INFORMATION ON THE PROCESSING OF PERSONAL DATA OF THE DATA SUBJECT - EMPLOYEES

provided in accordance with the provisions of Articles 12, 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as ***the "GDPR").***

1. IDENTIFICATION AND CONTACT DETAILS OF THE CONTROLLER

The controller of your personal data is **eliastech s.r.o.,** with its registered office: SNP 2113, 023 02 Krásno nad Kysucou, registered in the Commercial Register of the District Court Žilina, Section Sro, Insert No. 62223/L (hereinafter referred to as ***the "Controller"*** or ***"Employer").***

This information explains how the Controller processes the personal data of its employees and persons performing work for the Operator on the basis of agreements on work performed outside the employment relationship. For the purposes of this information, these persons are hereinafter referred to as ***the "data subject"*** or ***"you".***

The Controller has appointed a person responsible for the processing of personal data, whom you can contact in all questions related to the processing of your personal data or the exercise of your rights: **Vojčík & Privacy, s.r.o., Rázusova 13, 040 01 Košice, phone number: +421 (55) 6230111, e-mail: privacy@vojcik.eu.**

The Controller processes your personal data in connection with the establishment, duration and termination of the employment relationship and with the fulfilment of its rights and obligations as an employer.

2. FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA

We process your personal data in particular in connection with the establishment, duration and termination of an employment relationship or agreement.

We need them mainly for personnel and payroll management, salary payment, working time records, fulfilment of tax and levy obligations, ensuring OHS, education, providing benefits and protection of the Operator's property and rights.

In particular, we obtain personal data directly from you. Some data may also be generated during the employment relationship or we may obtain it from other authorized sources.

Where necessary, we also process data about your family members, for example, for the purpose of claiming tax benefits or providing employee entitlements and benefits.

Detailed information on the individual purposes of processing, legal bases, scope of personal data, recipients and retention periods is provided in Annex 1 to this information.

The provision of some personal data is necessary for the conclusion or performance of an employment contract or agreement and for the fulfilment of the Controller's legal obligations. Without their provision, it may not be possible to conclude or properly secure an employment relationship.

3. ON WHAT LEGAL BASIS DO WE PROCESS DATA

In particular, we process your personal data when the processing is necessary:

- for the conclusion or performance of an employment contract or agreement,
- to comply with the Controller's legal obligation,
- for the purposes of the legitimate interests of the Operator or a third party,
- to protect the vital interests of the data subject or of another natural person;
- to establish, exercise or defend legal claims;
- based on your consent, if the processing cannot be based on another legal basis.

If the processing is based on a legitimate interest, the specific legitimate interest is set out in Annex 1.

Before commencing such processing, the Controller assesses whether your interests, rights or freedoms outweigh its legitimate interest.

Consent is used in employment relationships only in exceptional cases. Giving consent is voluntary, and you can withdraw your consent at any time.

The Controller always processes your personal data only to the extent necessary for a specific purpose. The processing is carried out in accordance with the law and the principle of minimization, which means that we do not require any data from you that we do not need for the given purpose.

4. DISCLOSURE OF PERSONAL DATA AND CONSEQUENCES OF NOT PROVIDING THEM

Providing some personal data is a legal or contractual requirement.

If personal data are necessary for the conclusion or performance of an employment contract, agreement or for the fulfilment of the Controller's legal obligations, it may not be possible to:

- enter into or properly perform an employment relationship,
- pay wages or other labour entitlements;
- comply with tax, social security or health insurance obligations;
- provide a specific entitlement or employee benefit.

If the processing is based on consent, the provision of personal data is voluntary. Failure to provide or withdraw consent must not have adverse labour law consequences for you.

Specific information on the mandatory or voluntary nature of the provision of personal data and the consequences of not providing them is provided in Annex No. 1.

5. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Within the Controller, only authorized persons who need them for the performance of their work duties have access to your personal data.

This may include, in particular, authorised employees of the HR, payroll, financial, legal or IT departments and relevant senior employees.

To the extent necessary, we may provide or make available your personal data to recipients, in particular to public authorities that are authorized to process your personal data in the position of independent controllers and as third parties – in particular to the tax administrator, the Office for Personal Data Protection, courts, law enforcement authorities, social insurance companies, health insurance companies or supervisory authorities in the field of labour.

In some cases, the Controller also provides your personal data to its processors, which include:

- **a company providing information system and IT support services,**
- **a company providing electronic communication services and e-mail account management,**
- **a company providing bookkeeping services,**
- **a company providing personnel and payroll services,**
- **a company providing services in the field of occupational health services,**
- **a company providing services in the field of occupational health and safety and fire protection,**

If these entities process personal data on behalf of the Controller, they act as processors. The Controller enters into personal data processing agreements with them and obliges them to process the data only according to its instructions.

Other recipients of your personal data also include law firms, bailiffs, notaries and auditors, who act as independent controllers bound by a professional duty of confidentiality. Specific categories of recipients for individual purposes of processing are listed in Annex 1.

6. TRANSFER OF PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA

In most cases, the processing of your personal data does not involve the transfer of your personal data to third countries or international organizations. Should such a transfer be necessary, it will only take place in accordance with applicable data protection legislation and only in cases where appropriate safeguards for the protection of your data are ensured.

Information about the used guarantees and the possibility of obtaining a copy of them can be obtained through the contact details of the Operator or the responsible person.

7. HOW LONG WE KEEP YOUR PERSONAL DATA

We only retain your personal data for as long as necessary to fulfil the purpose for which it was collected.

