

GDPR

Information of the processing of personal data

Dear Sir / Madam,

in connection with the adoption of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons in the processing of personal data and on the free movement of such data, which applies to the processing of your personal data by **BD TRANS & LOGISTIC, s.r.o.** with effect from May 25, 2018. Below we provide you with a summary of basic information about the processing and protection of your personal data by the company **BD TRANS & LOGISTIC, s.r.o., as the operator** in the processing of personal data.

So that our company can ensure the smooth execution of activities in accordance with the business of **BD TRANS & LOGISTIC, s.r.o.** and in accordance with the current legislation of the Slovak Republic, we need your personal data. The security of your data and their legal processing is of primary importance to us. Here you will learn how we process your personal data and how we ensure their security.

1. Identification and contact details of the operator

Your personal data is processed by the company **BD TRANS & LOGISTIC, s.r.o.**, business register of the District Court of Košice I, insert no. 27266/V, headquarters: Československej armády 2910, 075 01 Trebišov, ID: 45961441, **info@bdtrans.sk**, **phone: 00421-56 637 6200** (hereinafter referred to as the "operator").

2. Purpose and legal basis of processing your personal data

Salaries and HR: *The processing of personal data is carried out in accordance with the fulfillment of legal obligations in accordance with Art. 6 par. 1 letter c) GDPR*

Accounting documents: *The processing of personal data is carried out in accordance with the fulfillment of legal obligations in accordance with Art. 6 par. 1 letter c) GDPR.*

Registry administration: *The processing of personal data is carried out in accordance with the fulfillment of legal obligations in accordance with Art. 6 par. 1 letter c) GDPR.*

Shipping and freight road transport: *Processing of personal data is carried out in accordance with Art. 6 par. 1, letter b) Regulations of the European Parliament and of the Council (EU) 2016/679 – contract*

Monitoring of GPS employees: *Processing of personal data is carried out in accordance with Article 11, § 13 paragraph 4, § 82 of Act no. 311/2001 Coll. Labor Code in accordance with Art. 6 par. 1, letter f) Regulations of the European Parliament and of the Council (EU) 2016/679 - legitimate interest.*

Publication on the website: *The processing of personal data is carried out in accordance with Art. 6 par. 1, letter a) Regulations of the European Parliament and of the Council (EU) 2016/679 – consent of the person concerned*

Contractual relations: *The processing of personal data is carried out in accordance with Art. 6 par. 1, letter b) Regulation (EU) 2016/679 of the European Parliament and the Council - contract.*

Requests of affected persons: *The processing of personal data is carried out in accordance with the fulfillment of legal obligations in accordance with Art. 6 par. 1 letter c) GDPR.*

3. To whom we provide your personal data

When processing your personal data, we also use the services of verified and contractually bound external business partners who help us process and protect your personal data. It is about the so-called intermediaries who process your personal data for our needs, as a rule, when delivering services that we have ordered on the basis of the contract between the operator and the intermediary in accordance with Art. 28 of the General Data Protection Regulation (GDPR).

The recipients of the personal data of the persons concerned are various groups of entities to whom we provide your personal data most often in the context of fulfilling our legal obligations and/or they are our own employees with whom you come into contact as the persons concerned. Below you will find a list of categories of recipients of personal data:

- *courts and law enforcement authorities, executor,*
- *social insurance and health insurance companies,*
- *Financial Administration of the Slovak Republic, Financial Directorate of the Slovak Republic, tax office,*
- *supplementary pension insurance companies and pension management companies,*
- *bodies of state administration and public authority for the exercise of control and supervision,*
- *Headquarters of work, social affairs and family,*
- *state archives with regional territorial scope,*
- *Statistical Office of the Slovak Republic,*
- *Slovak Public Health Office,*
- *KR HaZZ, OR HaZZ,*
- *Labour Inspectorate*
- *Public authorities, the Ministry of Justice of the Slovak Republic,*
- *State administration bodies and public authorities, Other authorized entities*
- *cloud service providers.*

4. How long do we keep your personal data?

Documentation that is not part of the registry records is immediately securely destroyed after the purpose of processing has been fulfilled. Personal data that are part of the registry records are stored for the period specified by the registry plan in the archive of the contracted external company. After the storage period has expired, the registry records are in accordance with Act no. 395/2002 Coll. on archives and registries and on the addition of certain laws removed from the register and safely disposed of so that their contents cannot be ascertained.

5. Transfer of personal data to a third country or international organization

We do not intend to transfer your personal data to a third country or international organization.

