

Information on the Processing of Personal Data

in accordance with Article 13 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 (hereinafter: "GDPR")

Company:

Name: **Disig, a.s.**
Registered Office: Záhradnícka 151, 821 08 Bratislava
Company ID (IČO): 35 975 946
Registration: Business Register of the District Court of Bratislava I,
Section: Sa, Insert No.: 3794/B
Contact Details: disig@disig.sk
+421 (0)2 208 50 140
Data Protection Officer Contact: gdpr@disig.sk

Our company is a provider of trust services and processes information about you, some of which may be considered to be personal data. We process them for several purposes:

Purpose of processing: providing services and products and the related establishment, exercise, defence and enforcement of legal claims

Legal basis: contractual / pre-contractual relationship

Recipient of personal data: none

Storage period: 4 years from the date of providing the service or product or from the termination of the contractual relationship, the subject of which was the provision of the service and product

Purpose of processing: keeping correspondence for the purpose of fulfilling the obligation of the creator of a registry and the establishment, exercise and defence of legal claims

Legal basis: our legal obligation in accordance with Act No. 395/2002 Coll. on Archives and Registries and on Amendments to Certain Acts

Recipient of personal data: none

Storage period: ordinary correspondence for a period of 3 years, legally significant correspondence for a period of 10 years

Purpose of processing: processing of contact details for the purpose of business communication

Legal basis: our legitimate interest in ensuring communication in the performance of work duties and contractual relationships

Recipient of personal data: persons providing communication (employees, clients, suppliers, etc.)

Storage period: for the duration of the purpose

<i>Purpose of processing:</i>	sending marketing information by e-mail
Legal basis:	our legitimate interest in promoting the company and informing about new services, products or their improvements
Recipient of personal data:	none
Storage period:	during the provision of the services plus one year after their termination
<i>Purpose of processing:</i>	providing technical support, testing and development of products and services
Legal basis:	our legitimate interest in improving the company's products and eliminating identified deficiencies
Recipient of personal data:	providers of components or parts of the products and services if necessary to solve or eliminate any problem
Storage period:	no later than 14 days from the elimination of the identified deficiencies
<i>Purpose of processing:</i>	providing network and information systems management
Legal basis:	our legitimate interest of the controller in ensuring the availability, confidentiality and integrity of the data
Recipient of personal data:	none
Storage period:	for the duration of the purpose
<i>Purpose of processing:</i>	keeping accounts and accounting and economic documents
Legal basis:	our legal obligation in accordance with Act No. 431/2002 Coll. on Accounting as amended and Act No. 222/2004 Coll. on Value Added Tax as amended
Recipient of personal data:	none
Storage period:	10 years
<i>Purpose of processing:</i>	register of candidates during a selection procedure
Legal basis:	pre-contractual relationships in accordance with Act No. 311/2001 Coll., the Labour Code, as amended
Recipient of personal data:	none
Storage period:	during the selection procedure

Purpose of processing: database of job seekers

Legal basis: data subject's consent

Recipient of personal data: none

Storage period: maximum 3 years

Purpose of processing: handling requests from data subjects exercising their rights

Legal basis: our legal obligation in accordance with Act No. 18/2018 Coll. on Personal Data Protection and on Amendments and Supplements to Certain Acts and the GDPR

Recipient of personal data: none

Storage period: 5 years

Necessity of providing personal data

Should the provision of personal data be a legal or contractual requirement, or a requirement necessary for the conclusion of a contract, the data subject is obliged to provide the personal data. Otherwise, we will not be able to accomplish the intended purpose of their processing.

Providing and making available your personal data

We may generally provide your personal data and/or make them available to other entities, such as tax authorities, state administrative bodies and public authorities for the performance of control and supervision (e.g. labour inspectorates), courts, law enforcement authorities, accountants, auditors, lawyers, IT system and support providers and other external professional advisers, as well as to other companies, which provide us with products and services. We are responsible for the proper protection of your personal data provided and/or made available to other entities in a position of processors. The up-to-date list of specific recipients of personal data can be provided on request via our e-mail address.

Transfer of personal data to third countries or international organizations

We do not and do not intend to transfer personal data to any third country or international organization.

Automated decision-making, including profiling

No automated decision-making or profiling is performed when processing personal data for the purposes set out above.

Your rights

In terms of GDPR, you have the right to

- **access to your personal data**, which includes the right to obtain confirmation as to whether or not your personal data are processed by us, and, where that is the case, the right to obtain information about the processing of such data (the purpose of their processing, categories of your personal data, their recipients, the storage period, the source of your personal data, etc.);
- **rectification** of your inaccurate or out-of-date personal data and their completion if necessary (depending on the type of processing);

- **restriction of processing** your personal data if
 - the accuracy of your personal data is contested by you, for a period enabling us to verify the accuracy of your personal data;
 - the processing is unlawful and you oppose the erasure of your personal data and request the restriction of their use instead;
 - we no longer need your data, but they are required by you for the establishment, exercise or defence of legal claims;
- **object to processing of your personal data on grounds relating to your particular situation, in which case we must demonstrate that**
 - the processing is necessary in view of our legitimate interests;
 - our legitimate grounds for the processing override your interests, rights and freedoms;
 - there are grounds for the establishment, exercise or defence of legal claims;
- **erasure** of your personal data (unless any of the grounds stipulated by Article 17(3) of the GDPR applies) in cases where the personal data
 - are no longer necessary in relation to the purposes for which they were collected or otherwise processed by us;
 - have been unlawfully processed;
 - have to be erased in order to fulfil our legal obligation;
- **submit a complaint to the Office for Personal Data Protection of the Slovak Republic.**

Some of these rights apply only with certain exceptions described in the GDPR and only on condition that we can identify you - we will therefore comply with your requirements in accordance with these legal conditions.

You can exercise your rights with us in paper or electronic form, using the contact details listed in the header of this information. We will be happy to answer any questions you may have. Please do not hesitate to contact us via e-mail: gdpr@disig.sk.