The retention period is determined in particular by the deadlines stipulated by labour, tax, accounting, archival and other legal regulations, the duration of the employment relationship, the duration of limitation periods, the need to prove, exercise or defend legal claims.

The specific retention period or the criteria for determining it are set out in Annex 1 for each purpose.

After the expiration of the relevant period, we will securely delete, destroy or anonymize personal data, unless their further storage is required by law or the protection of legal claims of the Operator.

8. AUTOMATED DECISION-MAKING AND PROFILING

The Controller does not make decisions based on automated processing of personal data, including profiling.

9. TECHNICAL AND ORGANIZATIONAL SECURITY MEASURES

To ensure the protection of personal data, the Controller has taken appropriate technical and organisational measures, in particular in the area of physical, operational and information security. The measures taken are defined within the framework of the operator's internal regulations

After the expiry of the period, the personal data will not be subject to further processing.

10. RIGHTS OF THE DATA SUBJECT

- The Data Subject has **the right to request** from the Controller **access** to personal data relating to the Data Subject pursuant to the provision of Article 15 of the GDPR. The data subject has the right to confirm whether personal data concerning him or her is being processed and, if so, has the right of access to such data. Furthermore, it has the right to provide copies of the personal data that the Controller processes about it, as well as information on how the personal data is further processed.
- The data subject has **the right to have** incorrect personal data rectified in accordance with Article 16 of the GDPR. The Controller is entitled to process only correct and updated personal data. On the basis of the exercise of the right to rectification of processed personal data, the Controller shall complete or modify incorrect personal data without undue delay.
- The data subject has **the right to delete** (right to be forgotten) all data that is processed unlawfully pursuant to Article 17 of the GDPR, without undue delay, if the conditions under the GDPR are met.
- The data subject has **the right to restriction of** the processing of personal data in accordance with the provisions of Art.
- 18 GDPR in the event of exercising the **right to rectification** or if he objects to the erasure of his personal data, if their processing is unlawful, or the controller no longer needs the personal data for the purposes of the processing, but the data subject needs them to establish, exercise or defend legal claims. The Controller will restrict the processing of your personal data if you request it.
- The data subject has **the right to the portability** of personal data pursuant to Article 20 of the GDPR to another controller in a structured, commonly used and machine-readable format, but only if the data is processed on the legal basis of the data subject's consent or on the basis of a contract to which the data subject is a party.
- The data subject has the right to file a complaint or initiative with the supervisory authority, which is the Office for Personal Data Protection, in the event that the person is directly affected by his or her rights under the provisions of Section 100 of Act No. 18/2018 Coll. on Personal Data Protection.
- Contact details of the Office for Personal Data Protectionv. Registered office: Galvaniho Business Center II · Galvaniho 7/B · 821 04 Bratislava, Slovak Republic,website o dataprotection.gov.sk, phone number 02 3231 3214, e-mail: statny.dozor@pdp.gov.sk.

- The data subject has the right to withdraw consent under Article 7(3) of the GDPR if the controller processes personal data on the legal basis of consent. You can withdraw your consent at any time in the same form in which you gave it. The withdrawal of consent does not affect the lawfulness of the processing of personal data that preceded it.

- The data subject has the RIGHT to object to the processing of personal data if he/she believes that it is unjustified or requests a reassessment of profiling or the result of automated decision-making. The Controller may not further

process the personal data unless it demonstrates compelling legitimate grounds for the processing that outweigh the interests, rights and freedoms of the data subject or grounds for proving, exercising or defending legal claims.

These rights are not absolute. Their application may be limited by the conditions or exceptions provided for by the GDPR or special legal regulations.

11. HOW YOU CAN EXERCISE YOUR RIGHTS

You can exercise your rights in writing at the address of the Controller's registered office, by e-mail at: **gdpr@eliastech.sk** or through the Data Protection Officer at the address: **Vojčík & Privacy, s.r.o., Rázusova 13, 040 01 Košice,** phone number: **+421 (55) 6230111** , e-mail: **privacy@vojcik.eu.**

The Operator will provide you with information on the processing of the application without undue delay, usually within one month of its delivery.

In justified cases, this period may be extended by a further two months, in particular taking into account the complexity of the application or the number of applications received. We will inform you about the extension of the deadline and its reasons.

The exercise of rights is free of charge. However, if the request is manifestly unfounded or disproportionate, in particular due to its repetitive nature, the Operator may demand a reasonable fee.

The operator shall be entitled to request additional information necessary to verify the identity of the applicant if it has reasonable doubts as to his/her identity.

12. HOW WE PROTECT YOUR PERSONAL INFORMATION

The Controller has taken appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, unauthorised access or disclosure, accidental loss, destruction, damage or alteration.

Only persons who need it for the performance of their professional or contractual obligations and who are bound by a duty of confidentiality have access to personal data.

Detailed security measures are regulated in the Operator's internal regulations. Their specific content is not published if this could jeopardise the security of personal data or information systems.

I acknowledge that the Controller is obliged, in accordance with the provision of Article 34 of the GDPR, to notify me of a personal data breach without undue delay, if such a personal data breach may lead to a high risk to my rights.

13. UPDATE

This information on the processing of personal data is valid and effective from 01.08.2026. In the event of a change in the Personal Data Protection Information, the Operator will notify you of the changes in advance accordingly.

