

## Overview of the processing of personal data of clients

according to the Regulation of the European Parliament and the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (hereinafter referred to as the "Law on Personal Data").

The aim of this overview is to provide you with basic information about the processing of your personal data, if you have expressed an interest in our services, e.g. you buy something from us or use our services.

### Complete information is available on request

#### Identification and contact data

The operator processing your personal data is TATRAKON spol. s r.o., Ulica priemysel'na 5668, 059 51 Poprad, ID: 31692613, email: [info@tatrakon.sk](mailto:info@tatrakon.sk) (hereinafter referred to as the "operator")

In case of ambiguities, questions regarding the processing of your personal data, suggestions, or complaints, if you believe that we process your personal data illegally or unfairly, or in case of exercising any of your rights, you can contact us at any time by sending an email to: [personalne@tatrakon.sk](mailto:personalne@tatrakon.sk), or in writing to the operator's address.

Contact details of the person responsible for supervising the processing of personal data: email: [dpo9@proenergy.sk](mailto:dpo9@proenergy.sk), tel. contact: **+421 948 789 614**

#### Basic overview of processing activities

We may process your personal data within the following processing activities (IS):

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
<b>Camera system</b> - if you move in our monitored premises, which are marked with a camera pictogram at the entrance, you will be recorded on a camera recording, the purpose of which is to maintain safety (including crime detection), protect life, health, property and financial interests of the operator and protection of life, health and property of natural persons moving in the monitored area. We respect your right to privacy and do not monitor with cameras the zones where you expect privacy - these are mainly spaces intended for rest and relaxation (kitchen, toilets, dressing rooms, common room - rest room, dining room tables). The records can be used to infer responsibility towards you in case of violation of internal regulations, if we have ensured your familiarization with them, and/or legal regulations related to threats or damage to property, life, health, safety, or financial interests. Processing is a legitimate interest of the operator or a third party.	persons moving in the monitored space.	• personal data (ordinary - captured on camera).	7 days.	(1,5) police force, other authorized subject, (2) SBS.
<b>Legal disputes</b> - we can process your personal data if we are involved in legal proceedings with you, based on a legal obligation and/or within the legitimate interest of the operator or a third party in order to prove, exercise or defend legal claims.	natural persons - operators and intermediaries, authorized persons of operators and intermediaries, affected persons, other natural persons in the position of participants in the proceedings.	• personal data (especially identification, contact and other personal data found or provided during the duration of legal disputes). The sensitivity of the data is determined by the subject of a lawsuit (for example, the processing of data related to the recognition of guilt for crimes and misdemeanors may occur).	10 years from the legal end of the legal proceedings.	(1a,5) courts, (1b,5) law enforcement authorities, (1c) other authorized subject .
<b>Legal agenda</b> - we may process your personal data in order to prove, exercise or defend the legal claims of the operator or a third party in the context of lawsuits, executions (judicial debt collection), extrajudicial debt collection based on a legal obligation and/or within the scope of the authorized of interest.	natural persons of the operator and intermediary, authorized persons of the operator and intermediary, other natural persons in the position of participants in the proceedings.	• personal data (especially identification, contact, economic/property and other personal data found or provided during the duration of legal disputes, executions). The sensitivity of the data is determined by the subject of a lawsuit, enforcement (for example, data may be processed	10 years from the legal end of court proceedings, execution proceedings, extrajudicial recovery.	(1a,5) courts, (1b,5) executors, (1c,5) law enforcement authorities, (1d,5) Slovak trade inspection, (1e) other authorized subject.

