

Annex to the Privacy Policy

III. 1 STAFF PERSONAL AGENDA	
Purpose of processing of personal information	<p>Employer's obligations related to employment or similar relationships (e.g. on the basis of agreements on work performed outside the employment relationship), including the occupational health services agenda, employee qualification enhancement agenda and pre-contractual relationships. Within the information system in question, the main purpose is also fulfilled through:</p> <p>(a) maintaining of personal staff agenda in an employment relationship or other similar legal relationship,</p> <p>(b) processing the agenda for recruitment and termination of employment,</p> <p>(c) processing of the necessary statistical returns,</p> <p>(d) comprehensive provision of primary care for the occupational health of staff in the workplace in accordance with the current legislation, for the prevention of occupational diseases, occupational accidents and for the maintenance of functional ability of employees during their employment.</p> <p>e) Staff Upskilling - upskilling of staff through provision of training, granting of certificates, authorisations or licenses for the purpose of securing comprehensive protection of the health and safety of employees in the workplace. The persons concerned are issued with licenses for the use of motor vehicles or technical equipment, or for other purposes (e.g. work in altitudes, etc.) based on the type of training received. There is a record keeping in place of the training completed, of the inspections carried out and the validity of authorisations granted for the operations management, servicing, maintenance and repairs of vehicles, technical equipment, etc.</p>
Name of the Information System	Staff Personal Agenda

Legal Basis	<p>Human Resources:</p> <p>The legal basis for the processing of personal information is the Constitution of the Slovak Republic, the Act of the National Council of the Slovak Republic no. 311/2001 Coll. Labor Code as amended, Act of the National Council of the Slovak Republic no. 552/2003 Coll. on Work Performance in the public interest as amended, the Act of the National Council of the Slovak Republic no. 553/2003 Coll. on the Remuneration of some employees in the performance of work in the public interest and on the amendment and supplementation of certain acts as amended, the Act of the National Council of the Slovak Republic no. 595/2003 Coll. on Income Tax as amended, Act of the National Council of the Slovak Republic no. 563/2009 Coll. on Tax Administration (Tax Code) and on the amendment of certain laws as amended, the Act of the National Council of the Slovak Republic no. 461/2003 Coll. on Social Insurance as amended, the Act of the National Council of the Slovak Republic no. 600/2003 Coll. on Child Allowance and amending Act no. 461/2003 Coll. on Social Insurance as amended, the Act of the National Council of the Slovak Republic no. 462/2003 Coll. on Replacement of Income in case of temporary incapacity for work of the employee and on the amendment and supplementation of certain acts as amended, Act No. 580/2004 Coll. on Health Insurance and amendment of certain acts as amended, Act of the National Council of the Slovak Republic no. 650/2004 Coll. on Supplementary Retirement benefits, the Act of the National Council of the Slovak Republic no. 448/2008 Coll. on Social Services as amended, the Act of the National Council of the Slovak Republic no. 5/2004 Coll. on Employment Services as amended, the Act of the National Council of the Slovak Republic no. 82/2005 Coll. on Illegal Work and Illegal Employment, as amended, the Personal Data Protection Act and related legislation, the Act of the National Council of the Slovak Republic no. 152/1994 Coll. on the Social Fund and on the amendment of the Act of the National Council of the Slovak Republic no. 286/1992 Coll. on Income Taxes as amended, Act of the National Council of the Slovak Republic no. 43/2004 Coll. on Pension Savings, Act no. 355/2007 Coll. on the Protection, Promotion and Development of Public Health and on amendments to certain acts, as amended of the later regulations, Act no. 570/2005 Coll. on the Arbitration Obligation and on Amendments to certain laws, as amended, Act no. 283/2002 Coll. on Travel Allowances and on the amendment and supplementation of certain laws as amended, Act no. 233/1995 Coll. on Executors and on Executing Activities (Execution Code) and on amendment of other acts, Act no. 576/2004 Coll. on Health Care, services relating to provision of healthcare and amendments to certain laws as amended.</p>
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	<p>Occupational Health Service: Act no. 577/2004 Coll. on Scope of Healthcare covered on the basis of Public Health Insurance and on the cover of services related to the provision of health care, as amended, Act no. 578/2004 Coll. on Healthcare Providers, Healthcare Workers, Health Organisations, and amendments to certain laws as amended, Decree of the Ministry of Health of the Slovak Republic no. 448/2007 Coll. on Details of Labor and labor factors in relation to the categorisation of the work in terms of health risks and on the requirements of the proposal for categorisation of work, Decree of the Ministry of Health of the Slovak Republic no. 208/2014 Coll. Details of the Scope and content of the work performance of the health service, the compilation of the team of experts who perform it and the requirements for their professional competence.</p> <p>Staff Upskilling: § 153-155 of Act No. 311/2001 Coll. Labor Code as amended</p>
Categories of Recipients	Public authorities, state administration under the relevant legislation, health insurance companies, supplementary pension savings banks, supplementary management companies.
Cross-border transfer of personal information	It takes place within the EU
Time frames for deleting personal information	3 to 10 years, personal files - up to 70th year of employee's life
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Job seekers, employees, spouses of employees, dependent children of employees, parents of dependent children of employees, close persons, former employees.
III. 2 PAYROLL AGENDA	
Purpose of processing of personal information	<p>Employer's obligations related to the employment relationship or a similar relationship (e.g. on the basis of agreements on work performed outside the employment relationship). Within the information system in question, the main purpose is also fulfilled through:</p> <p>(a) the processing of the necessary statistical returns, b) through the salaries processing and maintaining of relevant records in terms of salary regulations, (c) processing salary deductions liable to the State and other entities under the relevant laws, d) preparation of supporting documentation for salary budgeting, e) administering of salary agenda of employees of the IS Operator for the purposes of the employment relationship, salaries related purposes and for the sick leave provision purposes, for the healthcare and social security and for the income tax resultant from the employment activities of natural persons employed according to the Labor Code, and administration of the agenda for calculation of their salary award and to that related operations.</p>

