

**Information related to the Protection of Personal Data Processed by EASYS s.r.o.
(hereinafter referred to as the “Information”)**

The company EASYS s.r.o. respects its customers, suppliers and all persons with whom it communicates. It values mutual trust and ensures compliance with legal regulations in the area of personal data protection, therefore it fully applies the requirements of 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) (hereinafter referred to as “GDPR”).

This Information is intended primarily for employees, customers, suppliers and persons captured by CCTV systems.

This Information shall be applicable with effect from 01.03.2024.

1 Who processes your personal data?

The controller of the processing activities in which your personal data are processed is the company EASYS s.r.o., with its registered office at Kukučínova 718, 911 01 Trenčín, company ID (IČO): 36 350 729, entered in the Companies Register of the District Court of Trenčín, Section: Sro, Insert No.: 46571/R (hereinafter referred to as “we”).

2 What processing activities do we perform, on what legal basis and for what purposes and for how long do we store personal data?

Serial No.	1.
Processing activity	Job applicants
Purpose	Carrying out a selection procedure with the aim of filling a vacant job position
Legal basis	Performance of a contract under Article 6 (1) (b) of the GDPR
Extent of the data	In particular, applicant data contained in the CV and cover letter.
Data sources	Personal data are primarily provided directly by applicants or through job search portals, recruitment agencies, and headhunters.
Storage period	Personal data are stored only for the time necessary to carry out the selection procedure.

Serial No.	2.
Processing activity	Job applicants
Purpose	Management of the applicant database
Legal basis	Consent under Article 6 (1) (a) of the GDPR
Extent of the data	In particular, applicant data contained in the CV and cover letter.

Data sources	Personal data are primarily provided directly by applicants or through job search portals, recruitment agencies, and headhunters.
Storage period	Personal data are stored during the validity of the consent, however for a maximum of 3 years from their collection.

Serial No.	3.
Processing activity	Whistleblowing
Purpose	Fulfilment of tasks according to the Act on the protection of whistle-blowers notifying activities undermining the functioning of society and the amendment of certain other Acts
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, the data provided in the notification received or obtained through subsequent investigation.
Data sources	Personal data are provided by the whistle-blower or collected by the activity of the controller during the investigation of the notification.
Storage period	Personal data are stored for a maximum of 3 years from the receipt of the notification.

Serial No.	4.
Processing activity	Wage administration
Purpose	Wage payment
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	<p>In particular, name, surname, family name and title, personal ID, date and place of birth, signature, remuneration, wage or wage conditions and other financial details recognized for the performance of the function or work activities, data on time worked, data on the bank account of the natural person, amounts affected by the execution of a decision ordered by a court or an administrative authority, fines and penalties, as well as compensation imposed on an employee by an enforceable decision of competent authorities, wrongly received amounts of the social insurance and old age pensions savings benefits or their advances, state social benefits, benefits in material need and contributions to the benefits in material need, contributions to compensate for the social consequences of severe disability, which the employee is obliged to return based on an enforceable decision according to a special regulation, data on important personal obstacles to work, job position and the date of taking up the employment, data on family members to the following extent: name, surname and date of birth, personal ID, data on children to the following extent: name and surname, personal ID and data on the school attended, data on drawing of maternity leave or parental leave, data on the granting a pension, on the type of a pension, data regarding deductions for supplementary pension savings companies, marital status, nationality, permanent residence, temporary residence, gender, and the data on the employer;</p> <p>Special category of personal data: data on membership in a trade union and payment of a membership fee to the trade union, data on incapacity for work,</p>

	and data on altered capacity for work.
Data sources	Personal data are provided by employees or relevant institutions.
Storage period	Personal data are stored for a maximum of 20 years.

Serial No.	5.
Processing activity	Wage administration
Purpose	Records of payrolls
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, the employee's name and surname, including the former name, the employee's personal ID, the employee's address of permanent residence, the names, surnames and personal ID of the persons to whom the employee applies the non-taxable part of the tax base and the tax bonus, the amount of the individual non-taxable parts of the tax base, indicating the reason for their returns, number of days of work performance, total taxable wages paid, amounts exempt from tax, amounts of insurance premiums and contributions that the employee is obliged to pay, tax base, non-taxable parts of the tax base, taxable wage, tax advance, amount of tax bonus, amount of voluntary contribution to old age pension savings paid by the employer, the amount of contributions to the supplementary pension savings paid by the employer for the employee, and the amount of the employee premium paid.
Data sources	Personal data are provided by employees or relevant institutions.
Storage period	Personal data are stored for a maximum of 50 years.