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
		related to the recognition of guilt for criminal acts and misdemeanors).		
<b>Accounting documents</b> - we can process your personal data in connection with the performance of the contract with you in order to fulfill accounting and tax obligations in accordance with special legal regulations.	clients/contractual partners of the operator, taxpayers of the operator	• personal identification, contact, financial/payment data, other similar data related to contract performance, accounting and tax obligations.	10 years.	(1a) tax administrator, (1b) auditors, (1c) other authorized subject
<b>Reporting of anti-social activity</b> - we can process your personal data if you have anonymously submitted a notification about possible anti-social activity, or if you are the subject of, or a participant in, an investigation into possible anti-social activity according to a special legal regulation.	natural persons who submitted a notification of anti-social activity or a request for protection upon notification of serious anti-social activity (or persons close to them for whom protection is requested) and natural persons who are investigated on the basis of the notification.	• personal data - stated in the notification and data necessary for its review (especially common identification personal data about the notifier, persons involved in the violation, details of the notification (may contain data of varying sensitivity).	3 years (from the date of delivery of the notification).	(1) Office for the Protection of Whistleblowers of Anti-Social Activities, participants in proceedings, other competent administrative authority, Slovak Police Force, Slovak Prosecutor's Office, Slovak courts, other authorized subject .
<b>Marketing</b> - we may process your personal data to inform you about news, discounts, current marketing offers if you have given voluntary consent to the sending of marketing offers. Likewise, if you have shown interest in our services/products (for example, you have bought something from us or inquired about a product/service), you can expect us to inform you about related news, discounts, marketing offers within the framework of our legitimate interest. If such offers bother you, you can contact us and withdraw your consent, or use the right to object to processing - then you will no longer be part of our marketing campaigns.	clients/customers/potential customers	ordinary personal data	2 years	other authorized subject
<b>Competitions</b> - we can process and, if you agree, publish your personal data for the purpose of participating in the competition, only to the extent and in such a way that you have given your voluntary consent to the processing of personal data. You have the right to revoke this consent at any time.	participants of the competition	common personal data - title, first name, last name, address, email address, phone number, photo, prize, date of birth, age range, gender, language/speech, country.	duration of the competition and 2 months after it	other authorized subject
<b>Eshop</b> - we can process your personal data if we accept your order through the eshop. We will process your data for the purpose of selling goods, preparing accounting documents, sending goods and possibly within the framework of providing other related services related to the performance of the contract and resulting from legal regulations (especially complaints). The legal basis is the fulfillment of the contract with you and the fulfillment of our legal obligations.	customers/buyers	ordinary personal data - title, first name, last name, delivery address, telephone number, e-mail address, bank connection, personal data necessary for making a payment via the Internet	10 years	other authorized subject
<b>Cookies</b> - if you browse the content of our website, we can process your personal data in order to provide and improve services, develop new services, protect users and ensure effective search and advertising. In the case of data that is not exclusively technical, we need your voluntary consent to the use of cookies for such processing.	users of the operator's website	general personal data, location data	after the end of the purpose	other authorized subject

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
<p><b>Technical and organizational measures</b> – with the aim of maintaining your and our security (including your personal data), proving the fulfillment of our legal obligation and proving, exercising, defending our legal claims or the claims of third parties, we may process records with your personal data. If necessary, it can be for example:</p> <ul style="list-style-type: none"> <li>- records of your consent to data processing,</li> <li>- records of the fulfillment of our information obligation towards you,</li> <li>- records of the processing of your request,</li> <li>- records of permitted/allocated access and assets and their use, if we have permitted/allocated them to you,</li> <li>- records that are necessary as part of the investigation of security incidents and violations of personal data protection,</li> <li>- records (confirmations) if we trained you,</li> <li>- records, if you have undertaken to maintain confidentiality,</li> <li>- records if you were part of our control activity, audit,</li> <li>- other records related to the performance of adopted technical and organizational measures.</li> </ul> <p>The processing is in the legitimate interest of the operator and at the same time an obligation arising from the GDPR regulation. The records can be used to infer responsibility towards you and as evidence to prove, exercise or defend the legal claims of the operator or a third party (especially in connection with a threat/violation of security, including the protection of human life and health, property, financial or property damage, interruption of activity, damage to reputation, leakage of know-how, etc.).</p>	<p>employees, the responsible person, applicants for the exercise of rights, persons towards whom the operator fulfills obligations arising from the GDPR regulation, persons involved in or resolved within the framework of a security incident, intermediaries, other external entities (such as if persons were invited to the resolved issue - consultants, auditors, lawyers,) employees of bodies on the basis of special legal regulations (e.g. employees of a supervisory body as part of consulting, control activities) and so on.</p>	<p>* personal data (ordinary - identification, contact data, which, however, may be supplemented by other necessary data of a different nature - e.g. login data, data related to user/perpetrator behavior (e.g. login, logout, activity logs), data necessary to verify the identity of the person who requested the exercise of the right, data resulting from violations of internal regulations (e.g. circumvention of security settings, etc.), etc.</p>	<p>According to the chapter "keeping records, archiving" of the Personal Data Protection Policy and the Personal Data Security Policy (most records are kept for 3 years or less, records on deletion or containing contracts for 5 years, some records are permanent - e.g. related to the resolution of security incidents, assessments impact, informing affected persons, etc.).</p>	<p>(1a,5) responsible person, Personal Data Protection Office of the Slovak Republic, (1b,5) Police, Prosecutor's Office of the Slovak Republic, courts of the Slovak Republic, (1c) other authorized subject.</p>

Data from some of the aforementioned processing operations may be used in the applicable case and to the extent necessary to prove, exercise or defend our legal claims, or the legal claims of a third party (for example, providing data to law enforcement authorities, bailiffs, lawyers, etc.) , as part of judicial or extrajudicial proceedings, debt collection, etc. Some personal data obtained (e.g. confirmations, records, other documents confirming the given fact, etc.) may be stored and used as "evidence" for the purposes of audits, control activities by third parties, as part of the verification of the proper fulfillment of the operator's obligations in terms of legislative requirements, or other requirements (contractual, sectoral, etc.).