Name of the information system	Employee Payroll
Legal Basis	<p>Salaries:</p> <p>The legal basis for the processing of personal information are stipulated by the Constitution of the Slovak Republic, the Act of the National Council of the Slovak Republic no. 311/2001 Coll. Labor Code as amended, Act of the National Council of the Slovak Republic no. 552/2003 Coll. on the Performance of Works in the public interest as amended, the Act of the National Council of the Slovak Republic no. 553/2003 Coll. on the Remuneration of some employees in the performance of work in the public interest and on the amendment and supplementation of certain acts as amended, the Act of the National Council of the Slovak Republic no. 595/2003 Coll. on Income Tax as amended, Act of the National Council of the Slovak Republic no. 563/2009 Coll. on Tax Administration (Tax Code) and on the amendment of certain laws as amended, the Act of the National Council of the Slovak Republic no. 461/2003 Coll. on Social Insurance as amended, the Act of the National Council of the Slovak Republic no. 600/2003 Coll. on Child Allowance and amending Act no. 461/2003 Coll. on Social Insurance as amended, Act of the National Council of the Slovak Republic no. 462/2003 Coll. on the Replacement of Income in case of temporary incapacity for work of the employee and on amendments and supplements to some acts as amended, Act of the National Council of the Slovak Republic no. 580/2004 Coll. on Health Insurance and on amendments and supplements to certain acts as amended, the Act of the National Council of the Slovak Republic no. 650/2004 Coll. on Supplementary Retirement Benefits, the Act of the National Council of the Slovak Republic no. 448/2008 Coll. on Social Services as amended, the Act of the National Council of the Slovak Republic no. 5/2004 Coll. on Employment Services as amended, the Act of the National Council of the Slovak Republic no. 82/2005 Coll. on Illegal Work and Illegal Employment, as amended, the Personal Data Protection Act and related legislation, the Act of the National Council of the Slovak Republic no. 152/1994 Coll. on the Social Fund and on the amendment of the Act of the National Council of the Slovak Republic no. 286/1992 Coll. on Income Taxes as amended, Act of the National Council of the Slovak Republic no. 43/2004 Coll. on Pension Savings, Act no. 355/2007 Coll. on the Protection, Promotion and Development of Public Health and on amendments to certain acts, as amended, Act no. 570/2005 Coll. on the Arbitration Obligation and on Amendments to some laws, as amended, Act no. 283/2002 Coll. on Travel Allowances and on the amendment and supplementation of certain laws as amended, Act no. 233/1995 Coll. on Executors and on Executing Activities (Execution Code) and on amendment of other acts, Act no. 576/2004 Coll. on Health Care, healthcare and land-based services and amendments to certain laws as amended.</p>
Categories of recipients	Public authorities, state administration under the relevant legislation, health insurance companies, supplementary pension savings banks, supplementary management companies.

