DECLARATION ON PROTECTION OF COMPANY - employees of Slovak Solar s. r. o., Nábrežie Slobody 1926/4 Púchov 020 01, ID No.: 36 352 055, OR OS Trenčín, section SRO, insert No.: 16517/R (hereinafter referred to as "Slovak Solar")

**PRIVACY STATEMENT**

Staff

At Slovak Solar, we respect the privacy of all data subjects with whom we are in contact, regardless of whether we process personal data ourselves or with the help of other entities. It is important to us that you know which personal data we process about you, why we do it and what your rights are. We therefore ask you to read this statement to give you more information about the processing of your personal data.

## Categories of personal data - Controller

| **Area** | **Activities** | **Types of personal data** |
| --- | --- | --- |
| Employee IS | Internal recruitment | First name, Last name, address, mail, postal address, postal code, bank account, bank account, birth number, date of birth, wage, social security number, vehicle registration number, educational attainment, birth certificates, marriage certificates, disability, disability pensions, disability pensions |
| Employee IS | Payroll processing | First name, Last name, name of centre, working fund, fix. Variab. Wage component, attendance, deductions, meal vouchers, disability, disability pensions, deductions from wages, seniority |
| Employee IS | Termination and de-registration of staff | First name, last name, date of birth, birth number, mail, t.no., OP, BÚ, salary, |
| Employee IS | Occupational Health Service, Occupational Safety and Health, Occupational Health and Safety | Name, surname, job position, Work accidents, Disability, Name, surname, work address, date, CCTV footage from the monitored area |
| Employee IS | Fleet management | Name, surname, registration number, logbook, number plate, kilometres driven, start of journey, destination of journey, route travelled, fueling, GPS at CEO, CSM |
| Employee IS | Legal disputes | Name, surname, address, pin or id, case, causation of the dispute |
| Camera systems - monitoring of public space | Keeping a record of the shop area, yard and car park | Identity, date, time, activities of the person in the monitored area, date and time of recording |
| Camera premises - monitoring of administrative premises | Monitoring of administrative spaces | Identity, date and time and activities of persons in the monitored area |
| Camera systems - traffic monitoring | Control of activities on the shop and warehouse floor | Identity, date and time and activities of the persons concerned |

## Purposes of data processing - Controller

Slovak Solar will process your data for the following purposes:

| **Activities** | **Purpose** | **Legal basis** |
| --- | --- | --- |
| Internal recruitment | obtaining OU on employees | - The processing is necessary for the performance of a contract to which the data subject is a party or to carry out pre-contractual measures at the request of the data subject.  - The processing is necessary for compliance with a legal obligation of the controller.  - The data subject has consented to the processing of his or her personal data for one or more specific purposes. |
| Payroll processing | Performance of rights and obligations under an employment or similar contract | - The processing is necessary for the performance of a contract to which the data subject is a party or to carry out pre-contractual measures at the request of the data subject.  - The processing is necessary for compliance with a legal obligation of the controller.  - The processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child. |
| Termination and de-registration of staff | Performance of rights and obligations under an employment or similar contract | - The data subject has consented to the processing of his or her personal data for one or more specific purposes.  - The processing is necessary for the performance of a contract to which the data subject is a party or to carry out pre-contractual measures at the request of the data subject.  - The processing is necessary for compliance with a legal obligation of the controller. |
| Occupational Health Service, Occupational Safety and Health, Occupational Health and Safety | Fulfillment of obligations arising from special regulations in particular the Act on the Protection of Promotion and Development of Public Health | - The processing is necessary for compliance with a legal obligation of the controller. |
| Fleet management | Performance of rights and obligations under an employment or similar contract | - The processing is necessary for compliance with a legal obligation of the controller.  - The processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child. |
| Legal disputes | Application for damages or protection of own rights and legally protected interests | - The processing is necessary for compliance with a legal obligation of the controller.  - The processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child. |
| Keeping a record of the shop area, yard and car park | Protection of the rights and legally protected interests of the transferor | - The processing is necessary for compliance with a legal obligation of the controller.  - The processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child. |
| Monitoring of administrative spaces | Protection of rights and legally protected interests | - The processing is necessary for compliance with a legal obligation of the controller.  - The processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child. |
| Control of activities on the shop and warehouse floor | Monitoring to protect the rights of legally protected interests (e.g. complaints procedure) | - The processing is necessary for compliance with a legal obligation of the controller.  - The processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require the protection of personal data, in particular where the data subject is a child. |