## Your rights

As a data subject about whom we process personal data, in accordance with the GDPR regulation and the Act on Private Limited Companies, you have rights in connection with the processing of personal data, namely the right to request from the operator access to the personal data that is processed about you, the right to correction (or addition) of personal data, the right to delete or limit the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to portability of personal data, the right to withdraw consent to the processing of personal data. If you decide to exercise some of your rights, you can use our request form, which is available in the complete information on the processing of your personal data. In case you are not satisfied with our answer, or you believe that we have violated your rights, or we are processing your personal data unfairly, illegally, etc. you have the opportunity to file a complaint - a proposal to initiate proceedings to the supervisory authority, which is the Personal Data Protection Office of the Slovak Republic.

## Overview of the processing of personal data of visitors (of persons entering the premises of the operator)

according to the Regulation of the European Parliament and the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (hereinafter referred to as the "Law on Personal Data"). Cieľom tohto prehľadu je poskytnúť Vám základné informácie o spracúvaní vašich osobných údajov, pokiaľ vstupujete a pohybuje sa v našich priestoroch.

**Complete information is available on request**

## Identification and contact data

The operator processing your personal data is TATRAKON spol. s r.o., Ulica priemyselna 5668, 059 51 Poprad, ID: 31692613, email: [info@tatrakon.sk](mailto:info@tatrakon.sk) (hereinafter referred to as the "operator")

In case of ambiguities, questions regarding the processing of your personal data, suggestions, or complaints, if you believe that we process your personal data illegally or unfairly, or in case of exercising any of your rights, you can contact us at any time by sending an email to: [personalne@tatrakon.sk](mailto:personalne@tatrakon.sk), or in writing to the operator's address.

Contact details of the person responsible for supervising the processing of personal data: email: [dpo9@proenergy.sk](mailto:dpo9@proenergy.sk), tel. contact: **+421 948 789 614**

## Basic overview of processing activities

We may process your personal data within the following processing activities (IS):

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
<b>Control of entry to the building</b> - visits - if you enter our premises once, we can register your entry and verify your identity, as well as your eligibility for entry, based on legitimate interest.	visits entering the operator's premises.	• personal data (ordinary - identification).	3 years.	SBS, access provider. card, police force, other authorized subject
<b>Camera system</b> - if you move in our monitored premises, which are marked with a camera pictogram at the entrance, you will be recorded on a camera recording, the purpose of which is to maintain safety (including crime detection), protect life, health, property and financial interests of the operator and protection of life, health and property of natural persons moving in the monitored area. We respect your right to privacy and do not monitor with cameras the zones where you expect privacy - these are mainly spaces intended for rest and relaxation (kitchen, toilets, dressing rooms, common room - rest room, dining room tables). The records can be used to infer responsibility towards you in case of violation of internal regulations, if we have ensured your familiarization with them, and/or legal regulations related to threats or damage to property, life, health, safety, or financial interests. Processing is a legitimate interest of the operator or a third party.	persons moving in the monitored space.	• personal data (ordinary - captured on camera).	7 days.	(1) police force, other authorized subject, (2) SBS.
<b>Technical and organizational measures</b> - with the aim of maintaining your and our security (including your personal data), proving the fulfillment of our legal obligation and proving, exercising, defending our legal claims or the claims of third parties, we may process records with your personal data. If necessary, it can be for example: <ul style="list-style-type: none"> <li>- records of your consent to data processing,</li> <li>- records of the fulfillment of our information obligation towards you,</li> <li>- records of the processing of your request,</li> <li>- records of permitted/allocated access and assets and their use, if we have permitted/allocated them to you,</li> <li>- records that are necessary as part of the investigation of security incidents and violations of personal data protection,</li> <li>- records (confirmations) if we trained you,</li> <li>- records, if you have undertaken to maintain confidentiality,</li> <li>- records if you were part of our control activity, audit,</li> <li>- other records related to the performance of adopted technical and organizational measures.</li> </ul> The processing is in the legitimate interest of the operator and at the same time an obligation arising from the GDPR regulation. The records can be used to infer responsibility towards you and as evidence to prove, exercise or defend the legal claims of the operator or a third party (especially in connection with a threat/violation of security, including the protection of human life and health, property,	employees, the responsible person, applicants for the exercise of rights, persons towards whom the operator fulfills obligations arising from the GDPR regulation, persons involved in or resolved within the framework of a security incident, intermediaries, other external entities (such as if persons were invited to the resolved issue - consultants, auditors, lawyers,) employees of bodies on the basis of special legal regulations (e.g. employees of a supervisory body as part of consulting, control activities) and so on.	• personal data (ordinary - identification, contact data, which, however, may be supplemented by other necessary data of a different nature - e.g. login data, data related to user/perpetrator behavior (e.g. login, logout, activity logs), data necessary to verify the identity of the person who requested the exercise of the right, data resulting from violations of internal regulations (e.g. circumvention of security settings, etc.), etc.	According to the chapter "keeping records, archiving" of the Personal Data Protection Policy and the Personal Data Security Policy (most records are kept for 3 years or less, records on deletion or containing contracts for 5 years, some records are permanent - e.g. related to the resolution of security incidents, assessments impact, informing affected persons, etc.).	(1a,5) responsible person, Personal Data Protection Office of the Slovak Republic, (1b,5) Police, Prosecutor's Office of the Slovak Republic, courts of the Slovak Republic, (1c) other authorized subject.