Cross-border transfer of personal information	It takes place within the EU
Time frames for deleting personal information	3 to 10 years, personal files - up to 70th year of employee's life
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Job seekers, employees, spouses of employees, dependent children of employees, parents of dependent children of employees, close persons, former employees.

III. 3 OHS EMPLOYEES AGENDA

Purpose of processing of personal information	Employer's obligations related to the employment relationship or a similar relationship (e.g. on the basis of non-employment agreements), including the occupational health and safety agenda. Within the information system in question, the main purpose is also fulfilled through the comprehensive provision of occupational health and safety in the workplace and together with its related activities such as recording and registration of occupational injuries, as well as recording of the inspections of compliance with the occupational health and safety regulations, training of employees, etc.
Name of the information system	OHS Employees Agenda
Legal Basis	OHS: Act no. 124/2006 Coll. on Occupational Health and Safety at the workplace and on amendments to certain acts, as amended, Decree no. 500/2006 Coll. The Ministry of Labor and Social Affairs, which establishes a template of the Record of Registered Work Injury, the Act of the National Council of the Slovak Republic no. 314/2001 Coll. on Fire Protection, as amended, and its implementing regulations.
Categories of recipients	Public authorities, state administration under the relevant legislation.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 to 10 years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Employees, former employees

III. 4 JOBSEEKER REGISTRY

Purpose of processing of personal information	Keeping a database of jobseekers who have submitted employment applications to the IS Operator on a voluntary basis, with no published public advertisement on selection process.
Name of the information system	IS Jobseeker Registry
Legal Basis	Consent of the person concerned under Article 6 (1) a) Regulations and the Personal Data Protection Act, where the person concerned has the right at any time to revoke his / her consent. Revocation of consent does not affect the lawfulness of processing based on consent prior to its revocation.
Categories of recipients	Not applicable.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	1 year after submission of application
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Jobseekers
III. 5 ACCOUNTING AND FINANCE AGENDA	
Purpose of processing of personal information	Processing of personal information of natural persons who are in transactional relationship with the Operator. We also include the processing of orders, invoices received and customer billing, banking, cash management, management of cash income and expenditures, warehousing, inventory management (including automated depreciation) and tangible property, management of the organisation's single entry and double entry accounting, auditing.
Name of the information system	Accounting and Finance Agenda

Legal Basis	Act no. 460/1992 Coll. Constitution of the Slovak Republic, as amended, Act no. 513/1991 Coll. Commercial Code as amended, Act of the National Council of the Slovak Republic no. 431/2002 Coll. on Accounting as amended, Act No. 222/2004 Coll. on Value Added Tax, as amended, the Personal Information Protection Act and related legislation, the Act no. 145/1995 Coll. on Administrative Fees, as amended, by the Act of the National Council of the Slovak Republic no. 595/2003 Coll. on Income Tax, as amended, Act of the National Council of the Slovak Republic no. 461/2003 Coll. on Social Insurance as amended, by the Act of the National Council of the Slovak Republic no. 563/2009 Coll. on Tax Administration (Tax Code), as amended, Act No. 40/1964 Coll. Civil Code as amended, Act no. 152/1994 Coll. on the Social Fund and on the amendment of Act no. 286/1992 Coll. on Income Taxes, as amended, Act No. 311/2001 Coll., Act of the National Council of the Slovak Republic no. 461/2003 Coll. on Social Insurance as amended, the Act of the National Council of the Slovak Republic no. 43/2004 Coll. on Pension Savings and on Amendments to certain laws, as amended, Act of the National Council of the Slovak Republic no. 580/2004 Coll. on Health Insurance of amendments to the Act of the National Council of the Slovak Republic no. 95/2002 Coll. on Insurance and on Amendments to Certain Acts, as amended, Act no. 311/2001 Coll. Labor Code, as amended, Act No. 283/2002 Coll. on Reimbursement of Travel Expenses, as amended.
Categories of recipients	State administration, public authorities and public administration in accordance with the relevant legislation.
Cross-border transfer of personal information	It does take place
Time frames for deleting personal information	5 to 10 years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Natural persons - employees of the Operator, suppliers and customers - common persons, employees of suppliers and buyers, representatives of suppliers and buyers
III. 6 LEGAL RELATIONS + CLAIMS RECOVERY	
Purpose of processing of personal information	Ensuring the management of the legal agenda (e.g. first-instance proceedings, appeals, litigation, representation in legal matters, application of decisions on compensation of damages, recovery of compensations for damages, implementation of contractual obligations, proposing measures with legal-organisational impact, etc.).
Name of the information system	IS Legal Relations + Claims Recovery