Serial No.	6.
Processing activity	Wage administration
Purpose	Implementation of levy obligations
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, personal ID, date of birth, address of permanent residence, employer, signature, data on a spouse to the following extent: name, surname, title, personal ID, date of birth, address of permanent residence, data on maintained children to the following extent: name, surname, personal ID, remuneration or wage and other financial details recognized for the performance of the function or work activities, data on altered capacity for work, data on employers, the date of taking up the employment, data stated in the confirmation of employment, data on registration of the employee in the register of unemployed citizens, data on drawing of maternity leave or parental leave, data on the granting of a pension, the type of a pension, data stated in the contract with the supplementary pension insurance company, and marital status.

Data sources	Personal data are provided by employees or relevant institutions.
Storage period	Personal data are stored for a maximum of 10 years.

Serial No.	7.
Processing activity	HR
Purpose	Administration of personal files of employees
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, family name and title, date and place of birth, signature, remuneration, wage or wage conditions and other financial details recognized for the performance of the function or work, data on years worked, data on employers, job position and the date of taking up the employment, data stated in the confirmation of employment, data on drawing maternity or parental leave, data on the granting of a pension, the type of a pension, personal data processed stated in confirmations and certificates of passed exams and educational activities, data listed in the CV, permanent residence, temporary residence, data on education, legal capacity, data stated in appointment decrees, signature; Special category of personal data: data on medical capacity, and data stated in a certificate of integrity.
Data sources	Personal data are provided by employees or relevant institutions.
Storage period	Personal data are stored until the employee reaches the age of 70 at most.

Serial No.	8.
Processing activity	HR
Purpose	Attendance records
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, personal number, signature, place of stay during paid holiday, employer's department, data on time worked, data on important personal obstacles to work, data on employers, job position and the date of taking up the employment, data on family members stated in confirmations, data on drawing maternity or parental leave, other data stated in confirmations; Special category of personal data: data on incapacity for work, and health-related data indicated on a doctor's confirmation.
Data sources	Personal data are provided by employees or relevant institutions.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	9.
Processing activity	HR
Purpose	Catering provision
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, number of meal tickets, and the amount of contribution from the social fund and deduction from the employee's wage.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for a maximum of 10 years.

Serial No.	10.
Processing activity	HR
Purpose	Recreation allowance
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, employer, place of work performance, date of recreation, place of recreation, amount of proven expenses, type and number documents and their number proving payment of recreation (e.g. invoice and invoice number), affidavit, signature, and data on family members or a close person to the following extent: name, surname, and title.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for a maximum of 10 years.

Serial No.	11.
Processing activity	HR
Purpose	Personal protective equipment provision
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, job position, clothing size, shoe size, number of personal protective equipment provided, number of work clothes provided, and signature.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for the duration of the employment relationship.

Serial No.	12.
Processing activity	HR
Purpose	Checking and evaluating the work performance of employees
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, job position, personal number, evaluation of the performance of set tasks, and assigned goals.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	13.
Processing activity	HR
Purpose	Increasing and deepening the qualifications of employees
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, number and period of validity of certificates/authorizations, address of residence, date of birth, title, telephone number, e-mail address, job position, department, and number of years of experience.
Data sources	Personal data are provided by employees or educational institutions.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	14.
Processing Activity	HR
Purpose	Implementation of training in the field of occupational health and safety and fire protection
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, profession, place of work performance, e-mail address, period of validity of training, and the employer.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	15.
Processing activity	HR
Purpose	Registration and investigation of occupational and other accidents
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, title, name, surname, address of residence, personal ID, daily calculation base, date of birth, signature of the injured person, name, surname and signature of the witness, name, surname and signature of the recorder, employer's details, and e-mail address; Special category of personal data: description of injury (time and place of injury, type of injury, injured body part) and other health-related data.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for a maximum of 10 years.

Serial No.	16.
Processing activity	Business trips
Purpose	Settlement of costs of employee business trips
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, duration of the business trip, date, time and place of the business trip, purpose of the business trip, amount of advance payment for the business trip, amount of reimbursements granted, means of transport used, number of kilometres, data from the registration book, and bank account number.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for a maximum of 10 years.