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
financial or property damage, interruption of activity, damage to reputation, leakage of know-how, etc.).				

Data from some of the aforementioned processing operations may be used in the applicable case and to the extent necessary to prove, exercise or defend our legal claims, or the legal claims of a third party (for example, providing data to law enforcement authorities, bailiffs, lawyers, etc.) , as part of judicial or extrajudicial proceedings, debt collection, etc. Some personal data obtained (e.g. confirmations, records, other documents confirming the given fact, etc.) may be stored and used as "evidence" for the purposes of audits, control activities by third parties, as part of the verification of the proper fulfillment of the operator's obligations in terms of legislative requirements, or other requirements (contractual, sectoral, etc.).

## Your rights

As a data subject about whom we process personal data, in accordance with the GDPR regulation and the Act on Private Limited Companies, you have rights in connection with the processing of personal data, namely the right to request from the operator access to the personal data that is processed about you, the right to correction (or addition) of personal data, the right to delete or limit the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to portability of personal data, the right to withdraw consent to the processing of personal data. If you decide to exercise some of your rights, you can use our request form, which is available in the complete information on the processing of your personal data. In case you are not satisfied with our answer, or you believe that we have violated your rights, or we are processing your personal data unfairly, illegally, etc. you have the opportunity to file a complaint - a proposal to initiate proceedings to the supervisory authority, which is the Personal Data Protection Office of the Slovak Republic.

## Overview of personal data processing business partners

### *business partners*

*according to the Regulation of the European Parliament and the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (hereinafter referred to as the "Law on Personal Data").* Cieľom tohto prehľadu je poskytnúť Vám základné informácie o spracúvaní vašich osobných údajov, pokiaľ ste náš obchodný partner.

**Complete information is available on request**

### Identification and contact data

The operator processing your personal data is TATRAKON spol. s r.o., Ulica priemysel'ná 5668, 059 51 Poprad, ID: 31692613, email: [info@tatrakon.sk](mailto:info@tatrakon.sk) (hereinafter referred to as the "operator")

In case of ambiguities, questions regarding the processing of your personal data, suggestions, or complaints, if you believe that we process your personal data illegally or unfairly, or in case of exercising any of your rights, you can contact us at any time by sending an email to: [personalne@tatrakon.sk](mailto:personalne@tatrakon.sk), or in writing to the operator's address.

## Basic overview of processing activities

We may process your personal data within the following processing activities (IS):

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
<b>Control of entry to the building</b> - authorized persons - if we have allowed you regular entry to our premises, we can check the legitimacy of your entry, record your entry and the entry of cars based on legitimate interest.	employees, former employees (including agency employees), students, authorized external partners	• personal data (ordinary - identification, including photo)	management of accesses and electronic cards - duration of employment law or similar relationship, contractual relationship entry records - 1 year	SBS, access provider. card, police force, other authorized subject
<b>Camera system</b> - if you move in our monitored premises, which are marked with a camera pictogram at the entrance, you will be recorded on a camera recording, the purpose of which is to maintain safety (including crime detection), protect life, health, property and financial interests of the operator and protection of life, health and property of natural persons moving in the monitored area. We respect your right to privacy and do not monitor with cameras the zones where you expect privacy - these are mainly spaces intended for rest and relaxation (kitchen, toilets, dressing rooms, common room - rest room, dining room tables). The records can be used to infer responsibility towards you in case of violation of internal regulations, if we have ensured your familiarization with them, and/or legal regulations related to threats or damage to property, life, health, safety, or financial interests. Processing is a legitimate interest of the operator or a third party.	persons moving in the monitored space.	• personal data (ordinary - captured on camera).	7 days.	(1) police force, other authorized subject, (2) Security.
<b>Legal disputes</b> - we can process your personal data if we are involved in legal proceedings with you, based on a legal obligation and/or within the legitimate interest of the operator or a third party in order to prove, exercise or defend legal claims.	natural persons - operators and intermediaries, authorized persons of operators and intermediaries, affected persons, other natural persons in the position of participants in the proceedings.	• personal data (especially identification, contact and other personal data found or provided during the duration of legal disputes). The sensitivity of the data is determined by the subject of a lawsuit (for example, there may be processing of data related to recognition guilt for crimes and misdemeanors).	10 years from the legal end of the legal proceedings.	(1a,5) courts, (1b,5) law enforcement authorities, (1c) other authorized subject.
<b>Legal agenda</b> - we may process your personal data in order to prove, exercise or defend the legal claims of the operator or a third party in the context of lawsuits, executions (judicial debt collection), extrajudicial debt collection based on a legal obligation and/or within the scope of the authorized of interest.	natural persons of the operator and intermediary, authorized persons of the operator and intermediary, other natural persons in the position of participants in the proceedings.	• personal data (especially identification, contact, economic/property and other personal data found or provided during the duration of legal disputes, executions). The sensitivity of the data is determined by the subject of a lawsuit, enforcement (for example, data may be processed related to the recognition of guilt	10 years from the legal end of court proceedings, execution proceedings, extrajudicial recovery.	(1a,5) courts, (1b,5) executors, (1c,5) law enforcement authorities, (1d,5) Slovak trade inspection, (1e) other authorized subject.