Where we process your personal data on the legal basis of our legal obligation, this may include the following legal provisions:

| **Title of the regulation** |
| --- |
| **Act No. 461/2003 Coll.** Act on Social Insurance |
| **Act No. 595/2003 Coll.** Income Tax Act |
| **Act No.124/2006 Coll.** Act on Occupational Health and Safety and on Amendments and Additions to Certain Acts |
| **Act No.563/2009 z.z.** Act on Tax Administration (Tax Code) and on Amendments and Additions to Certain Acts |
| **Act No.513/1991 Coll.** Commercial Code |
| **Act No.663/2007 Coll.** Minimum Wage Act |
| **Act No.125/2006 Coll.** Act on Labour Inspection and on amendment and supplementation of Act No. 82/2005 Coll. on illegal work and illegal employment and on amending and supplementing certain acts |
| **Act No. 301/2005 Coll.** Criminal Procedure Code |
| **Act No.222/2004 Coll.** Act on Value Added Tax |
| **Act No.162/2015 Coll.** Administrative Procedure Code |
| **Act No.71/1967 Coll.** Act on Administrative Proceedings (Administrative Procedure Code) |
| **Act No.18/2018 Coll.** Act on the Protection of Personal Data and on Amendments and Additions to Certain Acts |
| **Act No.233/1995 Coll.** Act of the National Council of the Slovak Republic on Bailiffs and Enforcement Activity (Enforcement Code) and on Amendments and Supplements to Other Acts |
| **Act No. 650/2004 Coll.** Act on Supplementary Pension Savings and on Amendments and Additions to Certain Acts |
| **Act No. 5/2004 Coll.** Act on Employment Services and on Amendments and Additions to Certain Acts |
| **Act No.395/2002 Coll.** Act on Archives and Registers and on the Amendment of Certain Acts |
| **Act No.40/1964 Coll.** Civil Code |
| **Act No. 43/2004 Coll.** Act on old-age pension savings and on amendment and supplementation of certain acts |
| **Act No.145/1995 Coll.** Act of the National Council of the Slovak Republic on administrative fees |
| **Act No. 8/2009 Coll.** Act on Road Traffic and on Amendments and Additions to Certain Acts |
| **Act No.391/2015 Coll.** Act on Alternative Dispute Resolution for Consumer Disputes and on Amendments and Additions to Certain Acts |
| **Act No. 160/2015 Coll.** Civil Procedure Code |
| **Act No. 580/2004 Coll.** Act on Health Insurance on Amendment and Supplementation of Act No. 95/2002 Coll. on Insurance and on Amendment and Supplementation of Certain Acts |
| **Act No. 311/2001 Coll.** Labour Code |
| **Act No.431/2001 Coll.** Act on Accounting |
| **EU Regulation 2016/679** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) |
| **Act No.79/2015 Coll.** Act on Waste and on Amendments and Additions to Certain Acts |

## Parties who may have access to your data

Slovak Solar as a data controller may share your data with third parties in the following cases:

| **Activities** | **Purpose** | **Beneficiaries** |
| --- | --- | --- |
| Internal recruitment | obtaining OU on employees | - Tax office  - Social Insurance Office  - VŠZP  - Trust  - Office of Labour and Social Affairs  - Executor's Office  - HOUR, spol. s r.o. |
| Payroll processing | Performance of rights and obligations under an employment or similar contract | - Tax office  - Social Insurance Office  - VŠZP  - Trust  - Office of Labour and Social Affairs  - Banks  - HOUR, spol. s r.o.  - Lenka Bačíková |
| Termination and de-registration of staff | Performance of rights and obligations under an employment or similar contract | - Tax office  - Social Insurance Office  - VŠZP  - Trust  - Office of Labour and Social Affairs  - Executor's Office  - HOUR, spol. s r.o. |
| Occupational Health Service, Occupational Safety and Health, Occupational Health and Safety | Fulfillment of obligations arising from special regulations in particular the Act on the Protection of Promotion and Development of Public Health | - Vladimír Styk - BOST  - FM Consuting, spol. s r.o.  - Labour Inspectorate  - Public Prosecutor's Office of the Slovak Republic  - Police Corps of the Slovak Republic  - Courts of the Slovak Republic  - BWSS, s.r.o. |
| Fleet management | Performance of rights and obligations under an employment or similar contract | - TSS Group, a.s.  - Police Corps of the Slovak Republic  - Labour Inspectorate  - Public Prosecutor's Office of the Slovak Republic |
| Legal disputes | Application for damages or protection of own rights and legally protected interests | - Law firm JUDr. Stanislav Rojko, s.r.o.  - Courts of the Slovak Republic  - Police Corps of the Slovak Republic |
| Keeping a record of the shop area, yard and car park | Protection of the rights and legally protected interests of the transferor | - GSW, s.r.o.  - Police Corps of the Slovak Republic  - Public Prosecutor's Office of the Slovak Republic  - Courts of the Slovak Republic |
| Monitoring of administrative spaces | Protection of rights and legally protected interests | - GSW, s.r.o.  - Police Corps of the Slovak Republic  - Public Prosecutor's Office of the Slovak Republic  - Courts of the Slovak Republic |
| Control of activities on the shop and warehouse floor | Monitoring to protect the rights of legally protected interests (e.g. complaints procedure) | - GSW, s.r.o.  - Police Corps of the Slovak Republic  - Public Prosecutor's Office of the Slovak Republic  - Courts of the Slovak Republic |

In such cases, these third parties may only process your personal data for the purposes stated and only in accordance with our instructions or applicable law. Your personal data will also be accessed by our staff. In this case, access will only be granted if it is necessary for the stated purposes and only if the employee is bound by a duty of confidentiality.

