

# Overview of Personal Data Processing for Contact form

according to Regulation (EU) 2016/679 of the European Parliament and 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 "GDPR Regulation") and Act No. 18/2018 Coll. on the protection of personal data and amending and supplementing certain Acts (hereinafter referred to as the "Data Protection Act").

The aim of this overview is to provide you with basic information about the processing of your personal data if you send us a message through the website contact form.

## Identification and contact details

The controller processing your personal data is Terichem Tervakoski, a. s., Štúrova 101, 059 21 Svit, ID: 31 705 472 (hereinafter referred to as the "Controller").

In case of any ambiguities, questions regarding the processing of your personal data, suggestions, or complaints if you believe that we process your personal data unlawfully or unfairly, or to exercise any of your rights, you can contact us at any time by sending an email to: [gdpr@sk.tervakoskifilm.sk](mailto:gdpr@sk.tervakoskifilm.sk), or in writing to the address of the Controller.

Contact details of the Data Protection Officer supervising the processing of personal data: [dpo3@proenergy.sk](mailto:dpo3@proenergy.sk).

## Basic overview of processing activities

We may process your personal data within the following processing activities (filling systems - FS):

Name and description of processing activity – purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Retention period	Categories of recipients (external)
<b>Website Contact Form</b> – If you send us a message through the website contact form, we may process your personal data for the purpose of handling your electronic correspondence. Depending on the subject and content of your message, the processing may be carried out as part of fulfilling a contractual or pre-contractual relationship with you (providing information about our products/services, contract negotiations, contract fulfillment, handling complaints, etc.), fulfilling a legal obligation (e.g., reporting unethical activities, processing requests from data subjects, managing records), or within our legitimate interest (e.g., handling complaints, maintaining records of business partners, processing unexpected/unrequested communication).	natural persons – senders of electronic correspondence.	personal data – identification and contact details, such as title, first name, last name, email address, phone number, and other data voluntarily provided within the communication.	Retention of correspondence for 1 year.	Storage provider, other authorized entity.

### Obligation to provide personal data,

The provision of personal data is carried out by the data subject voluntarily, on their own initiative. Depending on the subject and content of the handled correspondence, the provision of personal data may be required (fulfillment of a legal obligation, or requirements within the framework of fulfilling contractual or pre-contractual relationships with the data subject). In case personal data is not provided, the controller may not be able to process the electronic correspondence.

**The transfer of personal data to a third country/international organization** is not carried out.

**Profiling** is not carried out.

### Additional information

Data from some of the above-mentioned processing operations may be used, where applicable and to the necessary extent, to prove, enforce, or defend our legal claims, or the legal claims of third parties (for example, providing data to law enforcement authorities, executors, lawyers, etc.), within judicial or extrajudicial proceedings, debt collection, etc. Some obtained personal data (e.g., confirmations, records, other documents confirming a particular fact, etc.) may be retained and used as "evidence" for audit purposes, third-party control activities, or for verifying the proper fulfillment of the Controller's obligations under legislative requirements or other requirements (contractual, sectoral, etc.).

## Your rights

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As a data subject whose personal data we process, you have the following rights under the GDPR Regulation and the Data Protection Act in connection with the processing of personal data: the right to request access to your personal data being processed, the right to correct (or supplement) personal data, the right to erasure or rectification personal data processing, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to data portability, the right to withdraw consent to the processing of personal data. If you decide to exercise any of your rights, you can use our request form available in the complete information on the processing of your personal data. If you are not satisfied with our response or believe that we have violated your rights or process your personal data unfairly or unlawfully, you have the right to file a complaint with the supervisory authority, which is the Authority of data protection of the Slovak Republic.