**Information obligation of the controller towards data subjects**

pursuant to 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 (General Data Protection Regulation) (hereinafter referred to as "**EU Regulation 2016/679**" or "**GDPR**")

**Operator:**
**SEVERIA, s.r.o.,** head office Zvolenská 11024/30, 036 01 Martin, ID No.(IČO): 47 509 848, registered in the Commercial Register of the District Court Žilina, Section: Sro, File No. 60727/L, tel.: +421 908 90 10 10, email: office@severia.sk

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**How did we obtain your personal data?**

The controller obtains and processes your personal data on its own behalf through authorised persons who are its employees.

When personal data is processed by the controller, you are **the data subject**, i.e. the person about whom the personal data is processed.

The controller processes personal data about the data subjects, who are mainly:

- job applicants, employees and former employees;

- close relatives of employees;

- third parties who are in a contractual relationship with the controller (customers, suppliers, etc.);

- tenants and occupants of residential and non-residential premises

- visitors to the premises of the operator;

- other persons.

The controller **collects your personal data:**

- **most often directly from you** (*if you are a job applicant, employee, visitor, customer, etc*.);

- **in** **specific cases, from third parties**

(*e.g. from courts, bailiffs, social security and other public authorities, from publicly accessible registers kept in accordance with specific statutory provisions or directly from your loved one by means of the necessary documents documented in accordance with the statutory provisions for the purpose of exercising the rights and claims of that person*).

For the processing of your personal data which the controller has obtained from third parties in the performance of its tasks and obligations under specific statutory provisions, the exceptions pursuant to paragraph 5 of this Article of the GDPR shall apply mutatis mutandis for the fulfilment of the controller's obligation to inform data subjects in a transparent manner pursuant to Article 14 of the GDPR. *In the case of an employee, this includes, for example, documents proving entitlement to a child tax bonus or documents proving a change of surname (e.g. marriage certificate for women, birth certificate for children).*

The controller may process your personal data that it has not obtained directly from you in the performance of its duties and tasks under the law and in the public interest:
- as **an employer**, *if you are, for example, a family member or close relative of an employee of the controller;*

- **as a registry management entity**, *whereby it processes in its registry centres agendas of which it is the originator, such as personnel files of employees.*

**Privacy Policy Principles**

When processing your personal data, the controller complies with the principles under Article 5 of the GDPR, in particular lawfulness, fairness, transparency, data minimisation, data updating, data retention minimisation, data integrity and confidentiality. Last but not least, it is also committed to the principle of secure processing.

Access to your personal data is exclusively granted to authorised persons of the controller who are authorised to process personal data within the specified scope and for the specified purposes. These persons are obliged to process your personal data in accordance with the statutory and internal regulations of the controller, on the basis of the instructions of the controller and its responsible persons.

The controller has a legal obligation to disclose your personal data in special cases (e.g. for social security and health insurance purposes), in the performance of inspections, supervisory activities or at the request of authorised public authorities or institutions if this is required by specific regulations *(e.g. for the purposes of criminal proceedings or at the request of a court or bailiff).*

**On what basis will your data be processed?**

Your personal data will be processed in a lawful manner for one of the main processing purposes and, in most cases, for another purpose that can be merged with the original processing purpose and lawful processing operations (in particular, for the purpose of the management of registers and archiving of documents in the public interest and the purpose of statistics in the public interest), where the legal basis for the processing is one or more of the following conditions:

- the fulfilment of the **legal obligation** of the controller within the meaning of specific statutory provisions;

- the **performance of a contract** to which the data subject is a party or pre-contractual relations at the request of the data subject;

- processing necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party (except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child);

- the performance of **a task** carried out **in the public interest** or in the exercise of official authority disclosed to the controller;

- **the data subject's consent** to the processing of his or her personal data for one or more specified purposes.

**What are the possible consequences of not providing personal data?**

If the controller processes your personal data pursuant to special legislation (performance of a legal obligation) and in connection with the performance of a task in the public interest, the provision of personal data is a legal requirement. It is your obligation to provide the requested data and to tolerate its processing for the duration of the processing purpose. Failure to provide your personal data could result in partial or even complete failure to carry out the performance of the obligations arising from these regulations, or in the rejection of your submission/request. In certain cases, the failure to provide certain personal data does not affect the processing of the submission/request, but may affect other facts.

If the controller processes your personal data for the purposes of pre-contractual and contractual relationships in which you are one of the parties to the contract ("classic" contract, employment contract, purchase order, etc.), the provision of personal data is mandatory and necessary for the valid conclusion of these contractual relationships. If you do not provide it, the contractual relationship may not be concluded. For the duration of the contract and the purpose of the processing, it is your obligation to tolerate the processing of the personal data provided.

