

With effect from 25/05/2018, all personal data are processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of an physical persons in the processing of personal data and on the free movement of such data, which repeals Directive 95 /46/EC (general regulation on data protection - next referred to as the "Regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (next referred to as the "Law")

Operator: MAHAX Slovakia, s.r.o.  
Registered: Fábryho 394/46, 951 01 Štitare  
Phone contact: 0905 917 308  
Email: personalne@mahax.sk

In order to demonstrate compliance with the Act, the operator is obliged to process personal data in accordance with the principles set out in Sections 6 to 13 of the Act and fulfill the information obligation.

#### **Purpose limitation principle**

The operator acquires personal data only for a specifically determined, explicitly stated and authorized purpose and does not further process them in a way that is not compatible with this purpose;

#### **The principle of minimization of personal data**

The processed personal data are adequate, relevant and limited to the necessary scope given the purpose for which they are processed.

#### **The principle of correctness**

The operator makes every effort to ensure that the processed personal data is correct and updated as necessary

#### **Principle of minimization of retention**

Personal data is stored in a form that allows the identification of the person concerned no later than as long as it is necessary for the purpose for which the personal data is processed; personal data are kept longer if they are to be processed solely for the purpose of archiving

#### **The principle of integrity and confidentiality**

Personal data is processed in a way that, through appropriate technical and organizational measures, guarantees adequate security of personal data, including protection against unauthorized processing of personal data, illegal processing of personal data, accidental loss of personal data, erasure of personal data or damage to personal data.

#### **Principle of responsibility**

The operator is responsible for observing the basic principles of personal data processing, for the compliance of personal data processing with the principles of personal data processing.

#### **The principle of legality**

The operator processes personal data only in a legal manner, i.e. on the basis of a specific legal basis and in such a way that the basic rights of the person concerned are not violated.

The operator fulfils the information obligation by applying §19 par. 1 and 2 of the Act by the fact that, if personal data relating to the data subject is obtained from the data subject, the operator provides the data subject with the following information when obtaining them:

- identification data and contact data of the operator and representative of the operator, if authorized,
- the purpose of processing personal data for which personal data is intended, as well as the legal basis for processing personal data,
- legitimate interests of the operator or a third party, if personal data is processed on this legal basis (according to § 13 paragraph 1 letter f)),
- beneficiary identification or beneficiary category, if any,
- period of storage of personal data; if this is not possible, information on the criteria for its determination
- whether the provision of personal data is a legal requirement or a contractual requirement or a requirement that is necessary for the conclusion of a contract, and whether the person concerned is obliged to provide personal data, as well as on the possible consequences of not providing personal data
- about any authorized intermediary who processes the personal data of the person concerned on behalf of and based on the instructions of the operator

The operator also fulfils the information obligation by providing information to the affected persons about their rights.

#### **CONTACT FORM**

The purpose of processing personal data is to register the persons concerned when sending answers to the questions asked.

Range of affected persons: a physical person

List of personal data: title, first and last name, phone number, e-mail, subject and content of the message

Legal basis for personal data processing: Art. 6 par. 1 letter a) GDPR regulations

Beneficiary categories: entities to which a special regulation entrusts the authority to decide on the rights and obligations of natural persons: courts, law enforcement agencies and intermediaries: Netropolis, s.r.o., Cintorínska 1002/45 911 01 Trenčín, 36326186

The transfer of personal data to third countries is not carried out.

Deadlines for deleting personal data:

contact form	for a maximum of 6 months (in case of fulfilment of legal obligations or legal claims of the operator according to applicable legislation).
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#### **Automated decision-making, including profiling, is not carried out.**

The person concerned has the right to withdraw consent to the processing of personal data concerning him at any time. The withdrawal of consent does not affect the legality of the processing of personal data based on consent before its withdrawal; before giving consent, the person concerned must be

informed of this fact. The person concerned can revoke the consent in the same way in which he gave the consent.

**Affected persons whose personal data is processed for specifically defined purposes may apply the following rights:**

The right to request access to your personal data - The right to correct personal data - The right to delete personal data - The right to limit the processing of personal data - The right to object to the processing of personal data - The right to transfer your personal data - The right to file a complaint with a supervisory authority, i.e. Office for the Protection of Personal Data of the Slovak Republic  
The rights of the data subject are specified in more detail in Articles 15 to 21 of the Regulation. The concerned person can apply these rights in accordance with the Regulation and other relevant legal regulations. The affected person can apply their rights against the operator through a written request or by electronic means. In case that the concerned person requests oral provision of information, the information may be provided in this way, only if concerned person has proved his/her identity.

**MAHAX Slovakia, s.r.o.** has adopted all appropriate personnel, organizational and technical measures for the purpose of maximum protection of your personal data in order to reduce the risk of their misuse as much as possible. In accordance with our obligation arising from Article 34 of the Regulation, we inform you as the affected persons that if a situation arises that we, as the operator, violate the protection of your personal data in a way that is likely to lead to a high risk for the rights and freedoms of physical person, we will notify you of this fact without undue delay.