APPENDIX NO. 1

Purpose of processing	Legal basis	Legal requirement/contractual requirement/legitimate interest/public interest/consent	Categories of personal data	Deadline for deletion of personal data	Category of beneficiaries
The purpose of personal data processing is the preparation of employment contracts and agreements on the performance of work	Article 6(1)(c) of the GDPR, Labour Code	the processing of personal data is carried out in compliance with legal obligations	Common personal data (title, name, surname, address, date of birth, job position, salary or remuneration, bank account number for payment)	10 years following the year to which they relate	Labour Inspectorate, Courts, Law Enforcement Authorities, Other Authorised Entity
the purpose of personal data processing is the fulfilment of the obligations of the Controller as an employer towards the Social Obligation	Article 6(1)(c) of the GDPR, the Labour Code, the Social Insurance Act, the Old-Age Pension Savings Act, the Supplementary Pension Savings Act	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary for the fulfilment of legal obligations arising from the relevant legal regulations governing social insurance, old-age and pension savings (name, surname, address of residence, birth number and other personal data that are the subject of relevant reports) special categories of personal data (personal data related to health status)	10 years following the year to which they relate	Social Insurance Agency, Other Authorized Entity

the purpose of personal data processing is the fulfilment of the obligations of the Controller as an employer towards health insurance companies	Article 6(1)(c) of the GDPR, Labour Code, Health Insurance Act, Insurance Act	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary for the fulfilment of legal obligations arising from the relevant legal regulations governing health insurance (name, surname, address of residence, personal identification number, health insurance company of the employee and other personal data that are the subject of the relevant reports)	10 years following the year to which they relate	relevant health insurance companies, other authorised entity
the purpose of the collection of personal data is the fulfilment of the Controller's obligations towards the tax administrator regarding employment and other similar relationships	Article 6(c) of the GDPR, Income Tax Act, as amended	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations (employee: name, surname, address of residence, birth number, marriage certificate and other personal data that are the subject of reports; spouse of the employee: name, surname, birth number, address; employee's child: child's birth certificate, confirmation of attendance at the child's school)	10 years following the year to which they relate	competent tax authority, other authorised entity
The purpose of personal data processing is to keep personal files of employees	Article 6(1)(c) of the GDPR, Labour Code	the processing of personal data is carried out in compliance with legal obligations	normal personal data necessary for the calculation of the data subject's pension, other personal data that are part of the personal file	up to the age of 70 of the employee - ELDP, other data during the employment relationship or similar employment relationship of the data subject with the operator	courts, law enforcement authorities, other authorized entity proceeding in accordance with special regulations

The purpose of personal data processing is the processing of agreements on material liability	Article 6(1)(c) GDPR, Labour Code Article 6(1)(b) GDPR	the processing of personal data is carried out in the fulfilment of legal obligations the processing of personal data is carried out in the fulfilment of contractual obligations	Common personal data (title, name, surname, address, date of birth, signature)	for the duration of the employment relationship with the employee, after its termination until the full settlement of contractual and other claims arising from the employment relationship, or until the expiry of the limitation periods specified in the relevant legislation	Labour Inspectorate, courts, law enforcement authorities, other authorised entity proceeding in accordance with special regulations
The purpose of personal data processing is to record the attendance of employees	Article 6(1)(c) GDPR, Labour Code Article 6(1)(a) GDPR (photo)	the processing of personal data is carried out in compliance with legal obligations , the processing of the photo is based on consent	common personal data (name, surname, title, date and time of arrival and departure to work, personal number of the employee, data on employment (starting/termination, vacation, obstacles to work, working hours and other related personal data); photograph	3 years following the year to which they relate	Labour Inspectorate, courts, law enforcement authorities, other authorised entity, intermediary providing attendance information system
The purpose of personal data processing is to keep payroll sheets	Article 6(1)(c) of the GDPR, Income Tax Act, as amended	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary for the fulfilment of legal obligations arising from the relevant legal regulations	50 years following the year to which they relate	competent tax authority, other authorised entity

The purpose of personal data processing is the calculation, payment and recording of wages (remuneration), processing of payslips	Article 6(1)(c) GDPR, Labour Code Article 6(1)(b) GDPR (Agreement on Electronic Transmission of Payslip) Article 9(2)(b), (f), (h) GDPR	the processing of personal data is carried out in the fulfilment of legal obligations the processing of personal data is carried out in the performance of a contract (agreement on the electronic sending of payslips)	common personal data necessary for the fulfilment of legal obligations, a special category of personal data (health data)	10 years following the year to which they relate	competent tax office, Social Insurance Agency, courts, Labour Inspectorate, other authorised entity
The purpose of personal data processing is the issuance of certificates of taxable income	Article 6(c) of the GDPR, Income Tax Act, as amended	the processing of personal data is carried out in compliance with legal obligations	common personal data (name, surname, salary data, signature)	10 years following the year to which they relate	competent tax authority, other authorised entity
The purpose of personal data processing is to make deductions from wages	Article 6(1)(c) GDPR, Labour Code, Civil Code, Enforcement Code Article 6(1)(b) of the GDPR (Agreement on Employment Deductions)	the processing of personal data is carried out in the fulfilment of legal obligations the processing of personal data is carried out in the performance of the contract (agreement on wage deductions)	Normal personal data necessary to make a deduction	10 years following the year to which they relate	Labour Inspectorate, Courts, Law Enforcement Authorities, Bailiff, Other Authorised Entity