## Location of your personal data

Your personal data will be accessible by authorized Slovak Solar employees in the Slovak Republic within the European Union and the European Economic Area. If processing takes place outside the EU, these are the following cases:

| **Activities** | **Purpose** | **Landscape** | **Company** |
| --- | --- | --- | --- |

## Storage of personal data - Controller

We will only retain your personal data for a limited period of time and will delete it when it is no longer necessary for the purposes of the processing set out in this statement.

| **Activities** | **Archiving period** |
| --- | --- |
| Internal recruitment | For the duration of the contractual relationship |
| Payroll processing | 50 years |
| Termination and de-registration of staff | 50 years |
| Occupational Health Service, Occupational Safety and Health, Occupational Health and Safety | for the duration of the employment relationship and for the following 5 years |
| Fleet management | For 10 years |
| Legal disputes | 10 years after the enforcement of the decision or the decision of the competent authority |
| Keeping a record of the shop area, yard and car park | 15 days |
| Monitoring of administrative spaces | 15 days |
| Control of activities on the shop and warehouse floor | 180 days |

We may process your personal data for a longer period of time in the event of an ongoing legal dispute or if you have given us your consent.

## What rights you have

Under the Data Protection Act, you have certain rights in relation to the processing of personal data. Here is a list of these rights and what each right means to you.

| **Right of access** | You can request information about how we process your personal data, including information about:   * Why we process your personal data * What categories of personal data we process * Who we share your personal data with * How long do we keep your personal data or what are the criteria for determining this period * What rights you have * Where we get your personal data from (if we didn't get it from you) * Where the processing involves automated decision-making (so-called profiling) * If your personal data has been transferred to a country outside the EEA, how will we ensure that your personal data is protected.   All of the above information is available in this Privacy Policy.  You can also request a copy of the personal data we process about you. However, additional copies will incur a fee. |
| --- | --- |
| **Right to repair** | It is important that we have the correct information about you and we ask you to let us know if any of your personal details are incorrect, for example if you have changed your name or moved house. |
| **Right to erasure** | If we process your personal data in an unlawful manner, for example if we process your personal data for longer than necessary or for no reason, you can ask us to delete this data. |
| **Right to restriction** | From the moment you have requested the rectification of your personal data or if you have objected to processing and until we can investigate the problem or confirm the accuracy of your personal data (or amend it as you instruct), you are entitled to limited processing. This means that we (with the exception of data retention) can only process your personal data in accordance with your consent, where it is necessary in connection with legal claims, to protect someone else's rights, or where there is a significant public interest in the processing.  You can also request that we restrict the processing of your personal data if the processing is unlawful but you do not want us to delete the personal data. |
| **Right to object** | If you believe that we do not have the right to process your personal data, you can object to our processing. In such cases, we can only continue processing if we can demonstrate compelling legitimate grounds that outweigh your interests, rights and freedoms. However, we may always process your personal data if it is necessary for the establishment, exercise or defence of legal claims. |
| **Right to data portability** | You may request that the personal data you have provided to us for processing on the basis of consent or for the performance of a contract be provided to you in a structured, commonly used and machine-readable format. You also have the right to request the transfer of this information to another data controller. |
| **Withdrawal of consent** | You have the right to withdraw your consent and we will subsequently stop our processing activities on this legal basis. |

We will also inform the other parties to whom we may have disclosed your personal data of your request(s).

### In case of doubt, you have the right to initiate proceedings pursuant to Section 100 of the Data Protection Act with the competent supervisory authority, for example via www.dataprotection.gov.sk.

How can I complain about the use of my data or exercise my rights?

If you wish to make a complaint about how we process your personal data, including in relation to the rights set out above, you can contact our Data Protection Officer ("DPO") and your complaints and requests will be investigated.

Contact the Data Protection Supervisor: info@slovaksolar.com.

## If you are not satisfied with our response, or if you believe that we are processing your data unfairly or unlawfully, you can complain to the competent supervisory authority, which is the Data Protection Authority (DPA). Further information about the DPO and their complaints procedure can be found here: www.dataprotection.gov.sk.

Contact details

If you have any further questions about the processing of your personal data, you can contact us through our Data Protection Officer (DPO) by emailing info@slovaksolar.com.