

## **Information about the processing of personal data**

### **For filling system: Filling system-accounting documents**

**Information about the processing of data subject's personal data under Paragraph 19 and Paragraph 20 of the Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts (hereinafter referred to as the "Act") and Article 13 and 14 of the 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 on the free movement of such data (hereinafter referred to as the "Regulation")**

This information aims to provide knowledge about what personal data we process, how we deal with it, for which purposes we use it, to whom we can provide it, where you can obtain information about your personal data and enforce your rights in the processing of personal data.

#### **Identity and contact data:**

The Controller that processes your personal data is Terichem Tervakoski, a. s., Štúrová 101, 059 21 Svit, gdpr@sk.tervakoskifilm.com

#### **Contact details of the data protection officer supervising the personal data processing:**

Ing. Dominik Bartko, dpo3@proenergy.sk

### **1. Purpose of personal data processing and legal basis for processing**

**The purpose of the personal data processing is:** processing of the accounting documents of the data subjects when implementing and performing pre-contractual and contractual relationships

**Personal data are processed:** pursuant to Paragraph 13 point 1(b) of the Act, Article 6 point 1(b) of the Regulation, Civil Code, Commercial Code, Act No. 222/2004 Coll. On Value Added Tax as amended (Paragraph 74), Act No. 431/2002 Coll. On Accounting as amended.

#### **The legitimate interest of the Controller or third party**

The processing of personal data for a purpose of the legitimate interests of the Controller or third party does not apply.

### **2. Identification of processed personal data of the data subjects**

**Data subjects, whose personal data are processed are:** clients/Controller's contractors

**The extent of processed personal data:** the name and surname of the taxable person or the name of the taxable person, the address of its registered office, the place of business, the place of residence or the address of the place of usual residence and the tax identification number of the taxable person which was used to provide service or goods or name or surname of the recipient of the service or goods, the place of business of the recipient, the place of his residence or the address of the place where he usually resides and his tax identification number for the tax under which the goods were supplied or under which the service was provided to him, company registration number, VAT number, bank account number, signature.

### **3. Identification of recipients, categories of recipients**

The Controller may provide personal data to the authorized entities, such as institutions and organizations, under a specific legal regulation or to the contractors (especially the data Processors) who have undertaken to accept reasonable safeguards for the protection of the processed personal data, as follows::

Tax Office	Act No. 595/2003 Coll. On Income Tax Act as amended  Act No. 222/2004 Coll. On Value Added Tax as amended  Act No. 563/2009 Coll. On Tax Administration (Tax Procedure Code) as amended
Other authorized entity	Generally binding legal regulation pursuant to Paragraph 13 point 1(c) of the Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts

Personal data may be provided to other recipients if the data subject consents or orders to provide his/her personal data to them.

### **4. Transfer of personal data to third country/ international organization**

Transfer of personal data to third countries or international organizations does not apply.

### **5. Identification of the source of which the data were collected**

Directly from the data subject ( in person, by email, phone call, trough the website of the Controller)

### **6. The retention period of personal data**

The Controller shall process the personal data for the period necessary to fulfill the purpose, but maximum for he period of 10 years.

### **7. Profiling**

The Controller does not process the personal data by profiling, or by other similar means based on automated individual decision-making.

### **8. Rights of the data subject**

The data subject shall have the right to request from the Controller the access to processed personal data concerning him/her, the right to rectification of personal data, the right to personal data erasure or restriction, the right to object to the processing of personal data, the right not to be subject to a decision based solely on automated processing, including profiling, the right to data portability as well as the right to initiate the proceeding to supervisory authority. When the Controller processes the personal data based on data subject's consent, the data subject shall have the right to withdraw his or her consent to processing at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The data subject can exercise his/her rights by sending an e-mail to e-mail address: [gdpr@sk.tervakoskifilm.com](mailto:gdpr@sk.tervakoskifilm.com) or by sending the letter to the address of the Controller.

## **9. Obligation to provide personal data**

The provision of personal data is a legal requirement / contractual requirement or the requirement that is needed to conclude the contract. The data subject has the obligation to provide personal data; if he/ she refuses to do so, the Controller does not guarantee the processing of the accounting documents.