

Overview of Personal Data Processing for Students in Practical Training and Dual Education.

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 while you are undertaking practical training with us.

Complete information is available at HR department or at the contact address provided below.

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.com, 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.

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)
Practical Training – we process the personal data of students (and their legal guardians) who undertake practical training with us, in accordance with contractual and legal obligations.	students and their legal guardians.	• personal data (common – identification and contact information, behavioral data [e.g., information related to the student's education, violations of rules], financial data [e.g., student's financial support], data related to health and safety measures).	3 years.	(1,4) school, (1) other authorized entity.

<p>Camera system – if you move within our monitored premises, which are marked at the entrance with a camera pictogram, you will be recorded on camera footage. The purpose of such recording is to ensure security (including crime detection), protect life, health, property, and the financial interests of the Controller, as well as to protect the life, health, and property of individuals present in the monitored area. We respect your right to privacy and do not monitor with cameras any zones where you may reasonably expect privacy – these are in particular areas designated for rest and relaxation (kitchen, toilets, changing rooms, lounge/relaxation room, dining tables). The recordings may be used to establish liability on your part in case of violations of internal regulations (provided you have been made aware of them) and/or legal regulations related to threats or damage to property, life, health, safety, or financial interests. The processing is based on the legitimate interest of the Controller or a third party.</p>	persons moving within the monitored area.	• personal data (ordinary – captured on camera footage).	7 days.	(1,5) police, other authorized entity, (2) SBS.
<p>Whistleblowing – we may process your personal data if you have submitted a non-anonymous report of a potential anti-social activity, or if you are the subject or participant in the investigation of a potential anti-social activity pursuant to a specific legal regulation.</p>	natural persons who have submitted a report of anti-social activity or a request for protection when reporting serious anti-social activity (or their close persons for whom protection is requested) and natural persons who are investigated based on such a report.	• personal data – those provided in the report and data necessary for its review (especially, standard identification personal data of the reporter, persons involved in the violation, and details of the report, which may include data of varying sensitivity).	3 years (from the date of receipt of the report).	(1) The Slovakian Office for the Protection of Whistleblowers, participants in the proceedings, another competent administrative authority, the Prosecutor's Office of the Slovak Republic, courts of the Slovak Republic, other authorized entity.
<p>Promotion – we may process your photographs, video recordings, and other information about you only to the extent and in the manner for which you have granted consent to the processing of personal data. If we have determined that consent is not required (redundant, requiring disproportionate effort, etc.) within the given purpose – for example, if you have participated or will participate in events organized by the controller for a wide audience – we may create and process photographs or other recordings as part of our legitimate interest. These data may be used for positive promotion, as well as for documentation and presentation purposes of the controller's activities. It is in our interest to document the controller's activities and present/promote them in the context of building good internal relations as well as external relations towards the controller and to maintain our good reputation. If you do not wish for your photographs, video recordings, or other related data to be used for documentation, presentation, or promotional purposes, you may exercise your rights (to object to processing or to withdraw consent) through</p>	employees (including persons in a similar employment relationship), pupils, other natural persons.	• personal data (common—primarily identification data, captured in photographs, video/audio recordings, or other data related to expressions of a personal nature.	Duration of the employment relationship or until the purpose is fulfilled (5 years), does not apply to documents/records with permanent archival value in accordance with the Archives and Records Act.	(1) other authorized entity, (2) processor CHEMOSVIT, a. s.

the contacts provided at the beginning of this notice.				
Staff meals - we may process your personal data if you choose to use employee catering services, provided this arises from the performance of your employment contract or another agreement.	employees (including persons in a similar employment relationship, agency workers), students in professional training/dual education, external persons.	• personal data (common data related to the provision of meals – identification, financial information, meal selection).	5 years.	(2) meal provider, (1) other authorized entity.
Technical and organizational measures – in order to ensure your security as well as ours (including your personal data), to demonstrate compliance with our legal obligations, and to assert, exercise, or defend our legal claims or the claims of third parties, we may process records containing your personal data. These may include, for example: -records of your consent to data processing, -records of fulfillment of our information obligations towards you, -records of handling your requests, -records of authorized/assigned accesses and assets and their use, if we have granted/assigned them to you, -records necessary for investigating security incidents and data protection breaches, -records (confirmations) of training provided to you, -records of confidentiality commitments you have made, -records if you were part of our control activities or audits, -other records related to the implementation of adopted technical and organizational measures. Processing is carried out in the legitimate interest of the controller and also as an obligation arising from the GDPR. The records may be used to establish accountability towards you and as evidence for asserting, exercising, or defending the legal claims of the controller or a third party (especially in connection with threats or breaches to security, including the protection of human life and health,	employees, data protection officer, applicants exercising their rights, persons towards whom the controller fulfills obligations arising from the GDPR, persons involved in or addressed in connection with a security incident, processors, other external entities (for example, persons consulted on the issue – consultants, auditors, lawyers), employees of authorities under specific legal regulations (e.g., employees of the supervisory authority in the context of consulting or control activities), etc.	• personal data (standard – identification, contact data, which, depending on the nature of the matter being addressed, may be supplemented with other necessary data of various types – e.g., login information, data related to user/offender behavior (e.g., login/logout logs, activities), data necessary to verify the identity of the person exercising their rights, data indicating breaches of internal regulations (e.g., circumventing security settings, etc.), and similar).	According to the chapter "Record Keeping and Archiving" of the Personal Data Protection Policy and the Information Security Policy (most records are kept for 3 years or less, records concerning deletions or containing contracts for 5 years, and some records permanently – e.g., those related to the handling of security incidents, impact assessments, notifications to data subjects, etc.).	(1a,5) data protection officer, supervisory authority of SR, (1b,5) police, the Prosecutor's Office of the Slovak Republic, courts of SR, (1c) other authorized authority.

property, financial or material damage, interruption of operations, damage to reputation, leakage of know-how, etc.).				
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Obligation to provide personal data,

The obligation to provide personal data varies for each of the processing activities mentioned above. In cases where the processing is based on your voluntary consent, you are not obliged to provide personal data.

However, by not providing them, for example, you may not be able to use our service that is based on consent, or you may not be able to benefit from it.

In cases where the processing is a legal or contractual requirement, or a task that we are obligated to perform in the public interest, you are required to provide us with personal data. Failure to do so may result in a breach of the law or hinder the use of our services, as we will not be able to fulfill our legal/contractual obligations.

The provision of personal data processed within our legitimate interest is mandatory, but you have the right to object to such processing. We will always properly assess your request, but it is possible that, in certain cases, we will not be able to comply with your request, and the provision of personal data will remain mandatory. Similarly, when we carry out profiling, you have the right to request that you are not included in it.

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

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.