If the controller obtains and processes your data on the basis of your consent, the provision of personal data is voluntary and you may withdraw your consent at any time, usually in the same way as you provided it. You also have the possibility to effectively object to the processing of personal data for direct marketing or profiling purposes. Withdrawal of consent does not affect the lawfulness of processing based on consent prior to its withdrawal and has no further adverse consequences for you.

Where the controller processes your personal data for the purposes of pursuing the legitimate interests pursued by the controller or a third party, the provision of your data is largely necessary for that purpose and you must accept the processing, subject to the principle that those legitimate interests must never override the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child.

An overview of the processing purposes set out by the controller and their legal bases is set out individually in the Record of Processing Activities document.

**Who are the recipients of your personal data?**

Categories of potential beneficiaries:

- authorised persons of the controller,

- government and public authorities,

- courts,

- law enforcement authorities,

- bailiffs,

- contractual intermediaries,

- persons concerned, e.g. as applicants, jobseekers, complainants and other persons affected by the application/complaint,

- other authorised bodies,

- visitors to the controller's premises,

- the public (e.g. where the data are disclosed in the public interest or pursuant to specific legal provisions or are disclosed on the basis of the data subject's consent, where such disclosure is not in excess of the fundamental rights and freedoms of the data subject).

For more detailed information on the recipients for each processing purpose, please refer to the Record of Processing Activities.

**Will your personal data be disclosed outside the European Union?**

Personal data is **not transferred** to a third country or international organisation for our processing purposes.

**Will your data be used for automated individual decision-making?**

Personal data will not be used for automated individual decision-making, including profiling.

**How long will your personal data be retained?**

Your personal data will be kept securely, in accordance with an internal directive, and only for as long as necessary to fulfil the purpose of the processing and for the duration of the retention period of the files or until consent is withdrawn, if consent was the legal basis for obtaining your personal data; whichever is earlier.

For more detailed information on **the retention period** for each processing purpose, please refer to the Record of Processing Activities document.

**Do we use cookies for behavioural tracking and profiling?**

The operator's website uses cookies but does not store any personal data about visitors to the site. At the same time, the operator's website does not carry out profiling and automated processing of personal data.

**Do we transfer personal data to third countries?**

The controller does not transfer personal data to third countries. For more information on to whom your personal data is provided, please refer to the following the Record of Processing Activities document for each processing purpose.

**What are your rights like?**

**To withdraw consent** - where we process your personal data on the basis of your consent, you have the right to withdraw that consent at any time. You can withdraw your consent electronically, at the address of the person responsible, in writing or in person at the controller. Withdrawal of consent does not affect the lawfulness of the processing of personal data we have processed about you on the basis of that consent.

**Right of access** - you always have the right to be informed about whether we are processing personal data about you. You have the opportunity to request copies of the personal data we hold about you, as well as information about how we use your personal data. In most cases, your personal data will be provided to you in written paper form, unless you request a different method of provision. If you have requested this information by electronic means, it will be provided to you electronically where technically possible.

**Right to rectification** - you have the right to rectification at any time during the duration of the purpose of the processing. We take reasonable steps to ensure that the information we hold about you is accurate, complete and up to date. If you believe that the information we hold is inaccurate, incomplete or out of date, please do not hesitate to ask us to correct, update or complete the information.

**Right to erasure (to be forgotten**) - you have the right to ask us to erase your personal data, for example, if the personal data we have collected about you is no longer necessary for the fulfilment of the original purpose of the processing. However, your right must be considered in light of all the relevant circumstances. For example, we may have certain legal and regulatory obligations which mean that we may not be able to comply with your request.

**Right to restriction of processing** - in certain circumstances you are entitled to ask us to stop using some of your personal data. For example, this is where you think that the personal data we hold about you may be inaccurate and you object to its accuracy. In this case, processing will be restricted while we verify your complaint.

**Right to object** - you have the right to object to processing based on our legitimate interests or public interests and the exercise of official authority. During the investigation period, the controller will temporarily suspend the processing of your data. If, in the event of an objection, we do not have convincing arguments that our legitimate and justified grounds for processing outweigh your interests, we will no longer process your personal data. The right to object does not apply to data processed for scientific or historical research or statistical purposes for the performance of a task carried out in the public interest.

**Right to file a petition to initiate personal data protection proceedings** - whenever you believe that your personal data is being processed incorrectly or unlawfully, you may file a complaint with the supervisory authority, which is the Office for Personal Data Protection of the Slovak Republic (*the Úrad na Ochranu Osobných Údajov SR*), Hraničná 12, 820 07 Bratislava 27; phone number: +421 /2/ 3231 3214; email: statny.dozor@pdp.gov.sk, website: <https://dataprotection.gov.sk>.