The purpose of personal data processing is the processing of other payroll or payroll documents	Article 6(1)(c) of the GDPR, Labour Code, Civil Code, Social Insurance Act	the processing of personal data is carried out in compliance with legal obligations	common personal data (name, surname, title and other personal data within the meaning of a special law)	10 years following the year to which they relate	competent tax office, Social Insurance Agency, Labour Inspectorate, courts, law enforcement authorities, bailiff, other authorised entity
The purpose of personal data processing is to provide income compensation in the event of temporary incapacity for work of an employee	Article 6(1)(c) of the GDPR, Income Compensation Act in the event of temporary incapacity for workArticle 9(2)(b), (f), (h) of the GDPR	the processing of personal data is carried out in compliance with legal obligations	Ordinary personal data and special categories of personal data - data on health status necessary to comply with legal obligations	10 years following the year to which they relate	Labour Inspectorate, Social Insurance Agency, other authorised entity
The purpose of personal data processing is to provide meals for employees	Article 6(1)(c) of the GDPR, Labour Code	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations	10 years following the year to which they relate	external catering provider, other authorised entity
The purpose of personal data processing is the realization of business trips: travel orders, provision of accommodation, insurance, transport, billing of business trips	Article 6(1)(c) of the GDPR, Labour Code, Travel Allowances Act	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations	5 years following the year to which they relate	courts, law enforcement authorities, commercial insurance company, carrier, accommodation provider, travel agency and other authorized entity

the purpose of personal data processing is the fulfilment of other legal obligations of the Controller as an employer related to the employment relationship and other similar relationships, including pre-contractual relationships	Article 6(1)(c) of the GDPR, legislation governing employment and similar employment relationships (Labour Code, Act on Social Insurance, Income Tax, Old-Age Pension Savings, Supplementary Pension Savings, Employment Services, Income Compensation in the Event of Temporary Incapacity for Work, Social Fund, Protection, Promotion and Development of Public Health, Health and Safety at Work, and others)Article 9(2)(b), f), h) GDPR	the processing of personal data is carried out in compliance with legal obligations	Normal personal data, special category of personal data (health data, trade union membership)	10 years following the year to which they relate	Social Insurance Agency, Health Insurance Companies, Tax Office, Supplementary Pension Savings Banks, Pension Management Companies, Labour Inspectorate, Employee Representatives, Office of Labour, Social Affairs and Family, Courts, Law Enforcement Authorities, Bailiffs, Other Authorised Entity
The purpose of personal data processing is the fulfilment of obligations and legal relationships established by an employment contract, an assignment agreement, an agreement on work performed outside the employment relationship	Article 6(1)(b) of the GDPRArticle 9(2)(b), (f), (h) of the GDPR	The processing of personal data is a contractual requirement	Normal personal data, a special category of personal data (health data)	10 years following the year to which they relate	Labour Inspectorate, employee representatives, Office of Labour, Social Affairs and Family, courts, law enforcement authorities, bailiff, other authorised entity
The purpose of personal data processing is the implementation of social policy, including keeping relevant records related to the verification of employee entitlements and the provision of employee benefits (creation and use of the social fund)	Article 6(c) of the GDPR, Act No. 152/1994 Coll. on the Social Fund and on the Amendment of Act No. 286/1992 Coll. on Income Taxes, as amended	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations	10 years following the year to which they relate	tax office, courts, law enforcement authorities, company providing services in the field of recreation and sports, other authorized entity

The purpose of personal data processing is the provision of recreational vouchers	Article 6(1)(c) of the GDPR, Labour Code	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations	10 years following the year to which they relate (in accordance with the relevant accounting legislation)	Labour Inspectorate, Tax Office, Courts, Law Enforcement Authorities, Other Authorised Entity
The purpose of personal data processing is to provide a contribution to the child's sports activity	Article 6(1)(c) of the GDPR, Labour Code	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations	10 years following the year to which they relate (in accordance with the relevant accounting legislation)	Labour Inspectorate, Tax Office, Courts, Law Enforcement Authorities, Other Authorised Entity
The purpose of personal data processing is to fulfil the employer's obligations in the field of occupational health and safety and fire protection	Article 6(1)(c) GDPR, Labour Code, Act on the Protection, Promotion and Development of Public Health, Occupational Health and Safety Act, Fire Protection Act, Social Insurance Act and other relevant legislationArticle 6(1)(a) GDPR (photo) Article 9(2)(b), (f), (h) GDPR	the processing of personal data and special categories of personal data is carried out in compliance with legal obligations , the processing of the photo is based on consent	common personal data necessary to comply with legal obligations; photospecial category of personal data (health data)	5 years following the year to which they relate, in the case of serious and fatal accidents at work 20 years following the year to which they relate, in the case of less serious 10 years following the year to which they relate	Labour Inspectorate, courts, law enforcement authorities, other authorised entity, intermediary providing services in the field of occupational health and safety

The purpose of personal data processing is to instruct other natural persons with the rules of occupational health and safety	Article 6(1)(c) of the GDPR, Labour Code, Occupational Health and Safety Act	the processing of personal data and a special category of personal data is carried out in compliance with legal obligations	common (first name, last name, company name, date, time of entry, period from - to, signature)	5 years following the year to which they relate, in the case of serious and fatal accidents at work 20 years following the year to which they relate, in the case of less serious 10 years following the year to which they relate	Labour Inspectorate, courts, law enforcement authorities, other authorised entity, intermediary providing services in the field of occupational health and safety
the purpose of personal data processing is to fulfil the obligations of the Controller as an employer in the field of occupational health services	Article 6(1)(c) of the GDPR, the Labour Code, the Act on the Protection, Promotion and Development of Public Health, the Occupational Health and Safety ActArticle 9(2)(b), (f) and (h) of the GDPR	the processing of personal data and a special category of personal data is carried out in compliance with legal obligations	Common personal data necessary to comply with legal obligations Special category of personal data (health data)	10 years following the year to which they relate	Labour Inspectorate, Public Health Authority, courts, law enforcement authorities, other authorised entity, intermediary providing services in the field of PZS
The purpose of personal data processing is to protect the health of employees (medical examinations in relation to work - entrance fee and during employment)	Article 6(1)(c) of the GDPR, Public Health Protection, Promotion and Development Act, OHS ActArticle 9(2)(b), (f) and (h) of the GDPR	the processing of personal data and a special category of personal data is carried out in compliance with legal obligations	common personal data necessary for the fulfilment of legal obligations and health data contained in the result of a preventive medical examination	20 years from the date of the medical examination - high-risk workplace, 10 years following the year to which they relate - non-risky workplace	Labour Inspectorate, courts, law enforcement authorities, third parties, authorities competent to deal with offences, medical facility performing the necessary screening tests, entity providing services in the field of occupational health and safety and OP, other authorised entity

