

Personal data processing principles and data protection system according to GDPR

prepared in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons regarding the processing of personal data and on the free movement of such data within the meaning of Articles 13 and 14 of the Regulation (hereinafter referred to as "**GDPR**") and Act No. 18/2018 Coll. on the Protection of Personal Data (hereinafter referred to as "**Personal Data Protection Act**")

Operator:

VUIS – CESTY, spol. s r. o.

Vlčie hrdlo 1

821 07 Bratislava - mestská časť Ružinov

IČO: 17 310 229

Tel.č.: 02 547 713 32

e-mail: office@vuis-cesty.sk

(hereinafter referred to as "**Operator**")

What is personal data?

Personal data are data relating to an identified natural person or an identifiable natural person **who can be identified, directly or indirectly, in particular by reference to a commonly used identifier**, to another identifier such as a first name, surname, identification number, location data or an online identifier, or to one or more characteristics or attributes which constitute his or her physical identity, physiological identity, genetic identity, psychological identity, mental identity, economic identity, cultural identity or social identity.

What is personal data processing?

Processing of personal data means a processing operation or set of processing operations concerning personal data or sets of personal data, in particular the obtaining, recording, organization, structuring, storage, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise, alignment or combination, restriction, erasure, whether or not carried out by automated or non-automated means.

The Operator (Administrator) is not obliged to appoint/designate a Responsible Person.

Sources and categories of personal data:

The Operator processes personal data (directly from you) that you have provided to it or personal data that it has obtained on the basis of the fulfilment of your order.

Your identification and contact data and data necessary for the performance of the contract.

Lawful reason and purpose:

The lawful reason for processing is:

Your consent to the processing of your personal data for the purpose of providing direct marketing pursuant to Article 6 section 1 letter a) The Regulation of GDPR

Performance of a contract between you and the controller pursuant to Article 6 section 1 letter b) The Regulation of GDPR

The processing is necessary for the performance of a legal obligation of the controller under Article 6 section 1 letter c) The Regulation of GDPR

The purpose of processing personal data is:

Processing your order and exercising the rights and obligations arising from the contractual relationship between you and the operator. When ordering services, personal data is required for the successful performance of the contract pursuant to Article 6 section 1 letter b) of the Regulation (this includes the subsequent payment, delivery of goods or services, handling of complaints, etc.); the processing of the customer's personal data is in progress *without the customer's consent*, since the legal basis for the processing of their personal data for the purposes of the performance of the contract is the specific contract between the customer and the operator. **The provision of personal data is a necessary requirement for the conclusion and performance of the contract**, without the provision of personal data it is not possible to conclude the contract or for the controller to fulfil its terms.

When operating a profile on social networks (Facebook), we are interested in raising awareness of the operator in the online environment and communicating with customers.

Personal data that you post on our social networking sites such as comments, likes, videos, images, etc. will be published via the social networking platform. We do not subsequently process the personal data for any other purpose.

The data subject shall have the right to object at any time, on grounds relating to his or her specific situation, to processing of personal data concerning him or her. You can send your objections by email to the contact address of the controller office@vuis-cesty.sk

Social network operators have their own adopted rules, service infrastructure and their own privacy provisions. We have no control over the transfer of your data and the use of your data by social network operators. We recommend that you familiarize yourself with the privacy policy of the social network platform provider:

Facebook

<https://www.facebook.com/policy.php>;

In certain processing operations, we act as joint controllers with social network operators within the meaning of Article 26 point 4 of the GDPR.

There is no automated individual decision-making on the part of the controller within the meaning of Article 22 of the GDPR.

Retention time:

The operator stores personal data

For the time necessary for the exercise of the rights and obligations arising from the contractual relationship between you and the operator and the exercise of a claim arising from that contractual relationship.

For as long as consent to the processing of personal data for marketing purposes is withdrawn.

After the expiration of the time limit for the retention of personal data resulting from Act No. 395/2002 Coll., the Act on archives and registers and on the amendment of certain acts, the data controller shall delete the personal data.

Recipients of personal data

Who is the recipient?

The recipient **is anyone** to whom the **personal data is disclosed**, regardless of whether they are a third party. A public authority which processes personal data based on a specific regulation shall not be considered a recipient.

They are persons who are involved in the delivery of goods, services, making payments under a contract. The operator does not provide, disclose, or make available personal data to third countries.

Personal Data Security Terms

The operator declares that it has taken appropriate personal, technical and organizational measures to ensure the protection of personal data.

The operator has taken technical measures to secure data storage and storage of personal data in file form.

The operator declares that the personal data can be accessed only by persons authorized by the operator.

Your rights:

You have the right to access your personal data under Article 15 of the GDPR under the conditions set out in the GDPR:

- The right to rectification of personal data pursuant to Article 16 GDPR
- Right to restriction of processing
- Right to erasure under Article 17 GDPR
- Right to object under Article 21 GDPR
- Right to transfer personal data under Article 21 GDPR
- Right to withdraw consent (electronically or to a correspondence address)
- The right to lodge a complaint with the Data Protection Authority if you believe that your data protection rights have been violated.

