

# Attachment to Privacy Policy

## Records of Intermediary Activities

According to Article 30(1) of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the Protection of Natural Persons when processing personal data and on the free movement of such data (hereinafter referred to as the "Regulation")

1/ CONTROLLER'S DATA	
Controller's Name	SPIRAM s.r.o.
Company ID No.	36 668 125
Street, number, municipality and postal code, state	Priemyselná 444, 965 01 Ladomerská Vieska
Legal form	Spoločnosť s ručením obmedzeným ( <i>eq. to Limited Liability Company</i> )
Controller's statutory body (or the person authorized to act on its behalf)	Jozef Hyriak
	Ing. Maroš Hyriak
Contact details	Ing. Zdenka Bartošíková

ECONOMIC AND ACCOUNTING AGENDA	
Name of IS	<i>Economic and Accounting Agenda IS /IS9/</i>
Purpose of personal data processing	The purpose of personal data processing is the processing of orders, incoming invoices and invoicing, contact with the bank, cash register management, providing for cash receipts and expenses, warehouse management, recording fixed assets (including automatic depreciation) and small assets, keeping single/double-entry bookkeeping of the business.
Legal Basis	<p>The Accounting Act No. 431/2002 Coll., as subsequently amended</p> <p>The Act No. 222/2004 Coll. on Value Added Tax, as subsequently amended</p> <p>The Act no. 18/2018 Coll on the Personal Data Protection and on changes and amendments to some acts</p> <p>The Act No. 145/1995 Coll. on Administrative Fees, as subsequently amended</p> <p>The Act No. 40/1964 Coll. on the Civil Code, as subsequently amended</p> <p>The Act No. 152/1994 Coll. on the Social Fund and on changes and amendments to the Act No. 286/1992 Coll. on Income Taxes, as subsequently amended</p> <p>The Act no. 311/2001 Coll. the Labour Code, as subsequently amended</p> <p>The Act No. 55/2017 Coll. on the Civil Service and on changes and amendments of certain acts, as subsequently amended</p> <p>The Act No. 513/1991 Coll. on the Commercial Code, as subsequently amended</p> <p>The Act No. 583/2004 Coll. on Budgetary Rules of Territorial Self-Government and on changes and amendments to certain acts</p>

<b>Categories of recipients</b>	Competent tax authorities, the Financial Directorate and other public authorities according to the relevant legal regulations, Intermediary for accounting processing, Auditors Authorised staff Lawyers	
<b>Deadlines for personal data deletion</b> <i>(the time periods specified are according to the Record Order)</i>	Auditor's reports, Annual reports, Financial plans	10 years
	Billing/Invoicing	10 years
	Internal documents	10 years
	Cashier	10 years
	Recovery of receivables	5 years
	Bank statements	10 years
	Annual statistics	10 years
	Statistics - monthly and quarterly	5 years
	Financial statements	10 years
<b>Categories of Data Subjects</b>	Natural persons – Employees of the Controller Suppliers and customers – Natural persons, self-employed Employees of suppliers and customers Representatives of suppliers and customers	
<b>Categories of personal data</b>	<ul style="list-style-type: none"><li>- First name, surname, title</li><li>- Permanent residence</li><li>- Date of birth</li><li>- Type and number of the ID document</li><li>- Temporary residence</li><li>- Phone number</li><li>- Email address</li><li>- Signature</li><li>- Bank account number of the natural person</li></ul>	
<b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the form of</b>		
<ul style="list-style-type: none"><li>► Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</li><li>► Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</li><li>► Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</li></ul>		
Information on the existence of automated decision-making, including profiling – <b>N/A</b>		
Cross-border transfer of personal data – <b>N/A</b>		