Legal Basis	The legal basis for the processing of personal information is represented by the Act no. 460/1992 Coll. Constitution of the Slovak Republic, as amended, Act no. 40/1964 Coll. Civil Code as amended, Act no. 99/1963 Coll. Civil Code, Act of the National Council of the Slovak Republic no. 300/2005 Coll. Criminal Code, Act of the National Council of the Slovak Republic no. 301/2005 Coll. Criminal Code, Law of the Slovak National Council no. 71/1967 Administrative Procedure, Act no. 233/1995 Coll. on Executors and Executing Activities (Execution Code) and on the amendment and supplementation of some acts as amended, the Act of the National Council of the Slovak Republic no. 7/2005 Coll. on Bankruptcy and Restructuring and on amendments to certain laws, as amended, Act of the National Council of the Slovak Republic no. 153/2001 Coll. on Prosecution as amended, the Act of the National Council of the Slovak Republic no. 372/1990 Coll. on Offences as amended, - Act no. 586/2003 Coll. on Advocacy and on amendment of the Act no. 455/1991 Coll. on Business Trading (Trades Licensing Act), as amended, the Protection of Personal Information Act and the related legislation, as amended.
Categories of recipients	<ul style="list-style-type: none"> - Judicial Authorities - Executor Offices - State administration, public authorities and public administration according to the relevant legislation.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	5 - 10 years after the expiry of contractual relationship
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Employees of the IS Operator, - Lenders, - Counterparts in disputes, - Other natural persons in the position of the party to the proceedings.
III. 7 COMPANY MANAGEMENT AGENDA	
Purpose of processing of personal information	Company registration, keeping records of its representatives, owners, keeping records of the Business and Trade Registry, preparation of contracts, affidavits, preparation and securing mandates, plenipotentiaries, licenses and permits, payouts of deposits, bonuses, rewards, etc.
Name of the information system	IS Company Management Agenda
Legal Basis	Act no. 513/1991 Coll. Commercial Code as amended.

Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	Does not take place
Time frames for deleting personal information	10 years after the end of the purpose of the processing
Information on the existence of automated decision making, including profiling	Does not take place
Categories of affected persons	- Members of the company management, - Shareholders, - Members of the Board.
III. 8 REGISTRY OF REPRESENTATIVES OF SUPPLIERS AND CUSTOMERS	
Purpose of processing of personal information	Managing the database of representatives, in actuality employees of suppliers and customers, in order for their work, service and functional duties being fulfilled and to ensure smooth supplier-customer relations.
Name of the information system	Registry of Representatives of Suppliers and Customers
Legal Basis	A legitimate interest within the meaning of Article 6 (1) f) Regulations.
Categories of recipients	Does not apply
Cross-border transfer of personal information	Does not take place
Time frames for deleting personal information	Within 30 days from the date of the end of the supplier-customer relationship
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Secondary School and University students completing work experience
III 9. PROVISION OF OHS FOR EXTERNAL CONTRACTORS	
Purpose of processing of personal information	Occupational Health and Safety at the workplace provision - organising of induction training, investigation of injuries at the workplace their registration and recording.
Name of the information system	IS Provision of OHS for External Contractors