You also have the right to lodge a complaint with the Data Protection Authority if you believe that your data protection rights have been violated.

How can you exercise your rights?

Right of access to data

You have the right to know whether we are processing your personal data. If we are processing it, you can ask us for access to it. Upon your request, we will issue a confirmation with information about the processing of your personal data. You can submit your request electronically, to the email address office@vuis-cesty.sk or by post to the correspondence address: **Vlčie hrdlo 1, 821 07 Bratislava – district Ružinov.**

Right to correction

You have the right to have your personal data processed by us to be correct, complete and up to date. If your personal data is incorrect or outdated, you can ask us to correct or complete it electronically at the email address office@vuis-cesty.sk or by mail to the following address: **Vlčie hrdlo 1, 821 07 Bratislava – district Ružinov.**

Right to erasure

In certain circumstances, you have the right to have your personal data erased by us. You can ask us to delete your data at any time. We will delete your personal data if:

- we no longer need your personal data for the purpose for which you provided it to us,
- you withdraw your consent,
- you object to the processing of your personal data,
- we are processing your personal data unlawfully,
- the personal data must be erased in order to comply with a legal obligation, if you are a child or the parent of a child who has consented to the processing of personal data via the internet.

Right to restriction of processing

You can ask us to restrict the processing of your personal data. If we comply with your request, we will only store your personal data and will not process it further. Restriction of the processing of your data will occur if:

- you notify us that your personal data is incorrect until we have verified its accuracy,
- we are processing your personal data unlawfully, but you do not consent to its erasure and instead request that we only restrict the processing of your personal data,
- we no longer need your data, but you need it to establish, exercise or defend your rights
- you object to the processing of your personal data until we have verified that our legitimate interests outweigh your reasons.

Right to data accuracy

You have the right to request that we provide you with your personal data in an electronic format (e.g. an XML or CSV file) that allows you to easily transfer your data to another company. You can also ask us to transfer your personal data directly to the company of your choice. We will comply with your request if you have provided us with the personal data directly and have given us your consent to process it.

Right to object

You have the right to object to us processing your personal data. If we process your personal data in the following cases:

- because of our legitimate interest,
- creating a customer profile,
- you can object to their processing if you have personal reasons to do so.

How can you exercise those rights?

You can contact us with your request in any of the following ways:

in writing by e-mail: office@vuis-cesty.sk or by post to the correspondence address Vlčie hrdlo 1, 821 07 Bratislava - district Ružinov.

If you believe that your personal data protection rights have been violated, you have the right to file a complaint with the supervisory authority, which is the Office for Personal Data Protection, at the following address:

Hraničná 12

820 07 Bratislava 27

Slovenská republika

Identification data:

IČO: 36064220

DIČ: 2021685985

Office Secretariat:

+421 /2 3231 3214

E-mail: statny.dozor@pdp.gov.sk

In view of the epidemiological situation in the Slovak Republic, the Office recommends making submissions by mail or electronic services (www.slovensko.sk). Personal submissions from 29.11.2021 onwards can only be made in unavoidable cases no later than 12:00.

This Personal Data Processing Policy applies from 25.5.2018 and replaces the previous Privacy Policy.

Cookie Policy

Article I

USE OF COOKIES

1. This website uses cookies to distinguish its visitor (hereinafter referred to as "you" in the relevant grammatical form) from other users. This enables us to improve our site and provide a better browsing experience for individual visitors.
2. This Cookie Policy describes:
 - the processing of data collected using cookies and similar technologies and
 - the purposes for which we use these cookies.
3. For further important information on how personal data collected through this website is processed, please refer to the section referred to as terms of use.

Article II

WHAT ARE COOKIES

1. Cookies are small files that are downloaded to a device (computer, tablet, mobile phone, etc.) containing a certain amount of information that allows a website to recognize you as a user when you use the Website. The operator uses cookies to examine the effectiveness of the Website. In general, cookies do not have any information used to identify individuals but are instead used to identify the browser on a particular device. We also use the term cookies in this document to refer to other files that collect information in a similar manner (e.g. pixels, beacons, etc.). Based on these files, a website can recognize you:
 - using so called "session cookies" - during your visit to the website. These so-called temporary cookies are automatically deleted when you close your browser. You can set your browser to inform you about the use of cookies. This will ensure transparency of the use of cookies. Important: if you completely exclude the use of cookies, you may not be able to use certain functionalities of our website.
 - using so called "persistent cookies" - for repeated visits to the site. These persistent cookies can be checked each time you visit the Website. The information we collect through the Website includes: the browser type, the Internet address from which the Website was accessed, the operating system of the device, the IP address of the device. To display more relevant advertisements, some cookies are set by a third-party advertising system such as Google Analytics. This can be turned off in your Google account. It is possible to set your computer to refuse cookies, although in this case it is possible that some functions of the Website will not work.
2. So called "our cookies" are cookies that have been placed on this website by our company.
3. So called "third party cookies" are cookies that are placed on your device by another company when you use our website. Third party cookies may be placed on your device by someone who provides a particular service to us (for example, Google Analytics).

