Information about the Processing of Personal Data

We appreciate the confidence you have placed in us by entrusting your Personal Data to our company and we are determined to protect them and make you feel safe. In this document, we would like to familiarize you with the way we handle your Personal Data, how you can contact us in case of any questions related to the processing of your Personal Data or other important information on the processing of your Personal Data.

When processing your Personal Data, we follow the valid legal regulations, in particular Act No. 18/2018 Coll. on personal data protection, as amended (hereinafter referred to as the "Act") and Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (hereinafter referred to as the "GDPR").

Controller

We are the controller for the processing of your Personal Data:

Disig, a.s.

Galvaniho 17/C, 821 04 Bratislava

BIN: 35 975 946

Contact to the data protection officer: gdpr@disig.sk

Personal data categories

We process the following categories of data about you:

- Common personal data, such as in particular personal contact and identification data (in particular name, surname, date of birth, email), work contact data, contractual data, payment data, portrait, IP address, documents you have provided to us, and the data contained therein..

Purpose and legal basis of processing

Selection procedure: We process personal data for the purpose of the selection procedure on the basis of your job application *(pre-contractual relations)*.

Maintaining a database of job applicants: If you give us your *Consent to the processing of Personal data* for the purpose of keeping your data in our database of job applicants, we include you into our database of job applicants in order to contact you repeatedly. Personal Data used in the database of job applicants are processed upon your consent.

Contract performance: If you are a party to a contract concluded with us, the processing of your personal data is necessary for the performance of the subject of the contract and related obligation relationships (complaints, liability for defects) and this processing will be performed precisely *on the basis of the contract and special legal regulations,* such as, in particular, Act No. 250/2007 Coll. on Consumer Protection, as amended, Act No. 40/1964 Coll. - the Civil Code, as amended, Act No. 513/1991 Coll. - the Commercial Code, as amended.

Your Personal Data may be processed in order to perform the contract even if you are not a party to the relevant contract but the contract is otherwise related to you, e.g., you are the contact person (the employee) of our contractor (your employer) stated in the contract, so we will process your personal data on the basis of *our legitimate interest,* as long as we need to process them to the necessary extent as there is a relationship between you and our supplier and without the processing of your personal data we would not be able to properly carry out our activities and perform the contract.

Provision of technical support: For the purpose of providing this service, the personal data you provide to us may also be processed. We process these data on the legal basis of a *contract or our legitimate interest* in improving the products and correcting defects found.

Mutual communication: If you contact us with any issue, by means of any communication channel (mail, e-mail or telephone), your Personal Data will be processed for the purpose of communicating with you. We process personal data for communication with you based on your request. Such communication can take place on the legal basis of pre-contractual relationships, a contract, or our legitimate interest in providing our Services and products in the highest possible quality.

Security and stability of our information systems and network: For this purpose, we process your personal data on the basis of *our legitimate interest consisting* in the protection of rights, legally protected interests and property in our possession, as well as in the protection of rights and legally protected interests and property owned by other persons and in ensuring due operation of IT systems, infrastructure and applications, their security and protection against disturbances.

Debt recovery and litigation: For this purpose, we process your personal data on the legal basis of *our legitimate interest* in defending and pursuing our legal claims.

Sending of information about news, events and special offers of the company: We try to send newsletters (marketing information) to the extent and in a frequency, that you will not consider bothering. We process personal data for direct marketing purposes on the basis of your *consent* or on the basis of *our legitimate interest*.

Informing the public about the events, we have organized: For this purpose, we may publish your photographs or video recordings on various promotional materials and media, our website or social networks. We will always inform you in advance of the taking of photographs or video for this purpose. We take and publish photographs and videos on the basis of your *consent* or *our legitimate interest* for the purpose of our external presentation, marketing.

Processing of your request to exercise your rights under data protection legislation: We may also process your personal data for this purpose, the legal basis for such processing being the *data protection legislation,* namely *the GDPR and the Act*.