Legal Basis	Act of the National Council of the Slovak Republic no. 124/2006 Coll. on Health and Safety at the Workplace and on amendments to certain acts, the Act of the National Council of the Slovak Republic no. 314/2001 Coll. on Fire Protection, as amended, and its implementing regulations.
Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 Years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Jobseekers from the ÚPSVaR SR accepted for the graduate work experience with the Operator, - Applicants for employment at the ÚPSVaR SR performing activation work in the form of volunteering service with the Operator, - Jobseekers from the ÚPSVaR SR performing activation work in the form of smaller general services for the municipality or in the form of smaller services for the self-governing region, - Secondary school pupils during their work experience.
III. 10 CAMERA SYSTEM MONITORING AREAS OF PUBLIC ACCESS	
Purpose of processing of personal information	Monitoring of premises accessible to the public for the protection of property and health of the Operator.
Name of the information system	IS Camera System Monitoring Areas of Public Access
Legal Basis	A legitimate interest in accordance with the Article 6 Sec. (1) letter f) Regulations. The main legitimate interest is the protection of the property and safety of the Operator and the persons concerned
Categories of recipients	Public authorities under the relevant legislation, intermediary - security service
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	15 days from the day following the day the record was made
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Common persons who have entered the premises of the Operator which are accessible to the public, - The public itself.

III. 11 UNIFIED ECONOMIC MOBILISATION INFORMATION SYSTEM

Purpose of processing of personal information	<p>In the IS in question, there is processing of personal information for the needs of economic mobilisation entities under the Act no. 179/2011 Coll. on Economic Mobilisation and amending Act no. 387/2002 Coll. on the Management of the State in Crisis situations at the time of the piece and in the state of war, as amended, and as the information support to the Ministry of Economy of the Slovak Republic within crisis management, as well as possibly other entities of the economic mobilisation.</p> <p>The mission of the IS Unified Economic Information System of Economic Mobilisation is the processing of personal information of common persons - employees of the entity of the economic mobilisation, by whom the information is being collected, processed and stored for the purposes of emergency planning, notification to the subject of economic mobilisation, declaring a state of emergency, martial law, state of war and a declaration of war or the regulations implementing the measures of economic mobilisation, ordering labor obligations, statutory enforcement, dispensing shopping vouchers and food vouchers, or recording of employees for the territorial military administration to exempt them from the emergency service, while the collection of personal information is intended to ensure the safety of the Slovak Republic or the safeguarding of the Slovak Republic.</p>
Name of the information system	IS Unified Economic Information System
Legal Basis	<p>The legal basis for the processing of personal information is the Constitution of the Slovak Republic, the Act of the National Council of the Slovak Republic no. 179/2011 Coll. on Economic Mobilisation and on the amendment of the Act of the National Council of the Slovak Republic no. 387/2002 Coll. on State Governance in Crisis Situations in Time of Piece and the War Condition, as amended, the Act of the National Council of the Slovak Republic no. 122/2013 Coll. on the Personal Information Protection and on amendments to certain acts, as amended, Decree no. 385/2011 Coll., which implements certain provisions of Act no. 179/2011 Coll., Act of the National Council of the Slovak Republic no. 227/2002 Coll. on State Security in Time of War, State of War, State of Emergency, as amended, Act of the National Council of the Slovak Republic no. 387/2002 Coll. on State Governance in Crisis Situations Out of Time of War and in the War Condition, as amended, the Act of the National Council of the Slovak Republic no. 125/2006 Coll. on the Labor Inspection and on the amendment of the Act of the National Council of the Slovak Republic no. 82/2005 Coll. on Illegal Work and Illegal Employment, and on amendments to certain laws, as amended.</p>
Categories of recipients	Not applicable.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	5 Years

Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Common persons - Employees
III. 12 PROMOTION OF THE OPERATOR	
Purpose of processing of personal information	Promotion of the Operator, disclosure of information about Operator's activities (e.g. about organised events, etc.) with an intention of building Operator's good reputation. Promotion takes place on the Operator's web site, on the intranet, and also at the Operator's premises.
Name of the information system	IS Promotion of the Operator
Legal Basis	Consent of the person concerned under Article 6 (1) a) Regulations and the Personal Data Protection Act, where the person concerned has the right at any time to revoke his / her consent. Revocation of consent does not affect the lawfulness of processing based on consent prior to its revocation.
Categories of recipients	Not applicable.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	2 years after the fulfilment of the purpose of processing, or 30 days after my revocation of consent
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Employees of the Operator
III. 13 WORK EXPERIENCE	
Purpose of processing of personal information	Keeping records of common persons - students / pupils who take part in work experience (on the job education) with the IS Operator for a predetermined time.
Name of the information system	IS Work Experience
Legal Basis	Act of the National Council of the Slovak Republic no. 245/2008 Coll. on Education and Training (the Education Act) and on the amendment and supplementation of certain laws as amended, the Higher Education Act no. 131/2002 Coll. on Universities and on the amendment and amendment of certain laws.
Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation

Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 to 5 Years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Secondary school pupils on work experience - University students on professional work experience

III. 14 COMPLAINTS UNDER THE ACT OF THE NATIONAL COUNCIL OF THE SLOVAK REPUBLIC NO. 307/2014 COLL. ON CERTAIN MEASURES RELATING TO THE REPORTING OF ANTI-SOCIAL ACTIVITIES AND ON AMENDMENTS TO CERTAIN LAWS

Purpose of processing of personal information	Investigation of complaints pursuant to the Act of the National Council of the Slovak Republic no. 307/2014 Coll. on Certain Measures relating to the reporting of anti-social activities and on the amendment of certain laws
Name of the information system	IS Complaints under the Act of the National Council of the Slovak Republic no. 307/2014 Coll. on Certain Measures relating to the reporting of anti-social activities and on amendments to certain laws
Legal Basis	Act of the National Council of the Slovak Republic no. 307/2014 Coll. on Certain Measures relating to the reporting of anti-social activities and on the amendment of certain laws
Categories of recipients	<ul style="list-style-type: none"> - State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 years from the date of receipt of the complaint
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Notifier - The person against whom the initiative is directed

III 15. REGISTRY OF SELF-EMPLOYED PERSONS

Purpose of processing of personal information	Preparation and management of the supplier-customer relationship with self-employed persons. Within the scope of the agenda, the contractual relationships, invoices and orders, records of deliveries and deliveries of goods, services, etc. are being kept.
Name of the information system	IS Registry of self-employed persons

Legal Basis	The contract between the Operator and the self-employed person authorised by the Constitution of the Slovak Republic, the Civil Code, the Commercial Code, Act no. 455/1991 Coll., Act on Trade Licensing (Trade Licensing Act) and related legislation.
Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	10 years after the termination of the contractual relationship due to record keeping within the accounting agenda
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Buyer/Supplier - Self-Employed Person

III 16. APPLICATION OF THE RIGHTS OF THE PERSONS CONCERNED

Purpose of processing of personal information	Processing requests of the common persons directed to their rights as interested persons under Regulation 2016/679 of the European Parliament and of the EU Council on the Protection of Individuals with regard to the processing of personal information and on the free transfer of such information.
Name of the information system	IS Application of the rights of the persons concerned
Legal Basis	Art. 6 Sec. 1) letter (c), in accordance with Art. 15 to 22 and 34 of Regulation of the EU Parliament and the EU Council 2016/679 on Protection of Individuals with regard to the personal information processing and on the free transfer of such information.
Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	1 Year from the day when application has been processed
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	A natural person who, as the person concerned, within the purpose defined by the Operator, turns to the Operator with the request to exercise his/her rights

III. 17 Public Procurement

Purpose of processing of personal information	Processing of personal information of natural persons (especially managers of legal entities) who have been legally involved in the procurement for the securing and procurement of goods, works and services.
Name of the information system	Public Procurement
Legal Basis	The processing of personal information is permitted by the law of the National Council of the Slovak Republic no. 25/2006 Coll. on Public Procurement and on amendments to certain laws as amended.
Categories of recipients	<ul style="list-style-type: none"> - Public authorities under the relevant legislation, members of the selection board, - Intermediary.
Cross-border transfer of personal information	It does take place within the EU
Time frames for deleting personal information	10 years after the termination of the contractual relationship due to record keeping within the accounting agenda
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Natural persons - managers of legal entities and participants in public procurement.