The purpose of personal data processing is the provision of work equipment, protective work equipment and work clothing and their registration	Article 6(1)(c) of the GDPR, Labour Code, Regulation of the Government of the Slovak Republic on minimum requirements for the provision and use of personal protective equipment	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary for the fulfilment of legal obligations (name, surname and other data related to the issued protective equipment)	5 years following the year to which they relate	Labour Inspectorate, Courts, Law Enforcement Authorities Other Authorised Entity
The purpose of personal data processing is the registration of accidents at work	Article 6(1)(c) of the GDPR, the Labour Code, the Act on the Protection, Promotion and Development of Public Health, the Occupational Health and Safety Act, the Fire Protection Act, the Social Insurance Act and other relevant legislationArticle 9(2)(b), (f), (h) of the GDPR	the processing of personal data and a special category of personal data is carried out in compliance with legal obligations	Common personal data necessary to comply with legal obligations Special category of personal data (health data)	5 years following the year to which they relate, in the case of serious and fatal accidents at work 20 years following the year to which they relate, in the case of less serious 10 years following the year to which they relate	Labour inspectorate or competent supervisory authority, doctor, courts, law enforcement authorities, other authorised entity, intermediary providing OSH services
the purpose of processing is to control the presence of alcohol, narcotic drugs or other psychotropic substances at the workplace for the safety and health protection of employees and other persons at work, including the protection of the Controller's property	Article 6(1)(c) of the GDPR, Occupational Health and Safety Act Article 9(2)(b), (f) and (h) of the GDPR	the processing of personal data and a special category of personal data is carried out in compliance with legal obligations	normal personal data necessary for the fulfilment of legal obligations and a special category of personal data (data contained in the result of a check for the presence of alcohol, narcotic drugs or psychotropic substances)	5 years from the date on which the last entry was made in the OHS documentation	Labour inspectorate, courts, law enforcement authorities, third parties, authorities competent to deal with offences, medical facility performing the necessary screening tests, intermediary providing services in the field of occupational health and safety and health and safety, other authorised entity

The purpose of personal data processing is to carry out statutory training of employees	Article 6(1)(c) of the GDPR, Labour Code, Occupational Health and Safety Act, Fire Protection Act	the processing of personal data and a special category of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations (title, name, surname, job position, signature)	5 years following the year to which they relate, in the case of serious and fatal accidents at work 20 years following the year to which they relate, in the case of less serious 10 years following the year to which they relate	Labour Inspectorate, courts, law enforcement authorities, other authorised entity, intermediary providing services in the field of OHS and OP
The purpose of personal data processing is to provide other trainings, courses and exams, the completion of which results from a legal requirement	Article 6(1)(c) of the GDPR, Labour Code, Occupational Health and Safety Act, Fire Protection Act	the processing of personal data is carried out in compliance with legal obligations	Common personal data (title, name, surname, signature)	5 years following the year to which they relate	labour inspectorate, courts, law enforcement authorities, other authorised entity, intermediary providing training services
The purpose of personal data processing is to provide training beyond the scope of legal obligations	Article 6(1)(f) of the GDPR	The processing is carried out on the basis of a legitimate interest, which consists in the need to organize and provide training for employees beyond the scope of legal obligations in order to develop them professionally, improve their qualifications and increase work efficiency.	Common personal data (title, name, surname, signature)	5 years following the year to which they relate	labour inspectorate, courts, law enforcement authorities, other authorised entity, intermediary providing training services

The purpose of personal data processing is the implementation of collective employment relationships, including the management of the relevant agenda	Article 6(1)(b), (c) of the GDPR, Labour CodeArticle 9(2)(b), (f), (h) of the GDPR	the processing of personal data is carried out in compliance with legal obligations	Common personal data Special categories of personal data (trade union membership data, health data)	10 years following the year to which they relate	Labour Inspectorate, Courts, Law Enforcement Authorities, Trade Union, Other Authorised Entity
The purpose of personal data processing is the fulfilment of obligations in connection with the employment of foreigners - third-country nationals and the performance of acts related to the temporary residence of foreigners	Article 6(1)(b) of the GDPR, Act on the Residence of Foreign Nationals, Act on Employment Services; Article 9(2)(b), (f) and (h) of the GDPR; family members consent - Article 6(1)(a) of the GDPR	the processing of personal data is carried out in the fulfilment of obligations arising from the contract to which the data subject is a party, in the case of the processing of a special category of personal data (health data) of family members, the processing is carried out on the basis of the consent of the data subject	common personal data (title, name, surname, temporary residence, permanent residence, place of birth, nationality, nationality, passport number, birth number, gender, marital status, photograph, criminal record extract, proof of accommodation, proof of financial security, personal number, education, occupation, parents' names, parents' surnames, parents' dates of birth, family certificate, health data, account balance, bank account number, Registry document, insurance number, residence permit number and other necessary), special category of personal data (health data)	5 years following the date of termination of employment or performance of office or until the full settlement of claims arising from mutual relations, or until the expiry of the limitation periods specified in the relevant legislation; for the processing of health data, 1 year from the granting of the consent of the data subject or until its withdrawal, whichever occurs first	courts, law enforcement authorities, authorities competent to deal with offences, foreign police authorities, other authorised entity

