

# Principles of processing and protection of personal data

At KODYS SOLUTIONS, s. r. o. we are committed to respecting and protecting all private and confidential information. This policy outlines how KODYS SOLUTIONS, s. r. o. collects and processes your personal data. At the same time we would like to inform you that all personal information processed by KODYS SOLUTIONS, s. r. o. is considered strictly confidential and we respect the applicable legal regulations when handling it. Personal data is under both electronic and procedural control and KODYS SOLUTIONS, s. r. o. has mechanisms in place to ensure adequate protection of processed personal data against misuse.

The following does not include information about the legal entity (such as its name, legal form, contact details ...).

## **1. Who is the controller of your personal data?**

The controller and processor is KODYS SOLUTIONS, s. r. o., ID No.: 1387454, with registered office at Sliáčska 2, 831 02 Bratislava 3, which collects, stores and further processes your personal data for the performance of its business activities. Within KODYS SOLUTIONS, s. r. o. personal data is only made available to authorised employees, and only to the extent strictly necessary for the purposes of processing. Within KODYS SOLUTIONS, s. r. o. we place great emphasis on security policy, confidentiality of our employees, compliance with internal directives and selection of suitable contractors.

## **2. What personal data do we process about you?**

This includes identification (in particular name, surname, title, registration number, VAT number) and contact details (in particular contact address, telephone number, email address), further data from our communications with each other. You have communicated all the aforementioned personal data to us as part of our cooperation. Personal data is processed by KODYS SOLUTIONS, s. r. o. both manually and automatically.

## **3. Reasons for processing personal data**

In particular, we process personal data for the legal reason of performance of a contract. This is the case when we are performing a contractual obligation, including related commercial and financial communications. Furthermore, we process personal data in the context of fulfilling legal obligations arising from the law (bookkeeping, tax payments, payroll and personnel, providing assistance to state authorities on the basis of the law).

In view of our legitimate legal interest, we send you as our customer a newsletter. If you are not our customer and would like to receive newsletters from us, we do so on the basis of your consent. If you are interested in working for KODYS SOLUTIONS, s. r. o., we process personal data on the basis of the consent provided for the purposes of the selection procedure and use this data to evaluate a suitable candidate and subsequent correspondence.

KODYS SOLUTIONS, s. r. o. web sites use "cookies" only with your prior express consent. Cookies are small data files that are stored on your hard drive by your browser. They store certain information that your browser can transfer back to us the next time you access the KODYS SOLUTIONS, s.r.o. website. These files allow us to analyse your use of the KODYS Slovensko, s.r.o. website. When you first access the KODYS website, a banner will appear asking for your consent to the use of "cookies".

#### **4. Retention period of personal data**

We retain your personal data for the period necessary to ensure all rights arising from the contract, i.e. at least for the period necessary to ensure the performance of the contractual relationship (including the period of full settlement of the rights and obligations arising from the contract and at the same time proving the history of the contractual relationship) and further for the period for which KODYS SOLUTIONS, s. r. o. is obliged to store the information based on the applicable legislation or for the period for which you have given your consent to the processing.

#### **5 . Is the processing of your personal data voluntary?**

If you are not our customer, the processing of your personal data is always done on the basis of your consent (for the purpose of sending newsletters or recruiting new employees). In other cases, the processing of personal data is not voluntary and its lawfulness is based on the legal grounds mentioned above. The issue of voluntary processing of personal data in the context of "cookies" is set out in Article 3 of this Policy (last paragraph).

#### **6. What rights do you have when processing your personal data?**

Under applicable law, you have the following rights against KODYS:

- the right of access to personal data
- the right to rectification of inaccurately processed personal data
- the right to erasure (in the event that the purpose of processing has expired and in the event of withdrawal of the consent on the basis of which the personal data were processed)
- the right to portability of your personal data

- the right to withdraw consent (where personal data is processed on the basis of consent - e.g. sending newsletters)
- the right to object to the processing of personal data by KODYS SOLUTIONS, s. r. o.
- the right to lodge a complaint against the processing of personal data by KODYS SOLUTIONS, s. r. o. with the Office for Personal Data Protection of the Slovak Republic (Hraničná 12, 820 07 Bratislava 27).

In exercising your rights, please contact Ing. Zuzana Braunerova (zbraunerova@kodys.sk). Kodys Slovensko, s. r. o. reserves the right to verify the identity of the applicant in a reasonable manner. We will be happy to answer any questions you may have regarding the protection of your personal data.

We will make all reasonable efforts to disclose, correct or delete personal information from our records. We will respond to your asserted rights within a reasonable period of time that is consistent with KODYS SOLUTIONS's technical and administrative capabilities,