III. 18 CLAIMS

Purpose of processing of personal information	Complaints handling in accordance with the Complaints Law, including the procedures for their submission, filing, receiving, investigating and notifying of the results of investigation or complaints review in writing.
Name of the information system	IS Claims
Legal Basis	The processing of personal information is permitted by the Constitution of the Slovak Republic, by the Act of the National Council of the Slovak Republic no. 9/2010 Coll. on Complaints, as amended by the Act No. 289/2012 Coll.
Categories of recipients	Public authorities under the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	10 years after the termination of the contractual relationship due to record keeping within the accounting agenda
Information on the existence of automated decision making, including profiling	It does not take place

Categories of affected persons	<ul style="list-style-type: none"> - Natural persons - Complainant, - Natural person - Representative of the Complainant, - Other natural persons whose personal data are necessary to handle complaints.
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III. 19 REGISTRY ADMINISTRATION, EVALUATION OF INCOMING AND OUTGOING MAIL

Purpose of processing of personal information	Securing the Registry administration as a proper record keeping database (keeping a complete and accurate recordings of the entries in a Registry Log, keeping registers and indexes of records), properly discarding the files (records), securing of the scheduled discarding of files (records) that are not needed for further processing and their compulsory storage period has expired, records of incoming and outgoing mail, recording of electronic mail.
Name of the information system	IS Registry administration, Evaluation of incoming and outgoing mail
Legal Basis	Act of the National Council of the Slovak Republic no. 395/2002 Coll. on Archives and Registers, 305/2013 Coll. on the electronic form of the exercise of powers of the public authorities and on the amendment and supplementation of certain laws (the e-Government Act).
Categories of recipients	<ul style="list-style-type: none"> - State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	In accordance with the Registry Code and the Registry Plan of the Operator.
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Concerned persons within all the purposes of the processing of personal information as defined by the Operators

III. 20 CONTRACTUAL RELATIONS

Purpose of processing of personal information	Monitoring of compliance with the legislation, procurement of legal matters, provision of legal advice, investigation and preparation of contractual relations, transfers of assets, lease agreements, purchase contracts. Furthermore, it includes involvement on the compilation of contracts within the supplier-customer relations, application of the right for the contractual obligations and property sanctions to be fulfilled, the right to compensation for caused damages, etc.
Name of the information system	Contractual Relations
Legal Basis	Constitution of the Slovak Republic, Act of the SNR no. 513/1991 Coll. The Commercial Code, the Law of SNR no. 40/1964 Coll. Civil Code.

Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	10 Years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Contractual Party - Natural Person

III. 21 MONITORING OF EMPLOYEES

Purpose of processing of personal information	Monitoring of employees for the observance of the work discipline in accordance with § 13 Sec. 4 of the Labor Code, by monitoring the camera system, tracking the position and movement through the GPS device in the service vehicles, making telephone calls recordings performed by the technical staff by employer's equipment, checking the e-mail sent from the work electronic address and delivered to that address, keeping the IP address record of the workstations of specific employees.
Name of the information system	IS Monitoring of Employees
Legal Basis	The legal basis for the processing of personal information in the relevant IS represents § 13 Sec. 4 of the Labor Code.
Categories of recipients	- State administration, public authorities and public administration in accordance with the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	30 days from the day following the day the record was made
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Employees of the Operator

III. 22 CAMERA SYSTEM MONITORING AREAS WITH NO ACCESS TO PUBLIC

Purpose of processing of personal information	Monitoring of areas unavailable to the public in order to protect the property, financial and other interests of the Operator
Name of the information system	IS Camera System Monitoring Areas With No Access to Public
Legal Basis	A legitimate interest in accordance with the Article 6 Sec, (1) f) Regulations.

Categories of recipients	Public authorities as per the relevant legislation
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	30 days from the day following the day the record was made
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Natural persons who have entered the premises of the Operator which are unavailable to the public - The Public itself

III. 23 IDENTIFYING OF PERSONS PRESENT AT THE PUBLIC AIRPORT

Purpose of processing of personal information	The basic purpose is to identify a natural person present at the public air transport during his / her single entry through the premises of the IS Operator (check in/check out and identification of passengers entering the departure or arrival hall) in order to ensure public safety and public security at the public airport in Košice.
Name of the information system	IS Identifying of persons present at the public airport
Legal Basis	The legal basis is § 35 of the Act of the National Council of the Slovak Republic no. 143/1998 Coll. on Civil Aviation (Air Act) and on the amendment and supplementation of certain laws.
Categories of recipients	Control authorities, state administration bodies, public authorities and public administrations and other persons, as part of the provided co-operation, and other eligible entities.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 Years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	<ul style="list-style-type: none"> - Natural Persons - persons staying at the public airport.