The purpose of personal data processing is the processing and recording of accounting documents	Article 6(1)(c) of the GDPR, the Accounting Act, the Value Added Tax Act, the Administrative Fees Act, the Civil Code, the Social Fund Act, the Income Tax Act, the Labour Code, the Income Tax Act, the Commercial Code and other relevant regulations	the processing of personal data is carried out in compliance with legal obligations	Common personal data	invoice books, general ledgers, receivables and payables, financial statements, supplier-customer invoices, financial statements, treasury agenda, accounting documents, bank statements, tax returns, annual audit, loan documents, stock documents, customs records, declarations - all 10 years following the year to which they relate, investment invoices - 20 years following the year to which they relate	Social Insurance Agency, Health Insurance Companies, Tax Office, Auditors, Courts, Law Enforcement Authorities, Other Authorized Entity
The purpose of personal data processing is the processing of other tax documents and bank statements	Article 6(1)(c) of the GDPR, the Accounting Act, the Value Added Tax Act, the Income Tax Act, etc.	the processing of personal data is carried out in compliance with legal obligations	Common personal data (name of the organization, title, first name, surname, email address, telephone contact, bank account number)	10 years following the year to which they relate	tax office, auditors, courts, law enforcement authorities, other authorized entity

The purpose of the processing is to keep a logbook	Article 6(1)(c) of the GDPR, Income Tax Act	the processing of personal data is carried out in compliance with legal obligations	Common personal data (title, name, surname, data on the ride performed)	10 years following the year to which they relate	tax office, auditors, courts, law enforcement authorities, other authorized entity
The purpose of personal data processing is the administration of the registry, records and handling of received and sent mail/e-mails	Article 6(1)(c) of the GDPR, the Act on Archives and Registries, the Act on the Electronic Form of the Exercise of the Powers of Public Authorities and on the Amendment of Certain Acts (on e-Government)	the processing of personal data is carried out in compliance with legal obligations	common personal data (title, name, surname, signature, place of residence, e-mail address, telephone number, account number, signature, advanced electronic signature and other data that may be the content of mail and data according to a special regulation)	Post office - 5 years following the year to which they relate, other records constituting the registry within the meaning of the relevant provisions of Act No. 395/2002 Coll. on Archives and Registries and on Amendments to Certain Acts, as amended	Ministry of the Interior of the Slovak Republic, Financial Administration of the Slovak Republic (FS portal), Social Insurance Agency (SP portal), health insurance companies (portal), other authorized entity
The purpose of personal data processing is to conduct court and administrative proceedings (litigation/non-litigation)	Article 6(1)(c) of the GDPR, applicable legislation in the field of civil, criminal and administrative proceedings	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations	for the duration of the relevant proceedings and until the expiry of the limitation periods (unless otherwise provided by applicable law)	courts, law enforcement authorities, competent administrative authorities, lawyers, other authorised entity

the purpose of personal data processing is the investigation of complaints pursuant to Act No. 54/2019 Coll. on the Protection of Whistleblowers and on the Amendment of Certain Acts, their registration	Article 6(1)(c) of the GDPR, Whistleblower Protection Act	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary to comply with legal obligations (data that are part of the complaint)	3 years from the date of receipt of the notification	Office for the Protection of Whistleblowers, courts, law enforcement authorities, other authorized entity
The purpose of personal data processing is to handle and record the rights of data subjects	Article 6(1)(c), (f) of the GDPR, Personal Data Protection Act	the processing of personal data is carried out in the fulfilment of legal obligations, in the part of the register there is the processing of personal data on the basis of a legitimate interest, which consists in the implementation of the need to keep records of the exercised rights of data subjects in order to be able to prove that it has fulfilled the obligations arising from the relevant regulations on personal data protection	Common personal data that is part of the request	5 years from the date of settlement of the exercise of the right or application	Office for Personal Data Protection, courts, law enforcement authorities, other authorized entity
The purpose of personal data processing is the management of the contractual agenda (records of contracts)	Article 6(1)(c) of the GDPR, the Civil Code, the Commercial Code, the Land Register Act, the Short-Term Rental Act, the Act on Free Access to Information and on Amendments to Certain Acts (Freedom of Information Act), the Labour Code	the processing of personal data is carried out in compliance with legal obligations	common personal data necessary for the conclusion and performance of the contract	during the duration of the contractual relationship and after its termination until the full settlement of contractual and other claims arising from the contractual relationship, or until the expiry of the limitation periods specified in the relevant legal regulations	Office of the Government of the Slovak Republic, courts, law enforcement authorities, banks, insurance companies, law firms, relevant district offices – cadastral departments, the public, the other contracting party, the public, other authorized entity