4. Third parties do not have access to the data in our cookie files, nor can we access third-party cookies.

Article III

SCOPE AND PURPOSES OF COOKIES

We use the following five categories of cookies on our website:

Necessary cookies

1. We use cookies for the following purposes:
 - a. **Necessary cookies** are cookies without which our website would not function or without which the proper use of this website would not be possible. These cookies are automatically placed on your device and cannot be disabled. Necessary cookies cannot identify you and are only used to ensure the correct display and functioning of our website.
2. These cookies may also be set through our site by our advertising partners, who may use them to profile your interests and to display relevant advertisements on other sites, subject to the cookie policy available on those partners' sites displayed in the advanced cookie storage settings.
3. This basic cookie policy gives you information about the specific cookies used on this website.

Article IV

COOKIES SETTINGS

1. When you visit our website for the first time, only absolute necessary cookies. Unless you accept/allow all cookies or select your individual cookie preferences, this setting will not change. For details on how to control and delete cookies, please refer to Article VI Controlling and Deleting Cookies.
2. Some of the cookies we use are essential for our website to work. For example, the first time you visit our website, you will see a pop-up message alerting you to our use of cookies.
3. By clicking on the relevant button in the pop-up window, you consent to our use of essential cookies in the manner described in this basic cookie policy. In relation to all other types of cookies we use, we note that these will not be set on your device unless you consent to their use.
4. In the event that you provide your consent to cookies, you also provide your consent to us and the relevant third parties to use the cookies in question in the manner set out in our terms of use and we will only set or read the relevant cookies at the times set out in the table, which can be accessed by clicking on the relevant link in the pop-up window.

5. You can withdraw your consent to the use of cookies at any time to disable the relevant cookies that are used based on consent. This is done by using the cookie icon in the relevant section of our site. Please note that cookies may remain on your device even after you choose not to use them. For more information on how to remove these files from your device, please see the text below or the help/help tab of your browser.
6. With the withdrawal of your consent to the use of optional cookies is also the withdrawal of your consent to the use of the personal data we collect through these cookies. Please see our terms of use for further details.

Article V

INFORMATION HANDLING

1. In this section of the Cookie Policy, we set out how we use personal data collected through cookies used on our website, on what legal grounds and for what purposes.
2. In the case of a contractual reason for necessary cookies, we may use your personal data to fulfil our contractual obligations under our terms of use.
3. In the case of a lawful reason for necessary cookies, we may use your personal data to comply with our legal obligations, in specific where we are required by law to recognize cookie preferences (for example, to detect when you have turned off all cookies in your browser).
4. In the case of legitimate interest for necessary cookies, we may use your personal data within our legitimate interest to operate the website in cases where there is no lawful reason for processing it - see above.

Article VI

CONTROLLING AND DELETING COOKIES

1. To disable or unsubscribe from the relevant cookies, you can use the cookie icons in the corner of your device, where you can change the cookie settings at any time. You may need to update the page for the settings to work. After this disabling or deactivation, our website will no longer access or read these cookies.
2. Various files, scripts, codes, or other information relating to cookies may still be stored on the device. You can delete these by deleting the cookies and the browser cache using the web browser settings.
3. Any changes to your web browser settings apply only to that specific web browser. If you use more than one web browser on your device, you must change the settings separately for each browser and each device.

4. Further information regarding cookies may be available within the "help" function of your browser or operating system, or in your device's user manual.
5. To unsubscribe from Google Analytics tracking on all websites, visit <http://tools.google.com/dlpage/gaoptout>.
6. The website <http://www.allaboutcookies.org/> provides comprehensive information on how to adjust cookie settings across a range of browsers. Please note that as we are neither the owners nor the operators of this website, we are not responsible for its content.
7. Please be advised that if you disable essential cookies (or all cookies) using your web browser settings, one or more of the basic functions of this website, including those designed to ensure a safe visit, may not function properly or at all.
8. Please be advised that if you refuse or withdraw your consent to the use of any non-essential cookies or related personal data, the corresponding function or feature of this website may not function properly or at all. The use of the basic features and functionality of the website will not be affected thereby.

Article VII

MAIN COOKIES AND THIRD-PARTY COOKIES

1. Clicking on the Cookie Details link on the banner will take you to a list of the main cookies we use on our site, as well as information about the purpose of their use, which can be found in the Cookie Details table.
2. As part of our business, we use and work with several third-party suppliers and partners who set or read cookies on our website, over which we have no control. We recommend that you check the privacy policy of the relevant third party, even though we provide a summary of the third-party cookies used in the Cookie Details table.
3. Third party cookies used in connection with our website include:
 - a. Necessary cookies. These are cookies that are essential for the functioning of our website.

Article VIII

EMAIL TRACKING

1. Some emails sent by our company may contain a pixel tag, web beacon, transparent image or tracked links that allow us to know when you have opened the email and to verify which links in the email you have visited. This information allows us to see which parts of our emails are most interesting.
2. By deleting the email, you can also delete the pixel label. If you do not wish to download the pixel to your computer or other device, you can ensure this by selecting to receive emails in plain text format, or by not opening the images in the email.

3. If you have any questions or require further information about cookies or the processing of personal data, please contact us using the contact details provided in our terms of use.

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