III 24. ID CARDS and PROXY CARDS

Purpose of processing of personal information	Within the information system in question, the personal information of natural persons - employees of the IS Operator, tenants and other persons with ID cards and Proxy cards - is being processed. ID cards serve to identify employees within the Košice Airport area. Proxy cards entitle the natural person, meaning employees, as well as tenants and other persons, to enter designated area and the airport zone.
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Name of the information system	IS ID Cards and Proxy Cards
Legal Basis	The legal basis is § 34a of the Act no. 143/1998 Coll.
Categories of recipients	Control authorities, state administration authorities, public authorities and public administrations and other persons, as a part of the provided interoperation, and other eligible entities.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 Years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Natural Persons - ID and Proxy card holders

III. 25 SAFETY PRECAUTIONS

Purpose of processing of personal information	Reliability in accordance with § 34a of Act no. 143/1998 Coll. on Civil Aviation (Aviation Act) and on the amendment of certain acts as amended, the Aviation Authority shall assess at the request of the employer - Applications for assessment of the reliability of the person performing the special work tasks of the security protection, Applications for assessment of the reliability of the person entering the security restricted areas. The Aviation Authority will request the Police Force to assess the reliability. In addition to the information held by the Police Force, if required, the Police also conducts reviews at the place of residence and reviews the environment in which the person concerned lives. Transport Authority may also require a Statement from another public authority or municipality in which the applicant resides or has resided in the last five years.
Name of the information system	IS Safety Precautions
Legal Basis	Processing of personal data is permitted pursuant to § 34a of Act no. 143/1998 Coll. on Civil Aviation (Aviation Act) and on the amendment and amendment of some laws as amended.
Categories of recipients	Control authorities, state administration authorities, public authorities and public administrations and other persons, as a part of the provided interoperation, and other eligible entities.
Cross-border transfer of personal information	It does take place within the EU
Time frames for deleting personal information	3 Years
Information on the existence of automated decision making, including profiling	It does not take place

Categories of affected persons	- Employees of the IS Operator
III. 26 COMPETITIONS ON SOCIAL NETWORKS	
Purpose of processing of personal information	The purpose of the processing of personal information within this agenda is to keep a record of the competition participants, to communicate with them, posting information concerning the competition, to add or explain conditions of the competition, of changes, to explain and to answer questions, to evaluate the course of the competition and to declare results.
Name of the information system	IS Competition on Social Networks
Legal Basis	Consent of the person concerned under Article 6 (1) a) Regulations and the Personal Data Protection Act, where the person concerned has the right at any time to revoke his / her consent. Revocation of consent does not affect the lawfulness of processing based on consent prior to its revocation.
Categories of recipients	Intermediary
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	2 years from participating in the competition (from when the winnings are exhausted).
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Participants in competitions organised by the Operator
III 27. TIME SHEETS - BIOMETRY	
Purpose of processing of personal information	Ensuring the keeping of records of attendance of company employees through already established employee cards, biometric data.
Name of the information system	IS Time Sheets- Biometry
Legal Basis	Consent of the person concerned under Article 6 (1) a) Regulations and the Personal Data Protection Act, where the person concerned has the right at any time to revoke his / her consent. Revocation of consent does not affect the lawfulness of processing based on consent prior to its revocation.
Categories of recipients	Not applicable.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	On the day the employment is terminated

Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	- Employees of the Operator
III 29. TRANSIT THOURH THE AIRPORT PROPERTY	
Purpose of processing of personal information	Processing of personal information of natural persons who have been granted a permit to transit through the airport property.
Name of the information system	IS Transit through the airport property
Legal Basis	A legitimate interest in accordance with the Article 6 Sec. (1) letter f) Regulations. The main legitimate interest is the protection of the property and safety of the Operator and the persons concerned
Categories of recipients	Not applicable.
Cross-border transfer of personal information	It does not take place
Time frames for deleting personal information	3 Years
Information on the existence of automated decision making, including profiling	It does not take place
Categories of affected persons	Natural persons who have been granted a permit to transit through the airport property.
Categories of personal information	Name, Surname, Car Number Plate and type of the Car