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
		for criminal acts and misdemeanors).		
<b>Accounting documents</b> - we can process your personal data in connection with the performance of the contract with you in order to fulfill accounting and tax obligations in accordance with special legal regulations.	clients/contractual partners of the operator, taxpayers of the operator.	• personal identification, contact, financial/payment data, other similar data related to contract performance, accounting and tax obligations.	10 years.	(1a) tax administrator, (1b) auditors, (1c) other authorized subject.
<b>Reporting of anti-social activity</b> - we can process your personal data if you have anonymously submitted a notification about possible anti-social activity, or if you are the subject of, or a participant in, an investigation into possible anti-social activity according to a special legal regulation.	natural persons who submitted a notification of anti-social activity or a request for protection upon notification of serious anti-social activity (or persons close to them for whom protection is requested) and natural persons who are investigated on the basis of the notification.	• personal data - stated in the notification and data necessary for its review (especially common identification personal data about the notifier, persons involved in the violation, details of the notification (may contain data of varying sensitivity).	3 years (from the date of delivery of the notification).	(1) Office for the Protection of Whistleblowers of Anti-Social Activities, participants in proceedings, other competent administrative authority, Slovak Police Force, Slovak Prosecutor's Office, Slovak courts, other authorized subject.
<b>Records of business partners</b> - we can process your identification and contact data if you are our business partner (or a contact person designated by him), and we need this data within the framework of fulfilling our business relationships. The legal basis is legitimate interest.	business partners of the operator and employees of the business partner.	• personal data (ordinary - identification and contact data in the scope of a business card).	1 year.	(1) other authorized subject.
<b>Technical and organizational measures</b> - with the aim of maintaining your and our security (including your personal data), proving the fulfillment of our legal obligation and proving, exercising, defending our legal claims or the claims of third parties, we may process records with your personal data. If necessary, it can be for example: - records of your consent to data processing, - records of the fulfillment of our information obligation towards you, - records of the processing of your request, - records of permitted/allocated access and assets and their use, if we have permitted/allocated them to you, - records that are necessary as part of the investigation of security incidents and violations of personal data protection, - records (confirmations) if we trained you, - records, if you have undertaken to maintain confidentiality, - records if you were part of our control activity, audit, - other records related to the performance of adopted technical and organizational measures. The processing is in the legitimate interest of the operator and at the same time an obligation arising from the GDPR regulation. The records can be used to infer responsibility towards you and as evidence to prove, exercise or defend the legal claims of the operator or a third party (especially in connection with a threat/violation of security, including the protection of human life and health, property, financial or property damage, interruption of activity, damage to reputation, leakage of know-how, etc.).	employees, the responsible person, applicants for the exercise of rights, persons towards whom the operator fulfills obligations arising from the GDPR regulation, persons involved in or resolved within the framework of a security incident, intermediaries, other external entities (such as if persons were invited to the resolved issue - consultants, auditors, lawyers,) employees of bodies on the basis of special legal regulations (e.g. employees of a supervisory body as part of consulting, control activities) and so on.	• personal data (ordinary - identification, contact data, which, however, may be supplemented by other necessary data of a different nature - e.g. login data, data related to user/perpetrator behavior (e.g. login, logout, activity logs), data necessary to verify the identity of the person who requested the exercise of the right, data resulting from violations of internal regulations (e.g. circumvention of security settings, etc.), etc.	According to the chapter "keeping records, archiving" of the Personal Data Protection Policy and the Personal Data Security Policy (most records are kept for 3 years or less, records on deletion or containing contracts for 5 years, some records are permanent - e.g. related to the resolution of security incidents, assessments impact, informing affected persons, etc.).	(1a,5) responsible person, Personal Data Protection Office of the Slovak Republic, (1b,5) Police, Prosecutor's Office of the Slovak Republic, courts of the Slovak Republic, (1c) other authorized subject.

