

PROCESSING ACTIVITIES AND ADDITIONAL INFORMATION ON THE PRIVACY POLICY PERSONS OUTSIDE THE COMPANY

In this document you will find further information on the processing of personal data by the Joint Controllers in the event that:

- **you have visited the Controllers' website** or any of the Controllers' social media profiles,
- **you are a client of one of the companies in the ProfiDeCon group.**

For general information on the processing of personal data, please refer to **Privacy Policy**. In those you will find:

- **information about Controllers,**
- **information about profiling and/or automated decision-making,**
- **information on the transfer of personal data,**
- **information about your rights,**
- **information on how you can contact us in relation to data protection.**

THE PURPOSES, LEGAL BASES FOR PROCESSING AND RETENTION PERIOD

The Controllers obtain your personal data directly from you as a data subject when you provide them yourself (e.g. as a client when concluding a contract, when sending a message via a profile on a social network, when visiting the website of the Controllers, etc.).

Controllers process your personal data only for justified purposes, for a limited period of time and using the maximum possible level of security. **Controllers only process personal data where there is a legal basis for processing it (in accordance with the principle of lawfulness).** Please see the table below for the specific purposes for which the Controllers process your personal data through the website or social media profile:

CONTRACTUAL RELATIONS	
Purpose of processing	Registration of representatives (contact persons) of suppliers, customers and other business partners as legal persons, business communication with representatives of business partners and fulfilment of other contractual obligations in contracts concluded with legal persons
Legal basis	Art. 6(1)(f) of the Regulation - <i>the processing of personal data is carried out on the basis of the legitimate interest of the Controllers, which is the interest in the performance of a contract concluded with a legal entity, for which a specific natural person always communicates and acts, without the processing of personal data of which the performance of contractual obligations towards the legal entity would not be possible (including the registration of these persons and their contact details)</i>
Categories of personal data	Common personal data (first name, last name, contact details - phone number, email address, bank connection, affiliation to the company of the business partner), details of the contractual relationship - scope of services provided, etc.
Retention period	During the contractual relationship and after its termination until the expiration of the relevant limitation periods (for the purpose of enforcing legal claims arising from concluded contracts) or until the termination of the status of the natural person as an agent or contact person of the partner - legal entity
Purpose of processing	Processing of accounting documents
Legal basis	Art. 6(1)(c) of the Regulation - <i>necessary for the fulfilment of the legal obligations of the Controllers.</i>
Categories of personal data	Name, surname, address, place of residence/place of business, contact details, bank details, details of purchases made and other details on accounting documents.
Retention period	Your personal data will be processed for this purpose for a period of 10 years following the year to which it relates

Purpose of processing	Handling of exercised rights of data subjects
Legal basis	Art. 6(1)(c) of the Regulation - the <i>processing of personal data is carried out in the performance of a legal obligation</i>
Categories of personal data	Common personal data included in the application
Retention period	Pending the settlement of the rights exercised
Purpose of processing	Records of the rights of data subjects exercised and the manner in which those rights have been exercised
Legal basis	Art. 6(1)(f) of the Regulation - <i>processing of personal data on the basis of the legitimate interest of the Controllers, which is the need to record the exercised rights of data subjects for the purpose of demonstrating compliance with the obligations arising from the relevant legislation in the field of personal data protection</i>
Categories of personal data	Common personal data included in the application
Retention period	5 years from the date of the processing of the right exercised or other request made
PRESENTATION	
Purpose of processing	Responding to messages and handling queries/requests from messages received by the Controller via the contact form on the website, social networks (Facebook, LinkedIn), email communication or by telephone to the contact details published on the website, including handling inquiries and requests from legal entities
Legal basis	Art. 6(1)(f) of the Regulation - <i>the processing of personal data is carried out on the basis of the legitimate interest of the Controllers, which is to respond to the messages received for the proper conduct of business communication, improving the quality of the services provided and attracting new clients</i>
Categories of personal data	E-mail address, other data provided in the message, and in the case of a natural person acting on behalf of a legal person, identification data of his/her affiliation to a specific legal person and function or position in that legal person
Retention period	60 days from the date of receipt of the request or until the request is processed (purpose fulfilled), whichever is earlier
Purpose of processing	Sending information about the current offer and news of the Controllers (direct marketing - newsletter)
Legal basis	Art. 6(1)(a) of the Regulation - <i>the processing of personal data is carried out on the basis of the data subject's consent</i>
Categories of personal data	E-mail address
Retention period	3 years from the date of consent or until its revocation, whichever is the earlier
Purpose of processing	Publication of testimonials about satisfaction with the Services of the Controllers on the website of the Controllers or on the social media profiles of the Controllers in its presentation activities
Legal basis	Art. 6(1)(a) of the Regulation - <i>the processing of personal data is carried out on the basis of the data subject's consent</i>
Categories of personal data	Identification data of the specific legal entity within the scope of the business name, other data specified in the reference
Retention period	3 years from the date of consent or until it is revoked, whichever is the earlier
Purpose of processing	Measurement of website traffic, website activity and targeting of the Controllers' online advertising (via online tools - cookies)
Legal basis	Art. 6(1)(a) of the Regulation - <i>the processing of personal data is carried out on the basis of the data subject's consent</i>
Categories of personal data	Data about the activity on the website of the controller and preferences in the online environment, IP address of the device used, data about the web browser used, other online characteristics and preferences depending on the scope of the consent granted
Retention period	For a maximum of 2 years from the date of consent or until its revocation, whichever is the earlier

WHO DO THE CONTROLLERS PROVIDE YOUR PERSONAL DATA TO?

Your personal data may be disclosed to recipients, in particular to public authorities that are authorised to process your personal data in their capacity as independent controllers and as third parties - in particular to the tax administrator, the Data Protection Authority, the courts, law enforcement authorities or the relevant municipality.

Controllers also provide your personal data to their **processors**, i.e. external entities that process your personal data on behalf of Controllers. The processors process personal data on the basis of a contract concluded with the Controllers, in which they undertake to take appropriate technical and security measures for the purpose of secure processing of your personal data. The Processors of the Controllers include:

- a company providing website hosting services,
- a company providing website management and presentation services.

SOCIAL MEDIA AND LINKS TO OTHER WEBSITES

In order to promote marketing and advertising, you will find links to various social networks such as Facebook on the Controllers' website. The Controllers hereby notify you that once you click on the add-on on the website and go to the social network, the privacy policy of the controller of the social network will apply, except if you contact the Controllers via a message on the social network (in which case the processing of your personal data is also governed by this Policy and your personal data processed by the Controllers in accordance with the information provided above).

For more information on the processing of your personal data by social network controllers, please visit the following link: (i) Facebook: <https://sk-sk.facebook.com/policy.php>, (ii) LinkedIn: <https://www.linkedin.com/legal/privacy-policy>.

SECURITY OF PERSONAL DATA PROCESSING

In connection with the security of personal data, the Controllers have adopted the relevant internal documentation specifying the appropriate security measures adopted by the Controllers for the purpose of securing your personal data.

The security measures taken are in line with standard information security. At the same time, we also take measures to ensure that personal data is also secured at an organisational and personnel level, for which we have adopted internal processes and procedures.

VALIDITY

This information on the processing of your personal data contained in this document is valid and effective from 01.05.2025. As it may be required to update the information on the processing of personal data contained in this Policy in the future, the Controllers are entitled to update this Policy at any time. However, in such case, the Controllers will provide you with adequate prior notice.