## RECOVERY OF RECEIVABLES

<b>Name of IS</b>	<i>Recovery of Receivables IS /IS11/</i>
<b>Purpose of personal data processing</b>	<i>The purpose of personal data processing within this agenda is to secure the claims from outstanding liabilities of debtors– i.e. recovery of receivables from debtors. This agenda also covers processing of personal data for the purpose of satisfying the creditor (i.e. the Controller) in full amount from the sending of reminders, invitations, submission of a motion to the competent court of the Slovak Republic or arbitration court, enforcement of a final decision by submitting an application for enforcement to a bailiff, filing for bankruptcy or restructuring, and next steps associated with the exercise of the claim for payment of the amount due.</i>
<b>Legal Basis</b>	<p><i>The Act No. 460/1992 Coll. Constitution of the Slovak Republic, as subsequently amended</i></p> <p><i>The Act No. 40/1964 Coll. on the Civil Code, as subsequently amended</i></p> <p><i>The Act No. 160/2015 Coll. Civil Dispute Procedure Code, as subsequently amended</i></p> <p><i>The Act No. 161/2015 Coll. Civil Non-contentious Procedure, as subsequently amended</i></p> <p><i>The Act No. 162/2015 Coll., the Code of Administrative Procedure, as subsequently amended</i></p> <p><i>The Act No. 300/2005 Coll. Criminal Code</i></p> <p><i>The Act No. 301/2005 Coll. Code of Criminal Procedure</i></p> <p><i>The Act No. 71/1967 Administrative Procedure Code</i></p> <p><i>The Act No. 233/1995 Coll. on Bailiffs and Enforcement of Activity (Enforcement Code ) and on changes and amendments to certain acts, as subsequently amended</i></p> <p><i>The Act No. 7/2005 Coll. on Bankruptcy and Research on Structuring and on changes and amendments and to certain acts</i></p> <p><i>The Act No. 153/2001 Coll. on the Public Prosecutor's Office, as subsequently amended</i></p> <p><i>The Act No. 372/1990 Coll. on Offences, as subsequently amended, Act No. 586/2003 Coll. on Advocacy and on changes and amendments to the Act No. 455/1991 Coll. on Trade Licensina (the Trade Licensina Act). as subsequentlv</i></p> <p><i>The Personal Data Protection Act and related legislation, as subsequently amended</i></p>
<b>Categories of Recipients</b>	<p><i>Lawyers / legal representatives</i></p> <p><i>Employees of the Controller</i></p> <p><i>Debtor and their legal representatives</i></p> <p><i>Intervener and other persons involved in the dispute</i></p> <p><i>Judicial authorities</i></p> <p><i>Bailiffs' offices</i></p> <p><i>State administration authorities, public authorities and public administration under applicable law</i></p> <p><i>Authorised personnel</i></p>
<b>Periods for deletion of personal data</b>	<i>3 to 10 years after the end of the contractual relationship with the client</i>
<b>Categories of data subjects</b>	<i>Debtors of the Collector</i>
<b>Categories of personal data</b>	<i>Name, surname, address of permanent residence or residence, date of birth or any other</i>

**The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the form of**

- ▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services
- ▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident
- ▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing

Information on the existence of automated decision-making, including profiling – **N/A**

Cross-border transfer of personal data – **N/A**

## CONTRACTUAL RELATIONS

<b>Name of IS</b>	<i>Contractual Relations IS /IS12/</i>	
<b>Purpose of personal data processing</b>	<p><i>Monitoring compliance, procuring legal matters, reviewing and preparing contractual relations, transferring of assets, lease contracts, purchase contracts.</i></p> <p><i>Furthermore, it is frequenting the drafting of contracts within the framework of the supply of human – relations, exercising the right to fulfil obligations under contracts and property sanctions, rights to compensation for damage, etc.</i></p>	
<b>Legal Basis</b>	<p><i>The Act No. 40/1964 Coll. on the Civil Code, as subsequently amended</i></p> <p><i>The Act No. 513/1991 Coll. on the Commercial Code, as subsequently amended</i></p> <p><i>The Act No. 250/2007 Coll. on Consumer Protection and on Amendments to the Act of the Slovak National Council No. 372/1990 Coll. on offences, as subsequently amended</i></p> <p><i>Contracts concluded in accordance with the legal regulations above</i></p>	
<b>Categories of Recipients</b>	<i>State administration authorities, public authorities and public authorities under applicable law</i>	
	<i>Banks</i>	<i>The Act No. 483/2001 Coll. on Banks, as subsequently amended</i>
	<i>Insurance institutions</i>	<i>The 39/2015 Coll. on Insurance and on changes and amendment of certain acts, as subsequently amended</i>
	<i>Slovenská pošta a Courier Companies</i>	<i>The Act No. 324/2011 Coll. on Postal Services, as subsequently amended</i>
	<i>Suppliers</i>	<i>Contractual basis</i>
	<i>Courts, law enforcement authorities</i>	<p><i>The Act no. 160/2015 Coll. Code of Contentious Civil Procedure, as subsequently amended,</i></p> <p><i>The Act no. 161/2015 Coll. Code of Non-contentious Civil Procedure, as subsequently amended</i></p> <p><i>The Act no. 162/2015 Coll. the Code of Administrative Procedure, as subsequently amended</i></p> <p><i>The Act No. 301/2005 Coll. on the Code of Criminal Procedure, as subsequently amended</i></p>
	<i>Auditors of the financial statements</i>	<i>The Act No. 431/2002 Coll. on Accounting, as subsequently amended</i>
	<i>Intermediary:</i> <i>Auditors:</i>  <i>Lawyers:</i>	