Legal regulations and related methods of processing your personal data may change. If we decide to update this policy, we will post the changes on our website and notify you of the changes. In cases where there is to be a major change to these principles, or in cases where the law requires us to do so, we will inform you in advance. We ask you to read these policies carefully and in the next communication with us, or regularly check these policies while using our website.

**JOB APPLICANTS**

The purpose of processing personal data is to record job applicants sending CVs and accompanying documents.

Range of affected persons: a physical person - job seekers

List of personal data: name, surname, title, permanent residence, temporary residence, date of birth, phone number, education, experience, e-mail address, other data in the scope of a resume, motivation letter and job application

Legal basis for personal data processing: Art. 6 par. 1 letter a) GDPR regulations

Beneficiary categories: entities to which a special regulation entrusts the authority to decide on the rights and obligations of natural persons: courts, law enforcement agencies  
and intermediaries: Alma Career Slovakia s. r. o., Pribinova 19 811 09 Bratislava, 35800861

The transfer of personal data to third countries is not carried out.

Deadlines for deleting personal data:

Curriculum vitae and accompanying documents	for a maximum of 6 months or until the end of the selection process (in case of fulfilling legal obligations or legal claims of the operator according to applicable legislation).
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**Automated decision-making, including profiling, is not carried out.**

The person concerned has the right to withdraw consent to the processing of personal data concerning him at any time. The withdrawal of consent does not affect the legality of the processing of personal data based on consent before its withdrawal; before giving consent, the person concerned must be informed of this fact. The person concerned can revoke the consent in the same way in which he gave the consent.

**Affected persons whose personal data is processed for specifically defined purposes may exercise the following rights:**

The right to request access to your personal data - The right to correct personal data - The right to delete personal data - The right to limit the processing of personal data - The right to object to the processing of personal data - The right to transfer your personal data - The right to file a complaint with a supervisory authority, i.e. Office for the Protection of Personal Data of the Slovak Republic

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**MAIL / EMAIL**

The purpose of processing personal data is to record incoming and outgoing mail/email.

Circle of affected persons: natural person - addressees.

List of personal data: name, surname, title, address, organization name, job title, e-mail address, subject and content of mail

Legal basis for personal data processing: Art. 6 par. 1 letter c) GDPR Regulations: Act No. 395/2002 Coll. on archives and registries and on supplementing certain laws as amended, Act no. 305/2013 Coll. on the electronic form of exercising the powers of public authorities and on the amendment and supplementation of certain laws (e-Government Act)

Beneficiary categories: entities to which a special regulation entrusts the authority to decide on the rights and obligations of natural persons: courts, law enforcement agencies  
and intermediaries: Netropolis, s.r.o., Cintorínska 1002/45 911 01 Trenčín, 36326186

The transfer of personal data to third countries is not carried out.

Deadlines for deleting personal data:

Ordinary correspondence	3 years
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**ACCOUNTING AND TAX DOCUMENTS**

The purpose of processing personal data is the record of accounting documents and the agenda associated with its processing.

Range of affected persons: a physical person - clients, employees

List of personal data: name, surname, title, address of permanent residence, address of temporary residence, telephone number, e-mail address, date of birth, type and number of identity document, signature, bank account number of a natural person

Legal basis for personal data processing: Art. 6 par. 1 letter c) GDPR Regulations: Act No. 431/2002 Coll. on accounting, as amended, Act no. 222/2004 Coll. on value added tax, as amended, Act no.

40/1964 Coll. Civil Code, as amended, Act No. 152/1994 Coll. on the social fund and on amendments to Act no. 286/1992 Coll. on income taxes, as amended, Act no. 311/2001 Coll. Labor Code as amended

Beneficiary categories: social insurance, health insurance, tax office and entities to which a special regulation entrusts the authority to decide on the rights and obligations of natural persons: courts, law enforcement agencies and intermediaries: JP man, s.r.o., Župné námestie 7 Nitra 949 01, 36289965

The transfer of personal data to third countries is not carried out.

Deadlines for deleting personal data:

Accounting documents	10 years
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**Automated decision-making, including profiling, is not carried out.**

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**REQUESTS OF THE PERSONS CONCERNED TO EXERCISE RIGHTS**

The purpose of personal data processing is the registration and processing of requests of the persons concerned when applying rights in accordance with the Regulation.

Range of affected persons: natural person - affected persons / applicants

List of personal data: title, first name, last name, permanent residence, email address

Legal basis for personal data processing: Art. 6 par. 1 letter c) GDPR regulations

Beneficiary categories: entities to which a special regulation entrusts the authority to decide on the rights and obligations of natural persons: courts, law enforcement agencies

The transfer of personal data to third countries is not carried out.

Deadlines for deleting personal data:

Application	7 years
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