

Protection of personal data

1. Who is this information designed for?

This document amends the principles of data protection of Envirotex, s.r.o., Námestie Slovenského národného povstania 270/3, 917 01 Trnava, zapísanej v Obchodný register Okresného súdu Trnava, Oddiel: Sro, Vložka číslo: 48045/T, IČO: 53456408, DIČ: 2121396365, IČ DPH: SK2121396365 (hereinafter as "Envirotex" or "operator") mainly on the rules for obtaining, collecting, saving, spreading, archiving and safety of personal data.

You can be considered as a data subject if you are:

- **An Envirotex supplier**
- **An Envirotex customer (a private individual or company or other direct customer)**
- **A purchaser of an Envirotex customer and authorised people (a private individual, company, etc.)**
- **An Envirotex employee and their close person**
- **A job applicant**
- **A user of Envirotex web pages and social media**

Any questions, objections and requests regarding this document and information it states is received by the operator at info@envirotex.eu.

2. What fundamental terms does this document use?

In the beginning, we would like to introduce you to the fundamental terms that are stated in this document, which can help you to better understand it.

Data subject - a natural person, to which the personal data relates to.

Cookies - small data files that are saved onto a special folder in the web browser in the computer of a user and are inevitable for some web page functions, like for example the login page, and are often used for the behaviour surveillance of users on the web. It is possible to forbid their usage in most internet browsers.

GDPR regulation - the decree of the European Parliament and EU Council 2016/679 from 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 (general decree on the protection of data))

Personal data of a specific category - sensitive personal data of a specific nature, like for example data on state of health or biometric data enabling identification of a person.

Personal data - any type of information regarding an identified or identified natural person, for example the name, surname, date of birth, birth certificate number, telephone number, email address, IP address, etc.

Authorised interest - interest of the operator or another subject, from which the need to process personal data arises, if they are above the interests of the affected person, for example the protection of the property of the operator using surveillance systems, communication via a contact form on the web page, etc.

Operator - a natural or legal person, which states the purpose and means of processing personal data; the operator can authorise an intermediary party for the processing of personal data.

Recipient - a natural or legal person, authority of public power or another subject, that receives the personal data.

Product - merchandise, which is offered and sold.

Profiling - any type of automated processing of personal data, used for the purpose of evaluating specific personal conditions, like for example the behaviour on the internet and re-marketing.

Service - services, which we offer associated with product sales

Processing of personal data - the activities the operator or intermediary execute regarding personal data, such as obtaining, reviewing, archiving, copying, etc.

Intermediary - a natural or legal person, authority of public power, agency or other subject that processes personal data for the operator in their name.

Purpose - the reason why the operator processes personal data.

Act on the protection of personal data - Act no. 18/2018 Coll. on the protection of personal data and amending and supplementing certain acts

3. What rights do data subjects have?

Envirotex lays emphasis on respecting your rights. As a data subject, you have the following rights:

The right for information

You have the right to request information on the processing of personal data. Behind this purpose, adequate measures are arranged for you to fully receive this information. Envirotex fulfils this informational duty via this document, which will be published for the long term on www.envirotex.eu.

The right to withdraw consent

If the processing of your personal data is based on consent, you have the right to withdraw it at any time. The withdrawal of the consent does not affect the legality of data processing prior to the withdrawal of the consent. You can provide consent only for marketing purposes, all other processing activities are executed on a different legal basis, such as a contract, law, or other authorised interests.

The right to gain access to data

Envirotex will provide you with a confirmation on the processing of your personal data based on your request, as well as information on the purpose of processing, on the categories of processing personal data, on the categories of recipients, on the archiving time period, on the source of personal data, if the personal data was not obtained directly from you and on any other rights you can exercise. Envirotex will also send you a copy of your personal data that is being processed, free of charge upon your request. For any other copies, we will charge an adequate fee to cover the administration costs. We will inform you of the charge beforehand.

The right of correction

You have the right to correct and up-to-date data to be processed. Envirotex performs an update based on your request, alternatively after verifying this data in communication with you.

The right of erasure (the right "to be forgotten")

In certain cases, you have the right for the operator to erase personal data, mainly if the personal data is no longer needed for the purpose they were obtained for or processed; if you withdraw consent, on which the processing was performed; you object to the processing of personal data regardless of the simple rightful interest of the operator or if the personal data was processed illegally. After considering the legal conditions of your request for the erasure of personal data, we will comply to your request, alternatively inform you why we cannot erase the personal data.