Periods for deletion of personal data	- Records of important contracts – Contracts with cities, contracts for real estate	10 years
	Records of other contracts (Central Lists, Supplier, Customer, Consulting Contracts, Insurance Policies, Leasing Contracts, Investments, Loan Agreements, Leases, etc.)	10 years
	- Insurance claims	10 years
Categories of data subjects	- Contractual Party – Natural person	
Categories of personal data	<ul style="list-style-type: none"><li>- Title</li><li>- Name</li><li>- Surname</li><li>- Date of birth</li><li>- Personal number</li><li>- Phone number</li><li>- Email address</li><li>- ID Card No.</li><li>- License plate</li><li>- Price</li><li>- Account no.</li></ul>	
<p>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</p> <ul style="list-style-type: none"><li>▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</li><li>▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</li><li>▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</li></ul>		
Information on the existence of automated decision-making, including profiling – <i>N/A</i>		
Cross-border transfer of personal data – <i>N/A</i>		

<b>Self-employed Person Records</b>	
<b>Name of IS</b>	<i>Self-employed Person Records IS /IS14/</i>
<b>Purpose of personal data processing</b>	<i>The purpose of personal data processing within the framework of the agenda is to prepare and manage the supplier and clients relations with the self-employed persons. The agenda framework includes contractual relations, invoices and orders, records of deliveries and goods, services, etc.</i>
<b>Legal Basis</b>	<i>Contract between the Controller and a self-employed person authorized by the Constitution of the Slovak Republic, the Civil Code, the Commercial Code The Act No. 455/1991 Coll., the Trade Licensing Act and any relevant legislation</i>

<b>Categories of Recipients</b>	State administration authorities, public authorities and public administration authorities under applicable legal regulations Auditors Authorised personal Lawyers
<b>Deadlines for deleting personal data</b>	10 years after the end of the contractual relationship due to registration within the accounting
<b>Categories of data subjects</b>	Customer/supplier – self-employed person
<b>Categories of personal data</b>	<ul style="list-style-type: none"> <li>– Name, surname, title</li> <li>– Address, place of residence</li> <li>– Date of birth</li> <li>– Bank – account number</li> <li>– Contact details</li> </ul>
<p><b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</b></p> <ul style="list-style-type: none"> <li>▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</li> <li>▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</li> <li>▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</li> </ul>	
Information on the existence of automated decision-making, including profiling – <b>N/A</b>	
Cross-border transfer of personal data – <b>N/A</b>	