Data from some of the aforementioned processing operations may be used in the applicable case and to the extent necessary to prove, exercise or defend our legal claims, or the legal claims of a third party (for example, providing data to law enforcement authorities, bailiffs, lawyers, etc.) , as part of judicial or extrajudicial proceedings, debt collection, etc. Some personal data obtained (e.g. confirmations, records, other documents confirming the given fact, etc.) may be stored and used as "evidence" for the purposes of audits, control activities by third parties, as part of the verification of the proper fulfillment of the operator's obligations in terms of legislative requirements, or other requirements (contractual, sectoral, etc.).

## Your rights

As a data subject about whom we process personal data, in accordance with the GDPR regulation and the Act on Private Limited Companies, you have rights in connection with the processing of personal data, namely the right to request from the operator access to the personal data that is processed about you, the right to correction (or addition) of personal data, the right to delete or limit the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to portability of personal data, the right to withdraw consent to the processing of personal data. If you decide to exercise some of your rights, you can use our request form, which is available in the complete information on the processing of your personal data. In case you are not satisfied with our answer, or you believe that we have violated your rights, or we are processing your personal data unfairly, illegally, etc. you have the opportunity to file a complaint - a proposal to initiate proceedings to the supervisory authority, which is the Personal Data Protection Office of the Slovak Republic.

## Overview of the processing of personal data of employees (including persons in a similar employment relationship)

according to the Regulation of the European Parliament and the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (hereinafter referred to as the "Law on Personal Data").

The aim of this overview is to provide you with basic information about the processing of your personal data, as long as you work with us on the basis of an employment relationship or a similar employment relationship.

### Complete information is available in the personnel department

#### Identification and contact data

The operator processing your personal data is TATRAKON spol. s r.o., Ulica priemysel'na 5668, 059 51 Poprad, ID: 31692613, email: [info@tatrakon.sk](mailto:info@tatrakon.sk) (hereinafter referred to as the "operator")

In case of ambiguities, questions regarding the processing of your personal data, suggestions, or complaints, if you believe that we process your personal data illegally or unfairly, or in case of exercising any of your rights, you can contact us at any time by sending an email to: [personalne@tatrakon.sk](mailto:personalne@tatrakon.sk), or in writing to the operator's address.

Contact details of the person responsible for supervising the processing of personal data: email: [dpo9@proenergy.sk](mailto:dpo9@proenergy.sk), tel. contact: **+421 948 789 614**

#### Basic overview of processing activities

We may process your personal data within the following processing activities (IS):

Name and description of the processing activity - purpose and legal basis, other important fact	Categories of affected persons	Categories of personal data	Deadline for erasure of the personal data	Category of recipients (external)
<p><b>Human Resources and Payroll</b> - we process your personal data for the purpose of managing the personnel and payroll agenda, as part of the fulfillment of the employer's legal obligations and obligations related to employment or a similar employment relationship, including pre-contractual relationships, negotiating contract changes, or with your voluntary consent , or within the exercise of the legitimate interest of the operator or a third party in connection with:</p> <p>a. processing contact data within the framework of fulfilling work duties and ensuring crisis management and business continuity management (IS 1.10, 1.11),</p> <p>b. by copying documents until the time of incorporation into HR and Payroll (IS 1.14),</p> <p>c. sharing data within a group of companies for internal administrative purposes (mainly keeping</p>	<p>job applicants, employees, former employees (including persons in a similar employment relationship), depending on the nature of the processing operation, personal data may also concern spouses of employees, dependent children of employees, parents of dependent children of employees, close relatives.</p>	<p>individual HR and Payroll agendas contain personal data (including sensitive personal data - especially related to health) that are significant from the point of view of the work that the employee is to perform, is performing or has performed.</p>	<p>For the period necessary to fulfill the purpose, in accordance with the Act on Archives and Registries (however, a maximum of 70 years (from birth) in the case of personal files of employees).</p>	<p>(1) institutions and organizations, contractual partners whose processing is permitted by a special legal regulation, including bodies of state administration and public authority for the exercise of control and supervision</p> <p>(2) intermediaries,</p> <p>(4) contractual partners whose provision requires the performance of a contract between the affected persons and the operator,</p> <p>(5) In certain cases, personal data may be shared within the framework of a legitimate interest,</p>

