

Information provided to the data subject – employee

in accordance with Art. 13 and Art. 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Section 19 and Section 20 of Act No. 18/2018 Coll. on Personal Data Protection, as amended

Identification and contact details of the Controller:

FENEGA, s.r.o.

Kračúnovce 51, 087 01 Kračúnovce

Company ID: 36 600 938

company registered in the Commercial Register of the District Court Košice I, Section: Sro, Insert No. 17440/V

tel. contact: + 421 55 622 3105

e-mail: fenega@fenega.sk

Identification and contact details of the responsible person:

Given the scope and subject of its activities, the Controller is not obliged to appoint a Data Protection Officer.

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

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

Purpose of processing:	<u>Selection procedure</u>
Legal basis:	Pre-contractual relationship Act No. 311/2001 Coll. Labour Code, as amended
Description of categories of data subjects:	Job applicants
Categories of personal data:	Common categories of personal data
Categories of recipients:	Does not occur, unless a special law provides otherwise.

Purpose of processing:	<u>Personnel files of employees</u>
Legal basis:	Contractual relationship Act No. 311/2001 Coll. Labour Code, as amended
Description of categories of data subjects:	Employees, former employees, family members, persons performing or who performed work outside the employment relationship.
Categories of personal data:	Common categories of personal data
Categories of recipients:	Does not occur, unless a special law provides otherwise.

Purpose of processing:	<u>Attendance records</u>
Legal basis:	Contractual relationship Act No. 311/2001 Coll. Labour Code, as amended Legitimate interest of the Controller, fulfillment of the employer's obligation related to the employment relationship for the reason of recording and monitoring employee attendance in accordance with Art. 6(1)(f) of the GDPR Regulation and Section 13(1)(f) of Act No. 18/2018 Coll.
Description of categories of data subjects:	Employees, persons performing activities based on an agreement/contract, former employees and persons who performed

	activities based on an agreement/contract, family members.
Categories of personal data:	Common categories of personal data Special category of personal data: - biometric data (fingerprint)
Categories of recipients:	Supplier of the biometric system TSS Group a. s.

Purpose of processing:	<u>Sickness, social and pension insurance</u>
Legal basis:	Act No. 461/2003 Coll. on Social Insurance, as amended Act No. 43/2004 Coll. on Old-Age Pension Saving, as amended Act No. 462/2003 Coll. on Income Compensation during Temporary Incapacity for Work of an Employee and on amendments and supplements to certain acts
Description of categories of data subjects:	Employees, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract, family members.
Categories of personal data:	Common categories of personal data
Categories of recipients:	Social Insurance Agency

Purpose of processing:	<u>Fulfillment of obligations towards health insurance companies</u>
Legal basis:	Act No. 461/2003 Coll. on Social Insurance, as amended Act No. 43/2004 Coll. on Old-Age Pension Saving, as amended Act No. 462/2003 Coll. on Income Compensation during Temporary Incapacity for Work of an Employee and on amendments and supplements to certain acts
Description of categories of data subjects:	Employees, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract, family members.
Categories of personal data:	Common categories of personal data
Categories of recipients:	Health insurance companies

Purpose of processing:	<u>Fulfillment of tax obligations</u>
Legal basis:	Act No. 595/2003 Coll. on Income Tax, as amended
Description of categories of data subjects:	Employees, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract, family member.
Categories of personal data:	Common categories of personal data
Categories of recipients:	Tax Office

Purpose of processing:	<u>Fulfillment of the Controller's obligations towards inspection bodies</u>
Legal basis:	Act No. 311/2001 Coll. Labour Code, as amended, Act No. 125/2006 Coll. on Labour Inspection and on amendment and supplement to Act No. 82/2005 Coll. on Illegal Work and Illegal Employment and on amendment and supplement to certain acts, as amended

	Act No. 355/2007 Coll. on Protection, Support and Development of Public Health and on amendments and supplements to certain acts, as amended Act No. 124/2006 Coll. on Occupational Safety and Health Protection and on amendments and supplements to certain acts, as amended, other related regulations
Description of categories of data subjects:	Employees, spouses of employees, dependent children of employees, parents of dependent children of employees, close persons, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract
Categories of personal data:	Common categories of personal data
Categories of recipients:	Public authority bodies performing supervision, oversight, or inspection

Purpose of processing:	<u>Payroll agenda</u>
Legal basis:	Act No. 311/2001 Coll. Labour Code, as amended Act No. 90/1996 Coll. on Minimum Wage, as amended
Description of categories of data subjects:	Employees, spouses of employees, dependent children of employees, parents of dependent children of employees, close persons, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract
Categories of personal data:	Common categories of personal data
Categories of recipients:	Processor (SW) - Solitea Slovensko, a.s.