<b>REPRESENTATIVES OF SUPPLIERS AND CUSTOMERS RECORDS</b>	
<b>Name of IS</b>	Registration of Representatives of Suppliers and Customers IS /IS15/
<b>Purpose of personal data processing</b>	The purpose of personal data processing within agenda framework is the management of representative, employee, supplier and customer databases due to performance of their work, service and functional duties and ensuring smooth supplier and customer relations.
<b>Legal Basis</b>	Legitimate interest within the meaning of Article 6(1f) of the GDPR. The main legitimate interest is to ensure contacts within the trouble-free flow of business relations, as well as the application of S. 78(3) of the Act no. 18/2018 Coll. on the Personal Data Protection and on changes and amendments to certain acts.
<b>Categories of Recipients</b>	Auditors Authorised personnel Lawyers
<b>Deadlines for deleting personal data</b>	Within 30 days following the date of termination the supplier and consumer relations
<b>Categories of data subjects</b>	Natural person – Representatives / Employees of the supplier, customer
<b>Categories of personal data</b>	<ul style="list-style-type: none"> <li>– Name, surname, title</li> <li>– Occupational, functional or professional classification</li> <li>– Employee's personal number</li> <li>– Employee number</li> <li>– Department</li> <li>– Place of work</li> <li>– Phone number</li> <li>– Fax number</li> <li>– Email address to the workplace</li> <li>– Identification data of the employer</li> </ul>

**The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:**

- ▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services
- ▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident
- ▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing.

Information on the existence of automated decision-making, including profiling – **N/A**

Cross-border transfer of personal data – **N/A**

## Client Records

<b>Name of the IS</b>	<i>Client Records IS /IS18/</i>
<b>Purpose of personal data processing</b>	<i>In the Information System, personal data of natural persons – clients as registered clients when ordering services or goods provided by the Controller is processed in order to keep records of clients and its contact lists.</i>
<b>Legal Basis</b>	<i>The consent of the data subject under Article 6(1a) of the Regulation and the Act on the Protection of Personal Data, while the data subject has the right to withdraw their consent at any time. Withdrawal of consent shall not affect the lawfulness of processing based on the contents prior to its withdrawal.</i>
<b>Categories of Recipients</b>	<i>State administration authorities, public authorities and public administration authorities under the relevant public authorities Authorised personnel Lawyers Auditors</i>
<b>Deadlines for deleting personal data</b>	<i>Client records – 5 years</i>
<b>Categories of data subjects</b>	<i>Natural persons - Clients</i>
<b>Categories of personal data</b>	<i>Title, name and surname Email address Phone</i>

**The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:**

- ▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services
- ▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident
- ▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing

Information on the existence of automated decision-making, including profiling – **N/A**

Cross-border transfer of personal data – **N/A**

## CONTRACTUAL RELATIONS – CLIENTS – NATURAL PERSONS

<b>Name of IS</b>	<i>Contractual Relations IS – Clients – Natural persons /IS19/</i>
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<b>Purpose of personal data processing</b>	<i>In the Information System, personal data of natural persons – clients when ordering services or goods provided by the Controller on the basis of orders (by phone, email, via the order form on the website) are processed</i>	
<b>Legal Basis</b>	<i>The contractual relationship between the Controller and the customer established by the confirmed order or a contract within the scope of business of the Controller, authorized by the Constitution of the Slovak Republic, the Civil Code, the Commercial Code</i> <i>The Act No. 455/1991 Coll., the Trade Licensing Act and related legislation. /Article 6(1b) / Processing of Personal Data of Natural Persons – Clients is necessary to perform the subject of the contractual relationship, where the data subject – the client is a contractual party</i>	
<b>Categories of Recipients</b>	<i>State administration authorities, public authorities and public administration authorities under applicable law</i> <i>Auditors</i> <i>Authorised personnel</i> <i>Lawyers</i>	
<b>Periods for deletion of personal data</b>	<i>Records of clients (invoices, orders, complaints)</i>	<i>5 – 10 years</i>
<b>Categories of data subjects</b>	<i>Natural persons - Clients</i>	
<b>Categories of personal data</b>	<ul style="list-style-type: none"><li><i>– Name, surname</i></li><li><i>– Address</i></li><li><i>– Phone number</i></li><li><i>– Email</i></li></ul>	
<b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</b>		
<ul style="list-style-type: none"><li><i>▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</i></li><li><i>▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</i></li><li><i>▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</i></li></ul>		
Information on the existence of automated decision-making, including profiling – <b>N/A</b>		
Cross-border transfer of personal data – <b>N/A</b>		