intranet - who can enter what	Article 6(1)(f) of the GDPR	The processing is carried out on the basis of the legitimate interest of the controller, which consists in effective internal communication and coordination of work activities via internal chat	Common personal data (name, surname, phone contact, content of the message)	for the duration of the contractual relationship with the business partner and after its termination until the full settlement of contractual and other claims arising from the contractual relationship, or until the expiry of the limitation periods specified in the relevant legislation	courts, law enforcement authorities, an intermediary providing an internal chat serviceother authorized entity
Web - Design	Article 6(1)(f) of the GDPR	the processing is carried out on the basis of the legitimate interest of the Controller, which consists in the need to provide persons with a simple and accessible way of contact via the contact form and subsequent return communication, which is a legitimate and expected interest of the Controller	Common personal data (name, e-mail, data provided in the message)	for the period necessary to process the request and subsequent communication, but not more than 6 months from the last contact, unless a longer period arises from the law or legitimate interest	courts, law enforcement authorities, other authorized entity
the purpose of personal data processing is necessary cookies - ensuring the basic functions of the Controller's website	Article 6(1)(f) of the GDPR	the processing is carried out on the basis of the legitimate interest of the Operator, which is to ensure the necessary functionality of the Operator's website, i.e. that the website works without technical problems and is comfortable and easy to use for visitors	Common personal data (end-user device information)	temporary cookies - until the end of the visit, persistent cookies - until the expiry of cookies	Personal data is not provided to other recipients

The purpose of personal data processing is to keep records of assets (issued chips, keys, mobile devices, etc.)	Article 6(1)(f) of the GDPR	the processing of personal data is carried out on the basis of the legitimate interest of the Controller, which is the protection of the Controller's property, ensuring control over the entrusted property - the possibility to identify a specific person to whom the property has been entrusted and to prove the takeover of the property in the event of its damage, loss or termination of employment	common (business name, personal number, name, surname, signature)	for the duration of the employment relationship with the employee, after its termination until the full settlement of contractual and other claims arising from the employment relationship, or until the expiry of the limitation periods specified in the relevant legislation	Personal data is not provided to other recipients
The purpose of personal data processing is to record user rights in individual information systems	Article 6(1)(f) of the GDPR	The processing of personal data is carried out on the basis of the legitimate interest of the controller, which is to ensure the security and confidentiality of personal and sensitive data and protection against unauthorized access, thus protecting the integrity of information systems and data	Common personal data (name, surname, job position, date and time of creation and cancellation of user accessInformation about the system to which the employee was accessed)	for the duration of the employment relationship with the employee, after its termination until the full settlement of contractual and other claims arising from the employment relationship, or until the expiry of the limitation periods specified in the relevant legislation	Personal data is not provided to other recipients
the purpose of personal data processing is the security and protection of the Controller's IT system and internal infrastructure	Article 6(1)(f) of the GDPR	the processing of personal data is carried out on the basis of the legitimate interest of the Operator, which consists in the management of the IT system and data in the Controller's information systems for the purpose of ensuring the security and protection of systems, integrity and confidentiality of stored information, secure operation of applications and infrastructure, as well as the protection of rights, legally protected interests and property of the Operator and third parties.	all categories of personal data processed in payroll and personnel agenda	for the duration of the employment relationship with the employee, the contractual relationship, after its termination until the full settlement of contractual and other claims arising from the contractual relationship, or until the expiry of the limitation periods specified in the relevant legislation	courts, law enforcement authorities, authorities competent to deal with misdemeanours, intermediary providing information system services, other authorised entity

The purpose of personal data processing is the issuance of an access card to the data subjects for the purpose of their identification upon repeated entry into the premises	Article 6(1)(f) of the GDPR	The processing of personal data is carried out on the basis of the legitimate interest of the controller, which is to ensure the safety of the premises, the protection of life, health and property of persons entering the premises	title, name, surname, personal number of the employee, information about the time of arrival and departure of the person concerned to and from the premises, as well as information about the time of passage through individual gates and entrances, the passage of which is possible only by tapping on the access card	during the duration of the contractual relationship and after its termination until the full settlement of contractual and other claims arising from the contractual relationship, or until the expiry of the limitation periods specified in the relevant legal regulations	courts, law enforcement authorities, authorities competent to deal with offences, private security service, other authorised entity
the purpose of personal data processing is monitoring by camera systems for the purpose of protecting the premises, property and health of the Controller and persons located on its premises; protection of public order and security, detection of crime	Article 6(1)(f) of the GDPR	The processing of personal data is carried out on the basis of the legitimate interest of the Controller in the protection of rights, legally protected interests and property owned by the Controller, in the protection of rights and legally protected interests and property owned by other persons and in ensuring the safety, protection of life and health of persons entering and staying on the premises of the Controller, as well as in the detection and prevention of crime and other anti-social activities	Common personal data (video footage of a person, portrait and image information about behaviour)	7 days from the date of recording	courts, law enforcement authorities, authorities competent to deal with offences, private security service, other authorised entity

The purpose of personal data processing is to monitor employees by camera systems for the purpose of controlling the use and to exclude circumvention of the attendance system of the operator by its employees	Article 6(1)(f) of the GDPR	The processing of personal data is carried out on the basis of the legitimate interest of the controller, which is to ensure the proper performance of employees' work duties, in particular compliance with working hours and the prevention of circumvention or abuse of the attendance system	Common personal data (video footage of a person, portrait and image information about behaviour)	7 days from the date of recording	courts, law enforcement authorities, authorities competent to deal with offences, private security service, other authorised entity
The purpose of personal data processing is to monitor employees for the purpose of quality control of the production process and to demonstrate compliance with work and technological procedures, including the possibility of identifying responsible persons in the event of a complaint or incident, in order to ensure the quality of production, occupational safety and objective resolution of complaints	Article 6(1)(f) of the GDPR	The processing of personal data is carried out on the basis of the legitimate interest of the controller, which is to ensure the proper and safe operation of the operation, compliance with internal regulations and technological procedures, and objective resolution of complaints or incidents	Common personal data (video footage of a person, portrait and image information about behaviour)	7 days from the date of recording	courts, law enforcement authorities, authorities competent to deal with offences, private security service, other authorised entity