Účel spracúvania:	<u>Supplementary pension saving</u>
Legal basis:	Act No. 650/2004 Coll. on Supplementary Pension Saving and on amendments and supplements to certain acts, as amended
Opis kategórií dotknutých osôb:	Employees, former employees
Categories of personal data:	Common categories of personal data
Categories of recipients:	Supplementary pension saving

Purpose of processing:	<u>Business trips</u>
Legal basis:	Act No. 311/2001 Coll. Labour Code, as amended Act No. 283/2002 Coll. on Travel Allowances, as amended
Description of categories of data subjects:	Employees, former employees, co-traveling persons
Categories of personal data:	Common categories of personal data
Categories of recipients:	Does not occur, unless a special law provides otherwise.

Purpose of processing:	<u>Employee insurance</u>
Legal basis:	Act No. 283/2002 Coll. on Travel Allowances, as amended Act No. 39/2015 Coll. on Insurance and on amendments and supplements to certain acts, as amended

Description of categories of data subjects:	Employees, former employees
Categories of personal data:	Common categories of personal data
Categories of recipients:	Insurance companies

Purpose of processing:	<u>Purposes for OSH (Occupational Safety and Health) and FP (Fire Protection)</u>
Legal basis:	Act No. 355/2007 Coll. on Protection, Support and Development of Public Health and on amendments and supplements to certain acts, as amended Act No. 124/2006 Coll. on Occupational Safety and Health Protection and on amendments and supplements to certain acts, as amended Act No. 314/2001 Coll. on Fire Protection, as amended
Description of categories of data subjects:	Employees, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract
Categories of personal data:	Common categories of personal data Special categories of personal data in relation to data concerning health (work injuries)
Categories of recipients:	Public authority bodies performing supervision, oversight, or inspection Processor of OSH and FP services

Purpose of processing:	<u>Provision of work clothes</u>
Legal basis:	Act No. 311/2001 Coll. Labour Code, as amended Government Regulation No. 395/2006 Coll. on minimum requirements for the provision and use of personal protective equipment
Description of categories of data subjects:	Employees, persons performing activities based on an agreement/contract, former employees and persons who performed activities based on an agreement/contract
Categories of personal data:	Common categories of personal data
Categories of recipients:	Processor FeGa-TeX s. r. o.

Purpose of processing:	<u>Marketing and promotional activities of the company via the website www.fenega.sk</u>
Legal basis:	Consent to the processing of personal data of the data subject
Description of categories of data subjects:	Website visitors
Categories of personal data:	Common categories of personal data
Categories of recipients:	Processor SEDEM – Reklamná agentúra s.r.o.

Purpose of processing:	<u>Monitoring of premises via CCTV system</u>
Legal basis:	Legitimate interest of the Controller for reasons of security and property protection in accordance with Art. 6(1)(f) of the GDPR Regulation Section 13(1)(f) of Act No. 18/2018 Coll. Guidelines 3/2019 on processing of personal data through video devices

	Act No. 300/2005 Coll. Criminal Code, as amended Act No. 372/1990 Coll. on Misdemeanours, as amended.
Description of categories of data subjects:	Natural persons entering the monitored premises
Categories of personal data:	Common categories of personal data
Categories of recipients:	Processor GALARMTECH s. r. o. Court Law enforcement authority Misdemeanour authority Other authorized entity in accordance with Art. 6(1)(c) and (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council 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, and repealing Directive 95/46/EC (General Data Protection Regulation) in conjunction with Section 13(2) of Act No. 18/2018 Coll. on Personal Data Protection and on amendments and supplements to certain acts, as amended by Act No. 221/2019 Coll.

List of personal data, voluntariness or obligation to provide them:

The Controller/Processor collects and processes only those personal data defined in valid SR laws and are therefore mandatory by law. In case personal data beyond the scope of valid laws are needed, the Controller/Processor may request them from the data subject only with their demonstrable and voluntary consent.

Authorized person:

The Controller/Processor collects personal data through authorized persons who are in an employment relationship with the Controller, and who have been instructed pursuant to Art. 29 and Art. 32(4) of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Section 36 and Section 39(4) of Act No. 18/2018 Coll. on Personal Data Protection regarding rights and obligations established by the Act and regarding liability for their violation. The authorized person shall demonstrate affiliation with the Controller upon the request of the data subject.

List of third parties to whom personal data will be provided and the circle of recipients to whom personal data will be made available:

The Controller/Processor **does not provide** personal data to third parties except in cases where the obligation to provide personal data is imposed on the Controller by a generally binding legal regulation, or if the provision of personal data is agreed upon between the Controller and the data subject. The Controller/Processor **does not make available** personal data to third parties except in cases where the obligation to provide personal data is imposed on the Controller by a generally binding legal regulation, or if the making available of personal data is agreed upon between the Controller and the data subject. In the event that natural persons from supplier or service organizations come into contact with personal data, they are bound by confidentiality in accordance with Section 79 of Act No. 18/2018 Coll. on Personal Data Protection.

Publication of personal data:

The Controller/Processor does not publish the obtained personal data.

Third countries to which the transfer of personal data is envisaged:

The Controller/Processor **does not perform** nor **intend** [to perform] the transfer of personal data to a third country or an international organization.

Period of retention of personal data:

The Controller/Processor retains personal data in accordance with the valid Registry Rules and valid Registry Plan, where the period of retention of personal data and disposal of personal data is precisely

determined.

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.