<b>PUBLICATION OF CONTRACTS</b>		
<b>Name of IS</b>	<i>Contract Publication IS /IS20/</i>	
<b>Purpose of personal data processing</b>	<i>The purpose of personal data processing within the framework of the contract publication agenda is the performance of obligations arising from the Act No. 211/2000 Coll. on Free Access to Information and on changes and amendments to some acts, as subsequently amended.</i>	
<b>Legal Basis</b>	<i>The Act No. 211/2000 Coll. on Free Access to Information and on changes and amendments to certain acts, as subsequently amended.</i>	
<b>Categories of Recipients</b>	<i>State administration authorities, public authorities and public administration authorities under applicable law, especially the Ministry of Education, Science, Research and Sport of the Slovak Republic, self-governing regions, relevant professional organisations or relevant professional organisations</i> <i>Public</i>	
<b>Periods for deletion of personal data</b>		
<b>Categories of data subjects</b>	<i>Authorised persons and employees of the contracting party compulsory publishing contracts (hereinafter referred to as the “Data Subject”)</i>	



<b>Categories of personal data</b>	– Name, surname, position, contact details of the person and/or employee acting on behalf of the data subject
<p><b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</b></p> <ul style="list-style-type: none"> <li>▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</li> <li>▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</li> <li>▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</li> </ul>	
Information on the existence of automated decision-making, including profiling – <b>N/A</b>	
Cross-border transfer of personal data – <b>N/A</b>	

<b>RECORDS OF COMPLAINTS</b>	
<b>Name of IS</b>	<i>Records of Complaints IS /IS21/</i>
<b>Purpose of personal data processing</b>	<i>Records of complaints for the purposes of their application and handling.</i>
<b>Legal Basis</b>	<p><i>Fulfilment of legal obligations of the Controller arising from special legal regulations, namely:</i></p> <p><i>The Act No. 40/1964 Coll. on the Civil Code, as subsequently amended</i></p> <p><i>The Act No. 513/1991 Coll. on the Commercial Code, as subsequently amended</i></p> <p><i>The Act No. 250/2007 Coll. on Consumer Protection and on changes and amendments to the Act of the Slovak National Council no. 372/1990 Coll. on Offences, as subsequently amended, Contracts concluded in accordance with the legislation above.</i></p>
<b>Categories of Recipients</b>	<p><i>Employees of the Controller</i></p> <p><i>State administration authorities, public authorities and public administration authorities in accordance with the relevant legislation</i></p> <p><i>Authorised personnel</i></p>
<b>Periods for deletion of personal data</b>	<i>5 years</i>
<b>Categories of data subjects</b>	<i>The clients of the Controller exercising their rights to make a complaint</i>
<b>Categories of personal data</b>	– Name, surname, position, contact details of the person and/or employee acting on behalf of the data subject
<p><b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</b></p> <ul style="list-style-type: none"> <li>▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</li> <li>▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</li> <li>▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</li> </ul>	
Information on the existence of automated decision-making, including profiling – <b>N/A</b>	
Cross-border transfer of personal data – <b>N/A</b>	

## CCTV MONITORING PREMISES ACCESSIBLE TO PUBLIC

<b>Name of IS</b>	<i>CCTV System Monitoring Areas Accessible to the Public IS /IS22/</i>
<b>Purpose of personal data processing</b>	<i>The purpose of personal data processing within the agenda framework is to monitor the premises accessible to public in order to protect property and health.</i>
<b>Legal Basis</b>	<i>Legitimate interest within the meaning of Article 6(1f) of the GDPR. The main interest is to protect the property and safety of the Controller and the data subjects</i>
<b>Categories of Recipients</b>	<i>Public authorities under the relevant legislation Insurance institutions Police Auditors Authorised personnel Lawyers</i>
<b>Periods for deletion personal data</b>	<i>15 days after the day when the record was made</i>
<b>Categories of data subjects</b>	<i>Natural persons who entered the premises of the Controller which are accessible to the public The public</i>
<b>Categories of personal data</b>	<i>Image recording</i>
<p style="text-align: center;"><b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following from:</b></p> <ul style="list-style-type: none"> <li>▶ <i>Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</i></li> <li>▶ <i>Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</i></li> <li>▶ <i>Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</i></li> </ul>	
Information on the existence of automated decision-making, including profiling – <i>N/A</i>	
Cross-border transfer of personal data – <i>N/A</i>	

