

# INFORMATION ABOUT THE PROTECTION OF PERSONAL DATA

DIRECTIVE VAS-f037  
Revision: A/01.11.202

General information on personal data protection  
Information sheet on the processing of personal data of those interested in employment

## 1. Basic information, information memorandum

New rules apply for the protection of personal data of all Europeans to prevent their misuse. In the company VAS Systém, spol. s r.o., we understand this effort and would like to inform you with this memorandum how we approach the protection of your personal data and what tools and deadlines we use for this. And also what new rights EU citizens have, including you, our customers, business partners and employees and all persons whose personal data we process.

We have prepared this information memorandum for you, in which you will find an explanation of why it is necessary for us to process some of your personal data and what contractual or legal reasons we have for this, because we also have our legal obligations, especially regarding the employees of our company.

In the company VAS Systém, spol. s r.o., we have introduced strict rules on who from our company can work with and process your personal data. We do not transfer your personal data outside our company, only if we have this obligation by law or we have to do so within the legitimate interest of our company. For example, when we process employee wages or we need to provide personal data to the courts or the police. Also, when we let an external company process the wages and statutory contributions of our employees.

We process children's personal data only for the purposes of tax credits, as required by law.

We recommend that you read this information memorandum to obtain information on how we handle your personal data. If you still have doubts, you can contact us on tel. number +421 905 778 752 or meet us in person at:

**VAS Systém, spol. s r.o.**, M.R. Štefánika 2215, 026 19 Dolný Kubín

The protection of privacy and personal data is supervised by:

Personal Data Protection Office of the Slovak Republic

Hraničná 12, 820 07 Bratislava

ID: 36064220

phone: +421 2 3231 3214

mail: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)

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## 2. Personal data administrator

The administrator of personal data is the company VAS Systém, spol. s r.o., to which you provided your personal data to fulfill one or more purposes. The administrator manages, processes and disposes of your personal data and is responsible for their legal processing. You can exercise your rights against the administrator.

## 3. The data we process

We only process such personal data to be able to offer you professional services and products, and at the same time to comply with our legal obligations and protect our legitimate interests. We collect data primarily about employees and our business partners.

### 3.1 Identification data

These include: first name, last name, social security number, gender, your status, date of birth, social security number, identity card number (passport, national identity card), residential address, nationality, nationality, if you are running a business, also IČO and the address of the registered office of the company you represent. We manage identification data to the extent permitted by law in order to fulfill our legal obligation, but also obligations arising from the contract with you or legitimate interest. We also process personal data about drivers and state registration plates entering our premises.

### 3.2 Contact information

We also process phone number and email. We also process data that is associated with the products and services you use from us.

### 3.3 Property protection

In order to protect property and the health of people on the company's premises, we also make recordings from camera systems. Spaces that are recorded in this way are clearly marked so that you are informed where such space begins and ends. Camera recordings are used only for the purpose of property protection.

## 4. have the following reasons for processing your personal data

We always process personal data that we obtain from you or that are obtained from you by third parties, for example recruitment agencies, which, based on your consent, provide us with the most necessary amount of your personal data.

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What we do with personal data	Why we process personal data	What personal data is processed
Hiring an employee	Preparation for the job interview	In a nutshell
Payroll processing	Tax levies	In a nutshell
OU will be made available to the intermediary	Issuance of meal tickets to employees	In a nutshell
We are contacting a job seeker	Preparation for the job interview	In a nutshell
Random selection of employees and verification of whether payroll processing is in accordance with legal provisions	Audit of the company's management	For the fulfillment of legal obligations
Verifications by OU (Shipping) according to the contract or information from the customer	Delivery of the product to the customer	Freight forwarding
Verification of the OU for the preparation of the contract and offer	Elaboration of an offer to the customer	End customer verified
Creation of a list of participating natural persons of the partner's employees	Implementation of training	Simple
We register employees trained in occupational safety and health protection	Implementation of training	Simple
We register retrained employees for occupational safety and health protection	Implementation of training	Simple
OUs are processed in the attendance system	We calculate wages based on attendance	In a nutshell
Activities related to the exercise of the rights of the OU subject	So that we are able to ensure the exercise of the rights of OU subjects	For the fulfillment of legal obligations
Cameras monitoring marked areas	We protect the company's assets	Sensitive
Making available the OÚ of employees for the purpose of enforcing the financial claims of creditors	We cooperate with creditors	For the fulfillment of legal obligations

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Record of location information

We create driving books of company vehicles

For the fulfillment of legal obligations

**Marketing****What we do with personal data****Why we process personal data****What personal data is processed**

Photos of employees, their names and phone numbers are published on the company's website

Presentation of the company on the Internet

Consent

Employees' photos, names and phone numbers are published on the company's intranet

A simpler overview of colleagues

Consent

Photos of the company, in which the employees are at work, will be used in the company's printed presentation materials

Presentation of the company in press materials

Consent

Photos of employees will be used in a non-periodically printed company magazine

Presentation of what the company does for employees

Consent

We save personal data so that we can communicate with a potential employee by e-mail or by phone

If we hire an employee, we need to agree with him on the terms of employment, sign a contract, etc.

