

Information on the processing of personal data in ELCOM, spoločnosť s ručením obmedzeným, Prešov

The protection of personal data is extremely important to **ELCOM, spoločnosť s ručením obmedzeným, Prešov** (hereinafter referred to as "ELCOM"), and it considers it necessary to inform the public about how it processes the obtained personal data, why it collects it and what it means for the persons concerned. For this reason, ELCOM publishes the document in accordance with the obligations under Regulation (EU) 2016/679 of the European Parliament and of the Council and Act No. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws.

This document contains information regarding the purpose of processing, conditions of acquisition, processing itself, provision of personal data, recipients, transfer of personal data, as well as the rights of data subjects (natural persons whose personal data is processed in ELCOM information systems).

Information about processing conditions

- provides an overview of how ELCOM collects and processes personal data and informs about the rights of data subjects according to the Personal Data Protection Regulation,
- is aimed at natural persons who are or will be clients, visitors, suppliers, natural persons representing or acting on behalf of a legal entity, participants in events organized by ELCOM, job seekers, contractual partners or persons in written contact with ELCOM,
- contains information on when ELCOM shares personal data with other subjects (recipients), for example with service providers, suppliers or intermediaries.

What is personal data?

Personal data means all information relating to data subjects that identifies them or can identify them as a specific person. Such data can be name, surname, address or social security number, or camera recording.

Operator

ELCOM processes personal data in its information systems as an operator according to the provisions of Art. 4 point 7 of the regulation on the protection of personal data. When processing personal data, ELCOM observes the principle of legality, fairness and transparency, the principle of purpose limitation, the principle of data minimization and the minimization of data retention, as well as the principle of correctness.

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Spoločnosť zapísaná v Obchodnom registri Okresného súdu Prešov, Oddiel: Sro; Vložka č.29/P

Bankové spojenie (Bank connection): Všeobecná úverová banka, a.s. BIC: SUBASKBX
IBAN EUR: SK87 0200 0000 0030 2000 7051
IBAN USD: SK04 0200 0000 0030 2004 3853

Responsible person

The responsible person is an ELCOM employee who performs tasks in ELCOM according to the regulation. The responsible person will answer questions about the information contained in this document. The responsible person can be contacted at:

E-mail: zodpovednaosoba@elcom.eu

In writing: **ELCOM, spoločnosť s ručením obmedzeným, Prešov**, Zodpovedná osoba, Jesenná 2695/26, 080 01 Prešov.

For what purpose are personal data processed?

ELCOM processes personal data only to the extent necessary for the purposes for which they are processed. The purpose of personal data processing is:

- sales support – marketing offers, newsletter, information about products and news,
- purchase and sale of goods and services via the Internet,
- creation of promotional materials,
- preparation, conclusion and execution of contracts, exercise of rights and fulfillment of ELCOM's obligations from concluded contracts,
- records and processing of complaints,
- Bookkeeping,
- handling complaints and requests,
- fulfilling the employer's obligations related to an employment relationship or a similar relationship, including pre-contractual relationships, management of the personnel and salary agenda,
- selection procedures for vacant positions, completion of practical experience for pupils and students,
- protection of property, safety and health,
- obtaining the contact data of the person concerned, such as name, surname, address, e-mail for the needs of postal or telephone communication,
- archiving and statistical purposes,
- identification of ELCOM visitors.

Other purposes for the processing of personal data may be specified in individual contracts concluded between ELCOM and the person concerned, for example in contracts with authors, in license contracts, in purchase contracts.

ELCOM can also process personal data on the basis of consent, in this case the purpose of personal data processing is stated directly in this consent.

Personal data may be provided to ELCOM on documents, forms, letters and notices, or in telephone calls or in electronic communication between ELCOM and the person concerned. The legitimate

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interest of ELCOM must not prevail over the interests of the data subject, his fundamental rights and freedoms.

With whom does ELCOM share personal data?

1. ELCOM is authorized to entrust the processing of the intermediary's personal data. If ELCOM uses an intermediary for the acquisition or other processing of personal data, it does so only on the basis of a written contract with the intermediary according to Art. 28 of the regulation on the protection of personal data. ELCOM pays attention to the consistent selection of its contractual partners, assesses their reliability and has contractually secured rules for the protection of personal data.
2. Based on special regulations, ELCOM may be obliged to provide personal data to other entities, for example, supervisory authorities in other countries, the Social Insurance Company, the police.
3. Shipments are sent in ELCOM via the Slovak Post or courier service.

Transfer of personal data to third countries.

ELCOM does not transfer personal data to third countries.

How long are personal data processed?

1. ELCOM respects the principle of minimizing the storage time of personal data.
2. ELCOM has developed registry regulations and manages the storage periods of documents in accordance with the approved registry plan.
3. ELCOM disposes of the personal data of job applicants after the end of the selection process, except for those cases where job applicants have given ELCOM consent to their storage for a period of 12 months.
4. ELCOM keeps camera records from accessible areas for a maximum of 15 days and then they are deleted.

What are the rights of the data subject?

The person concerned has

- the right to obtain from ELCOM information on whether her personal data is being processed and she has the right to access personal data concerning her,
- the right to request that ELCOM correct or delete personal data without undue delay,
- the right to request that ELCOM limit the processing of her personal data,
- the right to object to the processing of her personal data for reasons of her specific situation,
- the right to data portability if ELCOM processes its data on the basis of a contract or consent.

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Right to withdraw consent

If ELCOM processes personal data based on consent, the data subject has the right to revoke this consent at any time.

The right to file a complaint with a supervisory authority

If the person concerned has exercised some or all of his data protection rights and still feels that his concerns about the processing of personal data have not been adequately addressed, he has the right to submit a proposal to initiate personal data protection proceedings at the Personal Data Protection Office of the Slovak Republic.

Information on the obligation to provide personal data

If ELCOM processes personal data on the basis of a special law, it is an obligation to provide personal data. If personal data is necessary for the performance of the contract and the person concerned is a party to the contract, ELCOM may process personal data even without their consent, refusal to provide personal data may result in ELCOM refusing to conclude the contract. Likewise, ELCOM may refuse to investigate a submission on the basis of special laws, if the person does not fulfill the legal obligation and does not provide his personal data for this purpose.

Automatic decision making, including profiling

ELCOM does not perform automated individual decision-making.

In Prešov, May 24, 2018

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