Compliance with legal obligations: When processing your personal data for individual purposes, your personal data are also processed on the basis of various special regulations that impose various obligations on us, e.g. bookkeeping, the processing of accounting and economic documents, administration of the registry, the provision of data to public and other authorities that supervise our activities or that settle disputes, or when implementing decisions. Such special regulations are, for instance, the Act, the GDPR, Act No. 272/2016 on Trust Services, Regulation (EU) No. 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC, Act No. 124/2006 Coll. on safety and health protection at work and on the amendment of certain laws as amended, Act No. 355/2007 Coll. on protection, encouragement and development of public health and on the amendment of certain laws as amended, Act No. 314/2001 Coll. on fire protection, Act No. 102/2014 Coll. on the protection of consumers in sale of goods or provision of services under remote contracts or contracts executed outside the business premises of the seller and on amendments and supplements to certain acts, Act No. 431/2002 Coll. on Accounting, Act No. 395/2002 Coll. on Archives and Registries.

Storage period

We store personal data for the purpose of performing the contract and thus providing the Service until this purpose of processing is attained (until the contract has been properly performed) and the deadline for making any claims lapses, but max. 4 years from the performance of the subject of the obligation relationship.

When providing technical support, we store the provided personal data only for a reasonably long period of time necessary for effective detection and elimination of the reported problem.

We retain personal data processed on the basis of your consent for the period specified in the consent or in this Information.

We will keep personal data processed on the basis of our legitimate interest only for the duration of the reasons for such processing.

We process personal data processed for the purpose of performing legal obligations only for a period that depends on the obligation we have to perform based on a special regulation and the deadline set by the special regulation.

Necessity to provide Personal Data

If the provision of personal data is a statutory or contractual requirement or a requirement that is necessary for the conclusion of a contract, the data subject is obliged to provide personal data. Otherwise, the purpose of the processing which the controller intended to carry out in the case of the provision of personal data cannot be attained.

Provision and disclosure of your Personal Data

In general, we can disclose and/or provide your Personal Data to other subjects such as government authorities and public authorities for the purpose of executing inspection and supervision (e.g., the Labour Inspectorate), courts, LEAs, accountants, auditors, lawyers, IT systems and support suppliers, and other external professional advisers and other entities providing us with products and services (legal/natural persons). We are responsible for the proper protection of your personal data, which are provided and/or made available to other entities acting as processors. The current list of specific recipients of personal data can be provided on request via our email address.

Transfer of personal data to third countries or international organizations

The controller does not transfer and does not intend to transfer personal data to a third country or an international organization.

Automated decision-making

Processing of Personal Data for the purposes laid down above does not include any automated decision-making.

Profiling

Processing of Personal Data for the purposes laid down above does not include any profiling.

Rights of the data subject

As a data subject, you have the following rights:

Right of access to data

To put it simply, you have the right to know which of your Personal Data we process, for what purpose, how long, where we obtain them, to whom they are provided, who else processes them and what other rights you have with respect to the processing of your Personal Data. However, if you are not sure, which of your Personal Data are processed, you may request a confirmation on whether Personal Data related to you are or are not processed in our company, and if so, you have the right of access to your personal data and additional information resulting from Art. 15 of the GDPR or Article 21 of the Act. As part of your right of access to data, you may ask us for a copy of the personal data processed, whereas we will provide you with the first copy free of charge and subsequent copies with a fee. However, this may not restrict the rights of third parties.

Right to demand rectification

Personal Data must be correct, up-to-date and truthful. If we hold any inaccurate or incompletepersonal data about you, you have the right to obtain the rectification of the inaccurate or incomplete data concerning you without undue delay and/or to have your personal data completed. By exercising this right, you are helping us to maintain your personal data correct and up-to-date.

Right to erasure (right "to be forgotten")

In some cases, you have the right to have your personal data erased if the conditions of Article 17 of the GDPR or Article 23 of the Act are met. We will delete your personal data without undue delay, in particular if one of the following reasons is met:

- your personal data are no longer necessary in relation to the purposes for which they were processed;
- you withdraw the consent that you had previously given us to process your personal data, and there is no other legal ground to process that personal data;
- you exercise your right to object to the processing of personal data that we process on the basis of our legitimate interests, and we determine that any such legitimate grounds on our part no longer outweigh your legitimate grounds;
- we establish that we have unlawfully processed your personal data.