Legitimate interest

We send the so-called newsletter

We register e-mail addresses of recipients

Consent

The company celebrated its anniversary and wants to post photos from the social gathering on the social network

We want to publish the photos on the Internet

Conclusive consent

We will use photos of our employees and guests to inform the public that we participated in the fair

We want to publish the photos on social networks

Conclusive consent

OU are only stored for possible use in the event of a crime being committed

We organize social or professional events/meetings on the premises of the company

Legitimate interest

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## 5. Your rights

We also want to inform you about your rights in relation to the processing of personal data:

- the right to access personal data,
- the right to repair, or addition,
- right to erasure,
- the right to restrict processing,
- the right to data portability,
- the right to object,
- the right not to be subject to automated individual decision-making with legal or similar effects, including profiling.

### 5.1 Right of access to personal data

If you actively contact us as an administrator with a request for access to personal data, we will inform you whether your personal data is being processed and to what extent it is being processed. We will also inform you of the purpose for which we process your personal data, what categories of personal data are processed, the list of recipients or categories of recipients of personal data to whom your personal data has been or will be made available, the duration during which we will store your personal data; we will notify you of information about your right to ask us to correct or delete personal data, raise an objection, information about your right to file a complaint with the supervisory authority, we will notify you of all available information about the source of personal data, as long as we obtained it from someone other than you, or in your case, automated decision-making takes place, including profiling, and if we do not process your data, we must inform you about this.

### 5.2 The right to correction, addition

You have the right to have your personal data corrected if you find that it is inaccurate and exercise this right.

### 5.3 Right to erasure

You have the right to ask us to delete your personal data that we process. If they are paper documents, they will be shredded, if they are data, they will be deleted. However, we will only comply with you in cases where we are not bound by law to process your personal data, or we are not bound by other contracts.

If your personal data is not necessary for the purposes for which it was collected or otherwise processed; or you withdraw your consent to the processing of personal data and there is no other legal reason for their processing; or you object to the processing and there are no overriding legitimate grounds for the processing; or personal data were processed illegally; or personal data must be deleted to comply with a legal obligation; or personal data was collected in connection with the offer of information society services, we will delete your

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personal data.

#### 5.4 Right to restriction of processing

If you use this right, you have the right to suspend the processing of personal data.

#### 5.5 Right to portability

Should you find yourself in a situation where you need to obtain your personal data in a structured, commonly used and machine-readable format or to transfer personal data to another administrator, we are obliged to provide this structured data if it is technically feasible.

#### 5.6 You cannot or do not want to provide us with personal data

You have the right to refuse to provide us with your personal data, but if it is mandatory to obtain them from you, we cannot subsequently provide you with our service or sell goods.

#### 5.7 Do you want to withdraw your consent?

In cases where we require your consent to process your data, you are entitled to revoke this consent at any time. The withdrawal of consent does not affect the processing of your data during the period that this consent was validly granted by you, nor the processing of your data for other legal reasons, as long as they apply.

We process your data transparently, correctly and in accordance with the law. If you think that something is wrong with your data, you can contact our employee who is in charge of personal data processing:

**VAS Systém, spol. s r.o.**, MR Štefánika 2215, 026 19 Dolný Kubín

## 6. Glossary of terms

### Sensitive data

Data that is of a special nature, such as e.g., information about your health or biometric data enabling the identification of a person.

### GPS data

Data on the geographical position of the vehicle or device.

### Legitimate interest

The interest of the administrator or a third party, for example, in a situation where the data subject is a customer of the administrator.

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**Personal data**

Information about a specific person.

**Product, goods**

Products and goods offered by our companies as part of business activities.

**Recipient**

The person or organization to whom the data is transferred.

**Administrator**

The person or organization that determines the purpose and means of personal data processing; the administrator can entrust the processor with the processing.

**Data subject**

A living person to whom the personal data relate.

**Purpose**

The reason for which the administrator uses your personal data.

**Processing**

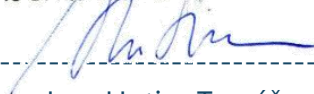
The activity that the administrator or processor performs with personal data.

**Processor**

A person who processes personal data for the administrator.

In Dolný Kubín, on November 1, 2022.

**VAS Systém, spol. s r.o.**  
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