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internal records, contacting, cooperation, training, approval of remuneration/benefits) (IS 1.22).				(3) If you have given us voluntary consent or given us an order to provide data, your personal data may also be provided to other recipients.
<b>Control of entry to the building - authorized persons</b> - if we have allowed you regular entry to our premises, we can check the legitimacy of your entry, record your entry and the entry of cars based on legitimate interest.	employees, former employees (including agency employees), students, authorized external partners	• personal data (ordinary - identification, including photo)	management of accesses and electronic cards - duration of employment law or similar relationship, contractual relationship entry records - 1 year	Security service, access provider. card, police force, other authorized subject
<b>Camera system</b> - if you move in our monitored premises, which are marked with a camera pictogram at the entrance, you will be recorded on a camera recording, the purpose of which is to maintain safety (including crime detection), protect life, health, property and financial interests of the operator and protection of life, health and property of natural persons moving in the monitored area. We respect your right to privacy and do not monitor with cameras the zones where you expect privacy - these are mainly spaces intended for rest and relaxation (kitchen, toilets, dressing rooms, common room - rest room, dining room tables). The records can be used to infer responsibility towards you in case of violation of internal regulations, if we have ensured your familiarization with them, and/or legal regulations related to threats or damage to property, life, health, safety, or financial interests. Processing is a legitimate interest of the operator or a third party.	persons moving in the monitored space.	• personal data (ordinary - captured on camera).	7 days.	(1.5) police force, other authorized subject, (2) Security service.
<b>Registry management (and correspondence)</b> - we may process your personal data in accordance with the legal obligation for the purposes of registry management, mail records. The processing of data from correspondence can be carried out within the framework of the fulfillment of a contractual relationship or a pre-contractual relationship (negotiation of a contract, fulfillment of a contract, keeping an accounting agenda, processing complaints, etc.), fulfillment of a legal obligation (e.g. reporting anti-social activity, processing requests of affected persons, administration of the registry), or as part of a legitimate interest (e.g. handling complaints, keeping records of business partners, processing unexpected/unsolicited communications).	natural persons – senders and receivers of correspondence.	• personal data (ordinary identifying information, e.g. title, first name, last name, signature, address, e-mail address, telephone number, other data of varying sensitivity within the scope of communication pursuant to Act No. 305/2013 Coll., or voluntarily provided within the communication).	• a maximum of 10 years (registration diary), • management of ordinary and official correspondence for 5 years.	(1) Ministry of the Interior of the Slovak Republic, other authorized subject,
<b>Legal disputes</b> - we can process your personal data if we are involved in legal proceedings with you, based on a legal obligation and/or within the legitimate interest of the operator or a third party in order to prove, exercise or defend legal claims.	natural persons – operators and intermediaries, authorized persons of operators and intermediaries, affected persons, other natural persons in the position of participants in the proceedings.	• personal data (especially identification, contact and other personal data found or provided during the duration of legal disputes). The sensitivity of the data is determined by the subject of a lawsuit (for example, the processing of data related to the recognition of guilt for crimes and misdemeanors may occur).	10 years from the legal end of the legal proceedings.	(1a,5) courts, (1b,5) law enforcement authorities, (1c) other authorized subject.

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<p><b>Legal agenda</b> - we may process your personal data in order to prove, exercise or defend the legal claims of the operator or a third party in the context of lawsuits, executions (judicial debt collection), extrajudicial debt collection based on a legal obligation and/or within the scope of the authorized of interest.</p>	<p>natural persons of the operator and intermediary, authorized persons of the operator and intermediary, other natural persons in the position of participants in the proceedings.</p>	<p>• personal data (especially identification, contact, economic/property and other personal data found or provided during the duration of legal disputes, executions). The sensitivity of the data is determined by the subject of a lawsuit, enforcement (for example, data may be processed related to the recognition of guilt for criminal acts and misdemeanors).</p>	<p>10 years from the legal end of court proceedings, execution proceedings, extrajudicial recovery.</p>	<p>(1a,5) courts, (1b,5) executors, (1c,5) law enforcement authorities, (1d,5) Slovak trade inspection, (1e) other authorized subject.</p>
<p><b>Reporting of anti-social activity</b> - we can process your personal data if you have anonymously submitted a notification about possible anti-social activity, or if you are the subject of, or a participant in, an investigation into possible anti-social activity according to a special legal regulation.</p>	<p>natural persons who submitted a notification of anti-social activity or a request for protection upon notification of serious anti-social activity (or persons close to them for whom protection is requested) and natural persons who are investigated on the basis of the notification.</p>	<p>• personal data - stated in the notification and data necessary for its review (especially common identification personal data about the notifier, persons involved in the violation, details of the notification (may contain data of varying sensitivity).</p>	<p>3 years (from the date of delivery of the notice).</p>	<p>(1) Office for the Protection of Whistleblowers of Anti-Social Activities, participants in proceedings, other competent administrative authority, Slovak Police Force, Slovak Prosecutor's Office, Slovak courts, other authorized subject.</p>
<p><b>GPS monitoring</b> - if we have allowed you to use work equipment with GPS (company vehicles), we will process the location data and other operating data of these equipment for the purposes of fulfilling legal obligations (e.g. keeping an electronic log book for accounting purposes) and also in as part of a legitimate interest for the purpose of protecting property, proving and defending the interests of the operator or a third party.</p>	<p>employees, former employees (including persons in a similar employment relationship)</p>	<p>location data (in the form of a log book reported from the devices of the satellite vehicle operation monitoring system)</p>	<p>5 years</p>	<p>tax administrator, insurance company, police force, other authorized subject</p>
<p><b>Promotion</b> - we can process your photos, videos, your reviews about us, and other information about you only to the extent and in such a way that you have given consent to the processing of personal data. In the event that we have evaluated that consent is not necessary (redundant, with the development of disproportionate effort, etc.) within the scope of the given purpose, for example, you have participated or will participate in actions/events organized by the operator for a wide range of people, we can prepare and process photos or other records within our legitimate interest. We can use this obtained data for the purposes of positive promotion, for documentation and presentation purposes of the operator's activities. It is in our interest to document the activities of the operator and present/promote them as part of building good internal relations as well as external relations towards the operator and preserving our good name. If you do not want your photos, videos, or other related data to be used for documentation, presentation/promotional purposes, you can exercise your rights (object to</p>	<p>employees (including persons in a similar employment relationship), other natural persons</p>	<p>ordinary personal data - title, first name, last name, photo, sound, image and audio-visual recordings, e-mail</p>	<p>for the time necessary to fulfill the purpose, however, at most for the period for which the person gave consent.</p>	<p>other authorized subject</p>