6. Are you obliged to provide your personal data?

- in the event that the legal basis for the processing of your personal data is consent to the processing of personal data according to Article 6 par. 1 letter a) GDPR, you are not obliged to provide us with your personal data. The provision of your personal data is based on your free

will and voluntary action. You have the right to withdraw the given consent at any time. Failure to provide personal data should not have any negative and substantial consequences for you, but it may reduce the comfort of using some services and your information about news.

- in the event that the legal basis for processing your personal data is the conclusion or performance of a contractual relationship pursuant to Article 6 par. 1 letter b) GDPR and you refuse to provide us with your personal data, this may mean the impossibility of entering into a contractual relationship or its fulfillment,
- in the event that the legal basis for processing your personal data is the fulfillment of our legal obligation according to Article 6 par. 1 letter c) GDPR, providing your personal data is mandatory. If you refuse to provide us with your personal data, this may lead to damage for which we can claim compensation from you (e.g. if a sanction were imposed on us in causal connection with the non-fulfillment of our obligation). In some of these cases, we obtain your personal data from publicly available registers and databases in a legal manner,
- in the event that the legal basis for processing your personal data is the fulfillment of an important task carried out in the public interest or in the exercise of public authority entrusted to the Operator pursuant to Article 6 par. 1 letter e) GDPR, the provision of your personal data is mandatory; failure to provide personal data may result in you not being provided with a service provided within the scope of the territorial self-government bodies or not being able to issue the decision you are requesting from us, or the fulfillment of an important task in the public interest may otherwise be thwarted; in some of these cases, we obtain your personal data from publicly available registers and databases in a legal manner,
- in the event that the legal basis for processing your personal data is the preponderance of our legitimate interests and we use the legal basis for processing your personal data according to Article 6 paragraph 1 letter f) GDPR, you are obliged to tolerate this processing, but you have the right to object to it. You will learn more about this right in the specially highlighted part of this document, as well as through additional transparency mechanisms that we may use during our first communication and/or when obtaining your personal data directly from you

7. Rights of the affected person

In connection with the processing of your personal data, you have:

- the right to clear, transparent and understandable information about how we use your personal data and what your rights are,
- the right to access your personal data and provide additional information related to their processing by **BD TRANS & LOGISTIC, s.r.o.**,
- the right to correct incorrect and incomplete personal data,
- the right to delete your personal data, especially if
 - are no longer needed for further processing,
 - you revoked your consent to their processing,
 - you have legitimately objected to their processing,
 - personal data is processed illegally or
 - personal data must be deleted in accordance with legal regulations,

- the right to restrict the processing of your personal data, if
 - you challenge the correctness of personal data until we verify their correctness,
 - the processing is illegal,
 - we no longer need them, but you need the data for the purpose of asserting your legal claims,
 - you object to their processing until we verify whether our legitimate reasons outweigh your interests,
- the right to object to the processing of your personal data in the event that we process them for the purposes of direct marketing or for the purposes of our legitimate interests,
- the right to obtain your personal data and transfer them to another service provider,
- the right to file a complaint with the Office for the Protection of Personal Data, with headquarters at Hraničná 12, 820 07 Bratislava, tel. no. +421-2-3231-3220, electronically to the address statny.dozor@pdp.gov.sk.

8. If you need help

If you have questions about the processing of your personal data, if you are not satisfied with how we process your personal data or if you need any related help, please contact the responsible person by phone at tel. no. +421-904 684 486, electronically at info@bdtrans.sk, or in writing at **BD TRANS & LOGISTIC, s.r.o., Československej armády 2910, 075 01 Trebišov.**

9. How we process and protect your personal data

We process your personal data in electronic and paper form, and **we do not use** means of automated individual decision-making, including profiling, when processing them.

In order to ensure the security and confidentiality of your personal data, which is extremely important for the municipality, we use technical and organizational measures mainly to protect against unauthorized access to data and their misuse, to ensure against unauthorized processing, processing beyond the scope and content corresponding to the purpose of their processing, unauthorized processing, ensuring the security of our IT systems, as well as data recovery in the event of a security incident. If it is unavoidable, we use encryption to protect your personal data processed in electronic form. We regularly evaluate and update all measures taken.

Cookies

When you visit our website, you are informed that we use technologies to collect and store information using cookies on your device. Cookies are small text files that we do not send anywhere, you can delete these files from your browser or disable their use completely. Cookies do not collect any of your personal data, but without these files we cannot ensure the full functionality of the website.

Analysis and statistics

We do not monitor or analyze websites using analytics services.

10. Final Provisions

This personal data protection policy takes effect on December 1, 2020. We reserve the right to change these policies if there is a change in the processing of personal data in our company.