Serial No.	17.
Processing activity	Photos of employees
Purpose	Promotion of the employer on the website, intranet and social networks
Legal basis	Consent under Article 6 (1) (a) of the GDPR
Extent of the data	Especially photos in which employees are captured.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored during the validity of the consent, however for a maximum of 5 years.

Serial No.	18.
Processing activity	Identification of employees
Purpose	Use of business cards, name tags, signatures, photos of employees when performing work tasks in communication with clients
Legal basis	Legitimate interest under Article 6 (1) (f) of the GDPR
Extent of the data	In particular, title, name, surname, job position, service classification, functional classification, employee personal number or employee employment number, professional department, place of work, telephone number, fax number, e-mail address for the workplace, and identification data of the employer.
Data sources	Personal data are provided by employees.
Storage period	Personal data are stored for the duration of the employment relationship.

Serial No.	19.
Processing activity	Accounting records
Purpose	Management of accounting documentation
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, title, name, surname, permanent residence, contact details, billing information, date of birth, bank account information, and payment amount.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for a maximum of 10 years.

Serial No.	20.
Processing activity	Contract documentation
Purpose	Identification of contractual parties and persons authorized to act on their behalf when concluding contracts, communication with persons in connection with contract performance, record keeping, and storage of contracts
Legal basis	Performance of a contract under Article 6 (1) (b) of the GDPR
Extent of the data	In particular, name, surname, address of residence, function, e-mail address, telephone number, signature, and historically purchased or delivered products and services.
Data sources	Personal data are provided by data subjects. In the case of statutory or other representatives, employees and suppliers of a bidder or a contractual partner being natural persons, the personal data are collected from the bidder or the contractual partner.

Storage period	Personal data are stored for a maximum of 10 years after termination of a contract.
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Serial No.	21.
Processing activity	CCTV records
Purpose	Protection of company's property interests and provision of evidence when proving its claims
Legal basis	Legitimate interest under Article 6 (1) (f) of the GDPR
Extent of the data	Especially video recordings captured by the CCTV system.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for a maximum of 72 hours from the time the record is made, unless it is necessary to keep the evidence longer at the request of law enforcement authorities.

Serial No.	22.
Processing activity	GPS monitoring
Purpose	Protection of company's property interests
Legal basis	Legitimate interest under Article 6 (1) (f) of the GDPR
Extent of the data	In particular, vehicle location data.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for a maximum of 30 days.

Serial No.	23.
Processing activity	Management of registry records
Purpose	Record of received and sent documents
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, address, company ID (<i>IČO</i>), and the date of receipt and dispatch of the shipment.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	24.
Processing activity	Damage events
Purpose	Records and resolution of damage events
Legal basis	Legitimate interest under Article 6 (1) (f) of the GDPR
Extent of the data	In particular, name, surname, number and period of validity of authorization for activity, date of birth, address of residence, and liability insurer.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	25.
Processing activity	Ultimate beneficial owner
Purpose	Identification and keeping of identification data on ultimate beneficial owners
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name and surname, personal ID or date of birth, if a personal ID has not been assigned, address of permanent residence, nationality/citizenship, type and number of an identity document, and data establishing the status of the ultimate beneficial owner.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for a maximum of 5 years after termination of the status of the ultimate beneficial owner.

Serial No.	26.
Processing activity	Corporate agenda
Purpose	Fulfillment of legal obligations related to the existence and functioning of the company
Legal basis	Fulfilling the legal obligation according to Article 6 (1) (c) of the GDPR
Extent of the data	In particular, name, surname, title, address of residence, signature, or other data stated in affidavits, powers of attorney and other documents.
Data sources	Personal data are provided by data subjects.
Storage period	Personal data are stored for the duration of the company's existence.

Serial No.	27.
Processing activity	System security
Purpose	Compliance with basic principles of personal data processing, implementation and maintenance of technical and organizational security measures, including, but not limited to, preventing unauthorized access to systems and information, and investigating suspected or known security breaches
Legal basis	Legitimate interest under Article 6 (1) (f) of the GDPR
Extent of the data	In particular, name, surname, login data to the systems, and logs.
Data sources	Personal data are provided by the system administrator.
Storage period	Personal data are stored for a maximum of 5 years.

Serial No.	28.
Processing activity	Management of the database of contact persons
Purpose	Ensuring effective communication with clients
Legal basis	Legitimate interest under Article 6 (1) (f) of the GDPR
Extent of the data	In particular, name, surname, title, address, e-mail, and telephone number.
Data sources	Personal data are provided by the client on whose behalf the contact person acts.
Storage period	Personal data are stored for a maximum of 5 years.