The right to limit the processing

In certain cases you have the right for the operator to limit processing, mainly if you have challenged the correctness of the personal data, during the time period which enabled the operator to verify the correctness of the personal data; if the processing is illegal and you object against the erasure of the personal data and request for the limitation of their use instead; the operator does not need the personal data for processing reasons, but you need them to prove, apply for or defend your legal rights; if you have challenged the rightful interest of Envirotex, Envirotex will limit the processing, until verifying the rightful interest. After considering the legal conditions of your request for limiting the processing of personal data, we will comply with your request, or alternatively inform you why we cannot limit the processing of personal data.

The right of personal data accuracy

The right to transfer your personal data to another Envirotex operator is executed based solely on your request in a structured, commonly used, and machine-readable format, alternatively, if the processing of personal data is based on your consent, alternatively on fulfilling a contract with Envirotex and if this processing is executed by automated means, that allows for such a transfer.

The right to object

In certain cases, you have the right to object to the processing of personal data executed on the basis of the rightful interest of Envirotex. Envirotex will postpone the processing of personal data, until proof of inevitable rightful reasons for processing personal data. You also have the right to object against profiling for direct marketing reasons. In this case, Envirotex will stop processing your personal data for reasons of direct marketing.

Automated individual decision-making including profiling

Envirotex executes remarketing, i.e., profiling only for reasons of direct marketing, based solely on your consent. You have the right to object against this form of processing at any time.

The right to file a complaint at the Bureau of protection of personal data

You have the right to file a complaint at any time, regarding the processing of personal data to a supervisory authority, which is the Bureau of protection of personal data in the Slovak Republic, based in Hraničná 12, 820 07 Bratislava 27, Slovenská republika, IČO: 36 064 220, tel. č.: +421/2/3231 3220, web page <https://dataprotection.gov.sk/uouu/>.

4. How can data subject exercise their rights?

You can exercise your rights in a written form:

- By post mailed to the address of the operator: Envirotex, s.r.o., Námestie Slovenského národného povstania 270/3, 917 01 Trnava
- By email to: info@envirotex.eu

Request to exercise the rights of data subjects

Every request we receive we handle **without hesitation** in one month at the latest. In this time, we will inform you of the measures we have taken based on your request. The stated period can be prolonged for another two months, if necessary, where the complexity of the request and the number of requests is assessed. We will inform you on the prolongation of the time period, no later than one month from receiving the request together with a reason for prolongation.

Notification on completing your request is administered the same way the request was received if you do not request a different way. In case of the notification contains personal data of an individual category, we will send the notification solely by registered post.

We handle your requests **free of charge**. However, if the request is unjustified or repeated, for the handling we can claim:

- An adequate fee considering administrative fees,
- Deny action.

5. Who can gain access to your personal data?

The following providers can gain access to your personal data, processed by Envirotex:

- Services at the department of OSH.
- Legal and consultancy services (lawyer, auditor).
- Property insurance.
- Postal and transportation services.
- Sales of our products (food delivery).
- Personnel gateways.
- Administration of camera surveillance systems.
- Administration of web pages and hosting.
- Social media platforms (Facebook, Instagram).
- Marketing services.
- Mobile operators.
- Authorities responsible for criminal proceedings.

- Courts.
- Government authorities.

6. How is your personal data in Envirotex protected?

Envirotex consistently ensures the protection of personal data. For this purpose, we have procured adequate technical, organisational, and safe measures taking this risk into consideration, the nature of processing, the latest knowledge, and costs to procure these measures.

Envirotex protects your personal data with adequate and available means from misuse. At the same time, we mainly store personal data in areas, places, environments or in systems of regulated access, determined beforehand and controlled by a circle of people at every moment.

Envirotex executes an evaluation on the handling and processing of personal data once a year. We write up a brief record on the evaluation - an evaluation report. If it is found that some procedure is outdated, useless or unusable, we will execute a remedy without hesitation.

Envirotex endeavours to promptly solve every safety incident regarding your personal data. In the case of an incident having high consequences on your rights and freedom, we will always inform you and notify you about the measures we have taken. We write up a report on every incident. We inform the Bureau for the Protection of Personal Data of the Slovak Republic on every serious incident.

7. Further information for specific data subjects:

- Envirotex supplier.
- Envirotex customer (a private individual, company, or other direct customers).
- A purchaser of an Envirotex customer and authorised people (a private individual, company, etc.).
- An Envirotex employee and their close person.
- A job applicant.
- A user of Envirotex web pages and social media.

8. Validity and correctness of the document

This document is valid and correct ad diem 14.06.2021.

The owner of this document is Envirotex, and the owner verifies its validity and that it is up-to-date at least once every year.