection is essential to us; therefore, we would like to provide you with information regarding its processing in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the "Regulation") and Act No. 18/2018 Coll. on Personal Data Protection, as amended (hereinafter referred to as the "Act").

Given the scope and subject of its activities, the company is not obliged to appoint a Data Protection Officer. However, if anything remains unclear after reading this document or if you are uncertain about anything, we will be happy to explain any term or part of this document to you. Please do not hesitate to contact us at any time at gdpr@fenega.sk or in writing at the Controller's address (below).

Who processes your personal data?

Controller:

FENEGA, s.r.o.

Kračúnovce 51, 087 01 Kračúnovce

Company ID: 36 600 938

Contact details of the Controller: + 421 55 622 3105, fenega@fenega.sk

Contact details of the designated person: gdpr@fenega.sk

(hereinafter referred to as the "Controller")

What personal data do we process?

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

For what purpose and on what legal basis does the Controller process your personal data?

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

Identification and contact data: name and surname, address, date of birth, place of business, Company ID (IČO), Tax ID (DIČ), VAT ID (IČ DPH), ID card number (national ID card, passport, or other ID), telephone number, email address, billing address, your function in the organization if you represent a legal entity.

We process this data based on Act No. 431/2002 Coll. on Accounting, as amended, Act No. 513/1991 Coll. Commercial Code, Act No. 222/2004 Coll. on Value Added Tax, as amended, and others. Personal data processed for the purpose of maintaining accounting records is retained by the Controller for a period of 10 years.

2. CCTV monitoring – legitimate interest of the Controller for the purposes of protecting our company's property, the security of our company, as well as the safety of data subjects in the internal and external premises of FENEGA, s. r. o., pursuant to Section 13(f) of Act No. 18/2018 Coll. on Personal Data Protection, as amended, and Guidelines 3/2019 of the European Data Protection Board on processing of personal data through video device. Data subjects are informed about the location of the CCTV system via signs placed in a visible location at the entrances to the Controller's premises. Depending on the purpose, the recording from the CCTV system is automatically disposed of within a period of 72 hours or 15 days from the day following the day it was made.

3. Based on a complaint or claim – complaints and claims are handled by the Controller 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 are archived by the Controller for a period of 5 years from their settlement.

4. Based on your consent – for marketing purposes and promotion of the company, promotion of products and ascertaining satisfaction with the company's products, for sending offers and for targeted communication with potential customers.

The consent provided for these purposes is entirely voluntary, but necessary. You may withdraw any freely given consent, which you unequivocally confirm with your signature, at any time in written form sent to the registered office of the Controller, or by email to gdpr@fenega.sk. However, the withdrawal of consent does

not affect the lawfulness of processing based on consent before its withdrawal.

Will your personal data be provided to other recipients?

We also utilize the services of other processors who process personal data solely according to our instructions and for the purpose determined by us. We have concluded a personal data processing agreement with these processors, or we have ensured that these other processors have committed in written form to process personal data in accordance with the GDPR.

Category of recipients:

- suppliers of IT technologies and security technologies, website administrator, other relevant support and related services
- provider of accounting services
- insurance companies
- state administration and public authority bodies, courts, law enforcement authorities, executors, notaries
- tax advisors, auditors
- and other entities to which the provision of personal data is required by law
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Will your personal data be transferred to third countries?

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

How long will your personal data be processed for this purpose?

The Controller retains your personal data for the duration of the contractual relationship and, after its termination, until the settlement of all obligations arising from or related to it, or until the legitimate interest in their processing ceases to exist. If the Controller processes your personal data based on consent, your personal data will be processed by them for the given purpose for the duration of the validity of this consent or until you withdraw the consent. When handling personal data, the Controller applies the principle of minimization, which means that as soon as the period during which they are obliged to retain personal data expires, they immediately anonymize your personal data from databases and information systems.

What are your rights in connection with this processing?

Based on a written request, which is available on the Controller's website www.fenega.sk you are entitled to exercise the following with the Controller:

- **Withdraw consent** – in cases where we process your personal data based on your consent, you have the right to withdraw this consent at any time. You may withdraw consent electronically at the address of the designated person, or in writing at the Controller's address. Withdrawal of consent does not affect the lawfulness of personal data processing that we performed based on it regarding you [prior to its withdrawal].
- **Right of access** – you have the right to be provided with a copy of the personal data we have available about you, as well as information on how we use your personal data. In most cases, your personal data will be provided to you in written paper form, unless you request another method of provision. If you have requested the provision of this information by electronic means, it will be provided to you electronically, if technically feasible.
- **Right to rectification** – we take reasonable measures to ensure the accuracy, completeness, and currency of the information we have available about you. If you believe that the data we hold is inaccurate, incomplete, or outdated, please do not hesitate to ask us to modify, update, or complete this information.
- **Right to erasure (to be forgotten)** – you have the right to ask us to delete your personal data, for example, in the event that the personal data we obtained about you is no longer needed to fulfill the original purpose of processing. However, your right needs to be assessed in light of all relevant circumstances. For example, we may have certain legal and regulatory obligations, which means we will not be able to comply with your request.
- **Right to restriction of processing** – under certain circumstances, you are entitled to ask us to stop using your personal data. This applies, for example, to cases where you believe that the personal data we have about you may be inaccurate or when you believe 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 you provided to us to another third party of your choice. However, the right to portability only applies to

personal data that we obtained from you based on consent or based on a contract to which you are one of the parties.

- **Right to object** – you have the right to object to data processing that is based on our legitimate interests. In the event that we do not have a compelling legitimate ground for processing and you file an objection, we will not process your personal data further.
- **Right to initiate personal data protection proceedings** – if you believe that we are processing your personal data unfairly or unlawfully, you may file a complaint with the supervisory authority, which is the Office for Personal Data Protection of the Slovak Republic, Hraničná 12, 820 07 Bratislava 27; tel. number: +421 /2/ 3231 3214; email: statny.dozor@pdp.gov.sk, <https://dataprotection.gov.sk>. In the case of filing a motion in electronic form, it is necessary that it meets the requirements under Section 19(1) of Act No. 71/1967 Coll. on Administrative Proceedings (Administrative Procedure Code).

The Controller shall provide the data subject with information on measures taken based on their request within one month of receipt of the request.

Does automated decision-making, including profiling, occur during the processing of your personal data?

No automated decision-making, including profiling, occurs during the processing of your personal data.