3 To whom we provide your personal data

Personal data of data subjects may be made available to the employees and brokers of the controller, accounting advisers, lawyers, auditors, archives, software equipment and support providers, including employees of these persons.

Personal data of data subjects may be made available to state administration authorities or other authorities, especially those that supervise the activities of the controller.

The controller makes personal data available only to the extent necessary and while preserving the confidentiality of the recipient.

4 Do we transfer your personal data to third countries/international organizations?

No, your personal data are not transferred to third countries or international organizations.

5 What rights do you have as a data subject?

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

- **Right of access by the data subject** - You have the right to obtain from us confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and the information regarding their processing.
- **Right to erasure (“right to be forgotten”)** - You have the right to obtain from us to stop processing and erase personal data concerning you if the conditions established by the GDPR are met, especially in situations where the data subject withdraws consent on which the processing is based and where the personal data are no longer necessary in relation to the purposes for which they were processed.
- **Right to rectification** - You have the right to obtain from us without undue delay the rectification of inaccurate personal data or have incomplete personal data concerning you completed.
- **Right to restriction of processing** - You have the right to obtain from us restriction of processing of your personal data in certain cases, i.e. only to be stored and used for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest. You have the right to obtain from us restriction of processing especially if the accuracy of the personal data is contested by you, for a period enabling us to verify the accuracy of the personal data.
- **Right to data portability** - Where the processing activities are based on your consent or on a contract performance, you have the right to receive the personal data concerning you and to transmit those data to another controller.
- **Right to object** - You have the right to object to processing activities, the legal basis of which is our legitimate interest. We will only continue processing if our legitimate grounds for the processing override your interests, rights and freedoms. If you object to direct marketing, we will no longer process your personal data for these purposes.
- **Right to withdraw consent** - If you have given us your consent to process your personal data, you have the right to withdraw your consent at any time. After it is withdrawn, we will not process your personal data any further.

You can exercise your rights by e-mail sent to the e-mail address: gdpr@ea-sys.net, or by post sent to the address of the registered office of EASYS k.s.

In addition to it, you have **the right to lodge a complaint with a supervisory authority**, which is the **Personal Data Protection Office of the Slovak Republic**. You can contact the office in writing at: Hraničná 12, 820 07 Bratislava 27, Slovak Republic, by e-mail at: statny.dozor@pdp.gov.sk, by fax at the number: +421 2 3231 3234, or by phone at the number: +421 2 3231 3214.

6 Is the provision of personal data a legal or contractual requirement?

The provision of personal data necessary for the identification of contracting parties is a contractual requirement, as without these personal data it would not be possible to conclude any contract.

7 Is your personal data subject to automated decision-making, including profiling?

When processing your personal data, no decisions are made according to Article 22 of the GDPR based solely on automated processing, which produces legal effects concerning the data subject or similarly significantly affects him or her.

8 Cookies

Cookies are small files stored in the memory of the terminal device (notebook, tablet, smart phone, etc.) of visitors to the e-shop. Through them, the controller has information related to the use of the terminal device, which may be personal data.

Necessary cookies

On our website, we process the so-called necessary cookies, i.e. cookies that are needed for the proper functioning of our website. If you disable the collection of the necessary cookies, our website may not function properly.

Operational, analytical and statistical cookies

Storing these cookies primarily enables us to ensure the security of our website, detect and eliminate malfunctions, analyze the use of the website and create statistics on visitors or test new functionalities. The processing of these cookies will thus lead to optimizing the functionality of the website and adapting its content as closely as possible to your preferences.

Temporary cookies

The processing and storage of these cookies is limited and takes place from the moment you visit our website to the moment you close the browser window. Temporary cookies allow us to remember your choices while browsing our website, so we don't have to ask you again for information that you already gave us during your visit.

Persistent cookies

Unlike temporary cookies, persistent cookies remain stored even after closing the browser window. We keep persistent cookies for the specified periods, if you do not delete them yourself before the expiration date through the browser settings.

Persistent cookies allow us to remember choices and settings even if you visit our website in the future. These cookies will thus enable us to identify you on your next visit and enable you to use the functionalities of our website faster and more practically (e.g. automatic completion of data in the contact form, language selection, etc.).