The purpose of the processing of personal data is to familiarize oneself with the created camera recording for the purpose of the investigation and to provide the recording to the relevant entities	Article 6(1)(f) of the GDPR	The processing of personal data is carried out on the basis of the legitimate interest of the controller to ensure a proper investigation of incidents, violations of internal regulations, security events or suspicions of illegal activity and, if necessary, to provide the camera recording to the competent authorities or entities authorized to obtain it	Common personal data (video footage of a person, portrait and image information about behaviour)	7 days from the date of recording	courts, law enforcement authorities, authorities competent to deal with offences, private security service, other authorised entity
The purpose of personal data processing is to provide cooperation to the authorities proceeding in accordance with a special law	Article 6(1)(c) of the GDPR, Code of Criminal Procedure	the processing of personal data is carried out on the basis of legal authorisation	Common personal data (video footage of a person, portrait and image information about behaviour)	7 days from the date of recording	courts, law enforcement authorities, authorities competent to deal with offences, private security service, insurance company, other authorised entity
the purpose of personal data processing is the presentation of the Controller through business cards and signatures in e-mails	Article 6(1)(c) of the Regulation, the Personal Data Protection Act and on Amendments to Certain Acts	the processing of personal data is carried out on the basis of legal authorisation	Common personal data	until the termination of the employee's employment	an intermediary providing business card design and printing services, a third party to whom the business card will be handed over

the purpose of processing is the production and publication of video, audio and audiovisual recordings and other materials for the purpose of presenting the Operator in internal and external media, including recordings of public events	Article 6(1)(a) of the GDPR	the processing of personal data is carried out on the basis of the consent of the data subject	audiovisual recordings, photographs and expressions of a personal nature, name, surname, function or other designation of a natural person	until the withdrawal of consent to the processing of personal data	the public, other authorized entity, operators – the provider of the social network Facebook and LinkedIn (Facebook Ireland Limited, LinkedIn Ireland Unlimited Company)
The purpose of the processing of personal data is to identify the employee within the organizational structure	Article 6(1)(a) of the GDPR	the processing of personal data is carried out on the basis of the consent of the data subject	Photography	until the withdrawal of consent to the processing of personal data	an intermediary providing security services to the building, another authorized entity
The purpose of personal data processing is to visualize employees during the processing of work requests (request lists)	Article 6(1)(a) of the GDPR	the processing of personal data is carried out on the basis of the consent of the data subject	Photography	until the withdrawal of consent to the processing of personal data	Other Authorized Entity

The purpose of personal data processing is to assign skills and competencies to specific employees in the Skills Matrix	Article 6(1)(a) of the GDPR	the processing of personal data is carried out on the basis of the consent of the data subject	Photography	until the withdrawal of consent to the processing of personal data	Other Authorized Entity
the purpose of personal data processing for the purpose of resolving a complaint at the customer's site (identifying errors in the process and ensuring corrective measures within the quality of production)	Article 6(1)(f) GDPR Article 6(1)(c) GDPR, Commercial Code, Civil Code	The processing is carried out on the basis of a legitimate interest, which is to ensure the quality of products or services and to properly resolve complaints at the customer's premises	Common personal data (number of the label produced by the employee, time of scanning, personal number of the employee, name and surname of the employee, information about defects at the customer's site, description of the employee's job position, date of arrival) and others necessary to handle the complaint	4 years following the date of filing the complaint, in the case of natural persons - non-entrepreneurs 3 years following the date of filing the complaint or in both cases until the full settlement of claims arising from the asserted or until the expiry of the limitation periods specified in the relevant legal regulations	Courts, law enforcement authorities, experts, bodies providing expert assessment, intermediary providing a product registration system Authorised entity
the purpose of personal data processing is data processing in connection with mandatory testing of employees for COVID-19	Article 6(1)(c) GDPR Article 9(2)(i) of the GDPR, Decree of the Public Health Authority No. 7/2022 V. v. SR ordering measures in the event of a public health emergency for the isolation of persons positive for COVID-19 and quarantine of persons who have come into close contact with a person positive for COVID-19 disease, as amended	The processing of personal data and special categories of personal data is carried out in compliance with legal obligations	Common personal data and special categories of personal data (name, surname, maiden name, date of testing, test result, place of residence, date of birth)	during the state of crisis, or during the period necessary to claim financial compensation from the state	doctor, other authorized entity

the purpose of personal data processing is the performance of obligations in relation to the right to equal remuneration	Article 6(1)(c) of the Regulation, Equal Pay Act	the processing of personal data is carried out on the basis of legal authorisation	Common personal data (name, surname, e-mail, address, level of remuneration, gender of the employee, etc.)	*3 years for requests and responses to employees – a natural person has the right to claim compensation for damage within the three-year limitation period. Attention, this period begins to pass only on the day when she learned about the violation. *4 years for reports on remuneration and statistics (the law imposes an obligation on you upon request – e.g. to provide the Inspectorate with information on the difference in remuneration for the previous 4 years) *2 years for documents to the Ministry (if you do not provide the report to the Ministry on time, it may impose a fine on you within two years of the breach of obligation; keep records of the submission as evidence)	The Ministry of Labour, applicant employees, employee representatives, the Labour Inspectorate and the Slovak National Centre for Human Rights.