But please keep in mind that, even if one of these reasons applies, it does not mean that we will immediately erase all your personal data. However, this right cannot be exercised if the processing of your personal data is still necessary to comply with our legal obligation or to establish, exercise or defend our legal claims.

Right to the restriction of processing

In some cases, in addition to the right to erasure, you have the right to demand the restriction of the processing of your personal data if the conditions of Art. 18 of the GDPR or Article 24 of the Act are met. This right allows you, in certain cases, to require your personal data to be tagged and not to be the subject to any further processing – in this case not forever, but for a limited time (as in the case of the right to erasure). The processing of personal data must be restricted if:

- you contest the accuracy of your personal data - in such case our company will restrict the processing of them for a period enabling us to verify their accuracy;
- we process your Personal Data unlawfully, but you prefer restriction rather than erasure of such data;;
- your Personal Data are no longer needed for the purposes laid down above, but you request them to prove, exercise or defend your legal claims, or
- you object to processing, for a period during which we determine whether your objection is justified.

Right to data portability

You have the right to receive personal data concerning you from us, which you have provided to us, in a structured, commonly used and machine-readable format. You have the right to transfer the personal data received in this way to another controller without us preventing you from doing so. Such portability of personal data is possible if your personal data were processed on the basis of the consent provided or on the basis of a contract and if the processing was carried out by automated means. If technically possible, you have the right to a direct transfer from one controller (us) to another controller. However, this may not restrict the rights of third parties.

Right to object to processing

You have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data that we carry out due to the performance of a task carried out in the public interest or in the exercise of public authority given to us or if the processing is carried out on the basis of our legitimate interest or that of a third party, this also applies to profiling. You also have the right to object to the processing of personal data for direct marketing purposes, including profiling to the extent that it is related to such direct marketing.

Right to withdraw consent for processing

If your personal data are processed on the basis of consent, you, as the data subject, are entitled to withdraw the consent at any time. Withdrawal of consent does not affect the lawfulness of the processing of your personal data before the withdrawal of such consent.

Exercise of rights

If you decide to exercise any of the above rights against us in connection with the processing of your personal data, you can do so in writing at the address of our headquarters or electronically at the email address: gdpr@disig.sk.

We will respond to your request regarding the processing of personal data without undue delay at the latest within one month of its receipt. In extraordinary cases, such period may be extended by additional two months, but we will definitely inform you of the reasons for such extension within one month from the receipt of the request. Information shall be provided free of charge. If your requests are inappropriate or too frequent, we can require an appropriate administrative charge in connection with the processing of your request.

Right to lodge a complaint with the supervisory authority

You have the right to lodge a complaint with the supervisory authority responsible for supervising the processing of personal data. In the territory of the Slovak Republic, this authority is the Office for Personal Data Protection of the Slovak Republic, https://dataprotection.gov.sk, Hraničná 12, 820 07 Bratislava 27; telephone number: +421/2/32313214; E-mail: statny.dozor@pdp.gov.sk

Security of personal data

We have taken appropriate measures to protect your personal data in the light of the current state of technology, in particular to prevent the leakage, misuse or destruction of your personal data.

These measures are detailed and defined in the company‘s internal regulations, and every employee who comes into contact with personal data is obliged to familiarize themselves with and follow the same.

If we provide and/or disclose personal data to a third party who renders services necessary to attain some of the purposes for Personal Data processing, such third party being a processor will have to adopt appropriate measures to protect the confidentiality, integrity and security of personal data.

Contact details

If you wish to send questions or have comments to our data protection officer for personal data protection in connection with the processing of your personal data, you can do so via e-mail: gdpr@disig.sk, or in writing at the address of our headquarters.

We may update this Information without notice. Therefore, we kindly ask you to regularly familiarize yourself with its current wording, which you can find either on our website or we will be happy to provide you with it on request.

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