

COMMUNICATION AND MAIL

Information on the processing of personal data

In this information you will learn how we handle your personal data, how you can contact us if you have questions about the processing of your personal data and other important information about the processing of your personal data. This information may change from time to time. Up-to-date information regarding the processing of your personal data is also published on our website www.elkond.sk.

When processing your personal data, we are governed by Act no. 18/2018 Coll. on the protection of personal data, as amended, Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and related regulations (hereinafter referred to as the "GDPR")

Operator:

ELKOND HHK, a.s., Oravická 1874, 028 01 Trstená, ID number: 36 382 841 (hereinafter referred to as „we“)
Email: elkond@elkond.sk, tel.: +421 43 3812 814

Data Protection Officer:

The Data Protection Officer will answer any questions you may have regarding the processing of your personal data. You can contact the data protection officer by e-mail to the following address: gpr@elkond.sk or by post to our address.

Personal data we process:

Identification and contact details: Name, surname, title, address, signature, telephone number, e-mail address, data specified in received and sent documents.

For what purpose we process your personal data:

We process your personal data for the purpose of **mutual contact** with you when we communicate with you on any matter through various communication channels (post, e-mail or telephone). We process personal data for the purpose of mutual contact with you and the maintenance of a business partner directory on the basis of our **legitimate interest within the meaning of Art. 6 (1) (f) GDPR**, which is the performance of our business activities.

We process the records of incoming and outgoing mail for the purpose of **fulfilling legal obligations within the meaning of Art. 6 (1) (c) GDPR**, in particular Act No. 395/2002 Coll. on Archives and Registries.

How long we keep your personal data:

We will keep your personal data for as long as your request is processed.

We will keep records of incoming and outgoing mail and the business partner directory for 10 years after the year to which it relates.

Are you obliged to provide us with personal data?

The provision of personal data for the purpose of mutual contact with you is mandatory. If we do not provide personal data, we cannot communicate with you and respond to your request.

With whom will your personal data be shared?

Recipients under special laws:

State Archives, other authorized entities within the meaning of special laws.

Your personal data will not be transferred to third countries.

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

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

Source of your personal data:

We process your personal data that you have provided to us directly. The sources from which your personal data originate may be: your employer as our contractual partner and publicly accessible sources such as the Business Register and the Trade Register.

What are your rights?

Right of access to your personal data

You have the right, upon request, to obtain information from us on what personal data we process about you and to provide you with a copy of your personal data. However, the rights of third parties cannot be restricted thereby.

Right to rectification or completion of personal data

Personal data must be correct, up-to-date and true. You have the right, upon request, to rectify inaccurate and complete incomplete personal data. By exercising this right, you will help us to keep your personal data correct and up-to-date.

Subject to some statutory exceptions, you also have the following rights:**Right to erasure of personal data**

You have the right to request the erasure of your personal data if the purpose of the processing has ended or the personal data are processed unlawfully.

Right to restriction of processing

You have the right to request the blocking of your personal data.

Right to transfer your personal data

You have the right, upon request, to receive your personal data that we process about you in a structured, commonly used and machine-readable format and you have the right to request the transfer of this personal data to another operator, if technically feasible. However, the rights of third parties cannot be restricted in this way.

Right to object to the processing of your personal data

You have the right to object to the processing of your personal data. However, the exercise of the right to object is not absolute. When exercising the right to object, we will no longer process your personal data unless we demonstrate the necessity of our legitimate interest.

Method of exercising the rights

You can exercise your rights by sending a written request by post to our address or electronically to the e-mail address elkond@elkond.sk.

We will respond to your request regarding the processing of personal data without undue delay in any event within one month of its receipt. In specific cases, the time limit may be extended by a further two months, but in any case, we will inform you of the reasons for the extension within one month of receipt of the request. The information shall be provided free of charge. However, should your requests be disproportionate or frequently repetitive, we may require a reasonable administrative fee to process them.

You have the right to file a motion to initiate proceedings with a supervisory authority (Office for Personal Data Protection of the Slovak Republic (Úrad na ochranu osobných údajov SR), Hraničná 12, 820 07 Bratislava 27 email: statny.dozor@pdp.gov.sk) if you believe that the processing of your personal data is contrary to these terms and conditions or applicable legislation.

Last updated: September 2022