

## PERSONAL DATA PROCESSING

This document describes purpose and aim of personal data processing by controller **TLS Logistics s. r. o., Sládkovičova 29 974 01 Banská Bystrica, Identification number: 44616163** (hereinafter “**WE**” or the “**Controller**”) and it also provides any other information required by law including information about rights of data subject and about the ways of how to exercise the rights. Regulation (EU) 2016/679 on the protection of personal data (hereinafter the “**Regulation**”) constitutes on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and it also protects fundamental rights and freedoms of natural persons in particular with regard to the right to protection of personal data.

In accordance with Article 4 (1) of the Regulation, term “personal data” means any information relating to an identified or identifiable natural person (hereinafter “**data subject**”).

“**Processing**” means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (Article 4 (2) of the Regulation).

In accordance with Article 12 et seq. of the Regulation, the Controller should provide the data subject with relevant information on processing activities of the Controller, and with the rights of the data subject.

### **1. WHEN WE ARE ALLOWED TO PROCESS YOUR PERSONAL DATA?**

Processing shall be lawful only if and to the extent that at least one of the following applies:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

### **2. WHAT IF YOU DO NOT PROVIDE US WITH THE REQUIRED PERSONAL DATA?**

- Regarding the processing of personal data for compliance with a legal obligation: If the data subject fails to provide necessary personal data, we cannot perform the action to which the lawful requirement of providing the data is connected.
- Regarding the processing of personal data for the intention to enter into contract or for performance of a contract to which the data subject is party: If the data subject fails to provide necessary personal data, the contract cannot be effective and so we cannot perform the required action (e. g. purchase contract).

### **3. WE RECEIVE YOUR PERSONAL DATA**

Your personal data are provided mostly by your person, for example from communication between you (the Data Subject) and us (the Controller) or through a contact form on our website.

#### **4. WHAT IS THE PURPOSE OF PERSONAL DATA PROCESSING, WHICH PERSONAL DATA DO WE PROCESS, FOR HOW LONG DO WE CONTAIN YOUR PERSONAL DATA?**

Your personal data are being processed on the basis of specific law and purpose set by the Controller. These are listed separately in INFORMATION ABOUT THE PURPOSES OF THE PERSONAL DATA PROCESSING.

#### **5. WHO MAY RECEIVE YOUR PERSONAL DATA?**

Categories of receivers: Government and public authorities, local authorities, the company's website administrator, auditor, lawyer, agent (accountant), companies who perform IT administration and support, providers of information services and, where justified, judges and law-enforcement authorities.

#### **6. SHARING OF PERSONAL DATA WITH PUBLIC**

The personal data will not be published.

#### **7. AUTOMATED INDIVIDUAL DECISION-MAKING**

The personal data will not be used for automated individual decision-making, including profiling.

#### **8. TRANSMITTING PERSONAL DATA OUTSIDE THE EUROPEAN UNION**

Personal data transmitting into any third country or international organizations is not allowed.

#### **9. CONFIDENTIALITY**

Our employees and co-workers, who will process your personal data, are obliged to confidentiality regarding personal data. Such confidentiality is obligated even after their duties have ceased.

#### **10. SECURITY OF PERSONAL DATA**

Your personal data are safe in our hands. In order to prevent unauthorised access to or use of the personal data, we have taken appropriate measures of technical and organizational character. We really care about the security of your personal data, so we do not only make regular security checks, but we also constantly update the security. We use security measures regarding the state-of-art technology which provide sufficient security. Acquired security measures are regularly updated.

#### **11. RIGHTS OF THE DATA SUBJECT**

**Withdraw consent without detriment:** When personal data processing is done with your consent, you have right to withdraw the consent anytime. You may withdraw the consent electronically to our e-mail address, in written form, or personally at registered office of the Controller. Withdrawing consent does not affect lawfulness of personal data processing which were processed up to that point. Regardless of such fact, you have the right to refuse or withdraw consent anytime.

**Access right:** You have the right to require a copy of the personal data undergoing processing, as well as to require information about the purpose of required personal data. In

most cases, the copy of personal data shall be provided in the form of written letter, unless otherwise requested. Where you (the data subject) make the request by electronic means, the information shall be provided in a commonly used electronic form.

**Right to rectification:** We take sufficient measures in order to secure accuracy, completeness, and topicality of the information we have about you. If you think the data are incomplete, inaccurate, or outdated, please, do not hesitate to ask for relevant changes or completion of the information.

**Right to erasure ('right to be forgotten'):** You have the right to ask for erasure of your personal data, for example in case the acquired personal data are needed no more to fulfil the original purpose. The right shall be considered regarding all relevant conditions. For example, we may have some regulatory obligations and because of them we will not be able to fulfil your requirement.

**Right to restriction of processing:** In some cases, you have the right to ask for restriction of processing. For example, in such cases, when you think the data are inaccurate or when you think there is no need for us to process them anymore.

**Right to data portability:** In some cases, you have the right to ask for data transfer of your data to a third party of your choice. But the right to data portability relates only to the personal data which have been acquired with your consent or by means of a contract to which you are party.

**Right to object:** You have the right to object to the data processing. In case you there is no compelling legitimate ground for personal data processing, we will no longer process the data.

**The right to make an application for proceeding in the case of personal data protection:** If you think your personal data are processed inappropriately or unlawfully, you may submit a complaint to an authority – in this case personal data protection supervisory authority of Slovak Republic, Hraničná 12, 820 07 Bratislava 27; tel. number: +421/2/3231 3214; e-mail: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk); <https://dataprotection.gov.sk>. The complaint submitted by electronic means shall meet requirements set out in the Article 19 (1) of the Act No 7181967 Coll on the Administrative Procedure Act (administration fee).

## **12. INFORMATION AND EXERCISE OF THE RIGHTS OF THE DATA SUBJECT**

In order to exercise your rights, you may contact the Controller anytime:

- Address: TLS Logistics s. r. o., Sládkovičova 29 974 01 Banská Bystrica.
- E-mail: [tls@tls-logistics.sk](mailto:tls@tls-logistics.sk)

We shall answer your requests free of charge within 30 days. In case of complexity or high number of requests, we are entitled to extend the period by another 60 days. In such case, you will be informed.

In case of recurring requests, we are entitled to charge an appropriate administrative fee to cover the costs regarding the service.