## RECORDS OF DOCUMENTS FOR OBTAINING PERMITS FOR PERFORMANCE OF THE CONTROLLER'S SUBJECT ACTIVITIES

<b>Name of IS</b>	<i>Records of documents for obtaining permits for the performance of the Controller's subject activities /IS26/</i>
<b>Purpose of personal data processing</b>	<i>The purpose of the processing of personal data under this agenda is to record the relevant documents necessary for the proper performance of the subject activities, to obtain permits, certificates and licences issued /granted by competent authorities/.</i>
<b>Legal Basis</b>	<i>Applicable regulations in the given area – fulfilment of obligations stipulated by applicable Slovak legal regulations</i>

<b>Categories of Recipients</b>	<p>Lawyers</p> <p>State administration authorities, public authorities and public administration authorities under applicable law</p> <p>Auditors</p> <p>Registry Courts</p> <p>Applicable District Authorities (Trade Register of the SR)</p> <p>Authorised personnel</p>
<b>Periods for deletion of personal data</b>	Not specified in the registry standards of the Controller
<b>Categories of data subjects</b>	<p>Employees</p> <p>Partners</p> <p>Responsible persons</p>
<b>Categories of personal data</b>	<p>Issuer of the document / certificate</p> <p>Identification data of the issuer of the document / certificate</p> <p>Name, surname and signature of the issuer of the document / certificate</p> <p>Document / certificate data</p>
<p><b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</b></p> <ul style="list-style-type: none"> <li>▶ Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</li> <li>▶ Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</li> <li>▶ Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</li> </ul>	
Information on the existence of automated decision-making, including profiling – <b>N/A</b>	
Cross-border transfer of personal data – <b>N/A</b>	

<b>RECORDS OF JOB SEEKERS</b>	
<b>Name of IS</b>	Registration of Job Seekers IS /IS27/
<b>Purpose of personal data processing</b>	The purpose of managing the job seekers database who sent their applications to the Controller, voluntarily, based on the job interview or without a job interview with the possibility to be contacted regarding the job interview in the future if the Controller does not have any suitable job position or if other job seeker was hired
<b>Legal Basis</b>	Consent of the data subject under Article 6(1a) of the Regulation and the Personal Data Protection Act, where the data subject has the right to withdraw their consent at any time. Their consent withdrawal shall not affect the lawfulness of processing based on the consent prior to its withdrawal.
<b>Categories of Recipients</b>	<p>Authorised Personnel</p> <p>IT Admin</p>

<b>Periods for deletion personal data</b>	<p><i>1 year from the date of sending the job application based on the job interview</i></p> <p><i>1 year following the day of sending the job application and the consent to the personal data processing and their consent to the processing and keeping records of personal data out of the job interview</i></p> <p><i>14 days after sending the job application without consent to the processing and registration of personal data out of the job interview</i></p>
<b>Categories of data subjects</b>	<i>Job seekers</i>
<b>Categories of personal data</b>	<p><b><i>Data provided in the CV, cover letter and any others after requested document confirming the required qualification, in particular name, surname, name at birth, title, education, work experience, employment, job title, function, course of previous occupations, date of birth, place of birth, district of birth, permanent residence, temporary residence, previous residence, marital status, contact – by phone, email, ID card or any travel document number, any other identification data, extract from the Criminal Record, certificate on education acquired within the specialization</i></b></p>
<p><b>The Controller took appropriate personnel, organizational and technical measures pursuant to Art. 32(1) of the Regulation, in the following form:</b></p> <ul style="list-style-type: none"> <li>▶ <i>Ensuring the continued confidentiality, integrity, availability and resilience of processing systems and services</i></li> <li>▶ <i>Abilities to restore the availability of and access to personal data in a timely manner in case of physical or technical incident</i></li> <li>▶ <i>Processing regular testing of the assessment and evaluation of the effectiveness of technical and organizational measures to ensure the security of processing</i></li> </ul>	
Information on the existence of automated decision-making, including profiling – <b><i>N/A</i></b>	
Cross-border transfer of personal data – <b><i>N/A</i></b>	