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processing or withdraw consent) through the contacts listed at the beginning of this information.				
<p><b>Technical and organizational measures</b> – with the aim of maintaining your and our security (including your personal data), proving the fulfillment of our legal obligation and proving, exercising, defending our legal claims or the claims of third parties, we may process records with your personal data. If necessary, it can be for example:</p> <ul style="list-style-type: none"> <li>- records of your consent to data processing,</li> <li>- records of the fulfillment of our information obligation towards you,</li> <li>- records of the processing of your request,</li> <li>- records of permitted/allocated access and assets and their use, if we have permitted/allocated them to you,</li> <li>- records that are necessary as part of the investigation of security incidents and violations of personal data protection,</li> <li>- records (confirmations) if we trained you,</li> <li>- records, if you have undertaken to maintain confidentiality,</li> <li>- records if you were part of our control activity, audit,</li> <li>- other records related to the performance of adopted technical and organizational measures.</li> </ul> <p>The processing is in the legitimate interest of the operator and at the same time an obligation arising from the GDPR regulation. The records can be used to infer responsibility towards you and as evidence to prove, exercise or defend the legal claims of the operator or a third party (especially in connection with a threat/violation of security, including the protection of human life and health, property, financial or property damage, interruption of activity, damage to reputation, leakage of know-how, etc.).</p>	<p>employees, the responsible person, applicants for the exercise of rights, persons towards whom the operator fulfills obligations arising from the GDPR regulation, persons involved in or resolved within the framework of a security incident, intermediaries, other external entities (such as if persons were invited to the resolved issue - consultants, auditors, lawyers,) employees of bodies on the basis of special legal regulations (e.g. employees of a supervisory body as part of consulting, control activities) and so on.</p>	<ul style="list-style-type: none"> <li>• personal data (ordinary - identification, contact data, which, however, may be supplemented by other necessary data of a different nature - e.g. login data, data related to user/perpetrator behavior (e.g. login, logout, activity logs), data necessary to verify the identity of the person who requested the exercise of the right, data resulting from violations of internal regulations (e.g. circumvention of security settings, etc.), etc.</li> </ul>	<p>According to the chapter "keeping records, archiving" of the Personal Data Protection Policy and the Personal Data Security Policy (most records are kept for 3 years or less, records on deletion or containing contracts for 5 years, some records are permanent - e.g. related to the resolution of security incidents, assessments impact, informing affected persons, etc.).</p>	<p>(1a,5) responsible person, Personal Data Protection Office of the Slovak Republic, (1b,5) Police, Prosecutor's Office of the Slovak Republic, courts of the Slovak Republic, (1c) other authorized subject.</p>

Data from some of the aforementioned processing operations may be used in the applicable case and to the extent necessary to prove, exercise or defend our legal claims, or the legal claims of a third party (for example, providing data to law enforcement authorities, bailiffs, lawyers, etc.) , as part of judicial or extrajudicial proceedings, debt collection, etc. Some personal data obtained (e.g. confirmations, records, other documents confirming the given fact, etc.) may be stored and used as "evidence" for the purposes of audits, control activities by third parties, as part of the verification of the proper fulfillment of the operator's obligations in terms of legislative requirements, or other requirements (contractual, sectoral, etc.).

## Your rights

As a data subject about whom we process personal data, in accordance with the GDPR regulation and the Act on Private Limited Companies, you have rights in connection with the processing of personal data, namely the right to request from the operator access to the personal data that is processed about you, the right to correction (or addition) of personal data, the right to delete or limit the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to portability of personal data, the right to withdraw consent to the processing of personal data. If you decide to exercise

some of your rights, you can use our request form, which is available in the complete information on the processing of your personal data. In case you are not satisfied with our answer, or you believe that we have violated your rights, or we are processing your personal data unfairly, illegally, etc. you have the opportunity to file a complaint - a proposal to initiate proceedings to the supervisory authority, which is the Personal Data Protection Office of the Slovak Republic.