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List of processed personal data and information provided pursuant to § 19 of the Act no. 18/2018 Z. z. on the protection of personal data (hereinafter the "Act")

IP accounting documents
<p>Processing of personal data of the persons concerned - in accordance with § 13 par. 1 letter b) of the Act, for the purpose of invoicing the persons concerned - clients in the establishment and fulfillment of pre-contractual and contractual relations - an automated and non-automated form of personal data processing.</p> <p>Automated processing of personal data: processed by the intermediary on the basis of a contract.</p> <p>Semi-automated processing of personal data: (SW MS OFFICE).</p> <p>Non-automated processing of personal data (contracts, invoices, orders) Affected persons - contractual partners.</p> <p>The processing of personal data is necessary for the identification of the contracting parties, and unless the data subject provides his or her personal data, it will not be possible to conclude the relevant contract.</p> <p>Categories of beneficiaries: tax office, contract auditor, competent state authorities on the basis of special laws. Personal data is not provided to third countries. Personal data is also processed by the intermediary on the basis of an intermediary contract</p>
IP registry administration

Automated processing: web application www.slovensko.sk

Non-automated processing of personal data (book of incoming and outgoing mail, files, documentation, guest book),

The purpose of personal data processing is to keep the administration of the registry according to § 13 par., 1 let. c) of the Act.

List of personal data: title, name, surname, signature, address, e-mail address, telephone number.

Personal data are processed on the basis of Act no. 395/2002 Z. z. on archives and registries and on the amendment of certain laws as amended, personal data in the scope of the electronic mailbox www.slovensko.sk

Affected persons: natural persons - senders and recipients of correspondence, statutory body of the operator.

Failure to provide personal data will not make it possible to send the relevant correspondence, which will prevent the data subject from fulfilling his or her job duties.

Categories of beneficiaries: relevant archives, competent state authorities on the basis of special laws. Estimated time limit for erasure of personal data: according to the registration plan.

Personal data is not provided to third countries.

IP external partners

Processing of personal data of the persons concerned - partners in accordance with § 13 par. 1 letter b) or § 78 par. 3 of the Act for the purpose of keeping records of external (business) partners, clients.

Automated form of personal data processing: (SW - MS Office).

Non-automated (business cards, lists).

List of personal data: name, surname, title, address of job or service classification, professional department, place of work, telephone number, e-mail address, identification data of the employer. Affected persons - business partners.

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Personal data is not provided to third countries.

IP clients

Processing of personal data of the persons concerned - clients in accordance with § 13 par. 1 letter b) of the Act in order to identify the client's economic identity in the provision of services - processing of construction projects.

Automated form of personal data processing: (SW - MS OFFICE).

Non-automated (projects and relevant documentation in printed version).

List of personal data: title, name, surname, address, data on economic identity within the scope of the processed project. Affected persons - clients.

The processing of personal data is necessary to identify the contracting parties, and unless the data subject provides his or her personal data, it will not be possible to conclude the relevant project processing contract.

Personal data is not provided to third countries

IP records of accommodated

The purpose of personal data processing is: Processing of personal data for the purpose of keeping records of accommodated

Method of personal data processing:

- Non-automated processing of personal data (Book of residents, lists, orders, agreements, other documentation),
- Semi-automated processing of personal data (MS WORD)

Persons concerned: Persons to whom the operator provides services on the basis of an accommodation contract

Legal basis: §24 of Act 253/1998 Z. z. as amended and §5 of Act No. 48/2002 Z. z. as amended

List of personal data: Name, surname, address of permanent residence, number of identity card or travel document, period of accommodation, date of birth, nationality, visa number except for name, surname, address of permanent residence number of travel document

IP camera system

The purpose of IP processing: Monitoring of premises is for the purpose of protection of property, health and detection of crime in accordance with Art. 1 letter F) of the GDPR Regulation.

Method of personal data processing:

- Automated processing of personal data (automatic clearing of video recording on the recording device)

Data subjects: The data subjects about whom personal data are processed are: persons moving in the monitored area

List of personal data: A recording from the camera system capturing the person concerned.

Transfer of personal data to a third country / international organization: Transfer to third countries or international organizations does not take place.

Identification of beneficiaries, categories of beneficiaries: The operator may provide personal data to bodies active in criminal proceedings: PD of SR, court and prosecutor.

Retention period of personal data or criteria for its determination:

Business conditions of purchases and deliveries - 5 years.

Business opportunities (search) - 2 years.

Demands - 5 years.

Offers - 3 years.

Prices - 3 years.

Customers - 3 years.

Business contracts and agreements - 5 years (after the expiry of the contract or agreement).

Invoices - 10 years.

Book of received and sent invoices or other registration tool - 10 years.

Supplier and customer documents (individually) - 10 years.

Order book - 10 years.

Expenses and transfers - 5 years.

Contributions to funds (monthly) - 10 years.

Cash receipts and books, including cash limit - 10 years.

Accounting, annual financial statements, general ledger - 10 years.

Bank documents (including statements and bulk transfer orders) - 10 years.

Bank statements (current account, investment funds, social fund) - 10 years.

Documents related to the registration of assets, including leasing - 5 years.

Customs declarations, contact with customs - 10 years.

Violation of financial and price discipline - measures - 5 years.

Telecommunication agenda (statements, warranty cards, etc.), including mobile phone management and controlling - 5 years.

Lease agreements - 10 years.

Purchase of machinery and equipment - 5 years.

Ordinary correspondence - 2 years.

Records of business meetings and business trips.

Records of meetings of the governing bodies (statutory body).

Documentation from negotiations with the employer's representatives - 2 years.

Registry administration (registration aids, disposal of documents, etc.) - 2 years.

Other archived documents and data according to the registration rules of the operator.

Projects - 10 years.

Camera recording - 14 days.

- The affected person has the right: to lawful processing of personal data according to § 13 of the Act, to access according to § 21 of the Act, to correct personal data according to § 22 of the Act, to delete according to § 23 of the Act, to restrict processing according to § 24 of the Act, to transfer personal data according to §26 of the Act, to object to the processing of personal data according to § 27 of the Act as well as the rights according to § 19 par. 2 of the Act:
 - require the controller to have access to personal data concerning the data subject,
 - revoke their consent at any time (if the consent was required by law),
 - to file a motion to initiate proceedings pursuant to § 100 of the Act.

Personal data is provided to third parties only on the basis of a contract or special laws (for example: the Police Department Act).

The Operator declares that on the basis of the security analysis, it has taken appropriate and proportionate technical and organizational measures, including the implementation of security policies, the provision of access rights for authorized persons, so as to ensure the protection of personal data.

The operator has developed internal regulations for the protection of personal data and ensures security measures arising from GDPR and the law in the areas of physical and object security, personnel security, administrative security, information security and cryptographic protection of information.