

COMMUNICATION AND MAIL

Information about the processing of personal data

In this information, you will find out, how we handle Your personal data, how you can contact us, whether You have questions about the processing of Your personal data, and other important information about processing of Your personal data. This information may change from time to time. Current information regarding the processing of Your personal data is also published on our internet websites www.vsmont.sk.

When processing Your personal data, we are governed by Act no. 18/2018 Collection of Laws on the protection of personal data, as amended, by Regulation of the European Parliament and of the Council (EU) no. 2016/679 on the protection of individuals with regard to the processing of personal data and related regulations.

Operator:

VS – MONT, s.r.o., Panština 1030, 020 55 Lazy pod Makytou, ID: 31 601 413
Email: vsmont@vsmont.sk, Tel.: 042/4313 511 (hereinafter referred to as "we")

The personal data, which we process:

Identification and contact data: name, surname, title, address, signature, telephone number, e-mail address, details given in incoming and outgoing documents.

For what purpose do we process Your personal data:

We process Your personal data for **purposes of mutual contact** with You by various communication channels (by post, by e-mail or by telephone). We process personal data for the purpose of mutual contact with You based on our **legitimate interest**, which is the performance of our business activities.

We process the evidence of incoming and outgoing mail **on the basis of a special law**, especially of the Act no. 395/2002 of Collection of Laws about archives and filing department.

How long do we keep Your personal data:

We will keep your personal information for the duration of the business relationship or, for the duration of Your request. Incoming and outgoing mail will be kept for 10 years after the year it relates to. Once the retention period has expired, we will secure the immediate destruction of Your personal data.

Are You obligated to provide us with personal data?

The provision of personal data for the purposes of the selection procedure is voluntary. If You do not provide personal data, we can not invite You to the selection procedure.

With who will Your personal information be shared?

Intermediators, who process Your personal data in our name only on the basis of documented contractual instructions:

- Providers of IT services

Your personal data will not be transferred to third countries.

What are Your rights?

Right to access Your personal data

You have the right, upon request, to obtain information about the personal data from us, what kind of data we process about You and the provision of a copy of Your personal data. However, third party rights cannot be limited by this.

Right for repair or completion of personal data

Personal data must be correct, actual and true. You have the right, based on an application, for correction of incorrect and for completion of incomplete Your personal data. By application of this right, You will help us to keep Your personal data correct and actual.

Except some legal exceptions, You have also the following rights:

Right to delete personal data

You have the right to ask for the deletion of Your personal data, if the processing purpose is terminated or Your personal data is processed illegally.

Right to restrict processing

You have the right, based on an application, for blocking of Your personal data.

Right to transfer Your personal data

You have the right, based on an application, to obtain Your personal data, which we process about You in a structured, commonly used and machine readable format and You have the right to request the transfer of such personal data to another operator, if technically possible. However, third party rights may not be limited by this.

The right to object to the processing of Your personal data

You have the right at any time to object to the processing of Your personal data.

Method of application the rights

You can enforce Your rights by sending a written request by post to our address or electronically at email address vsmont@vsmont.sk.

We will respond to Your request regarding the processing of personal data without undue delay in any case within one month of its receipt. In special cases, the period can be extended for further two months, but in any case we will inform You about the reasons for the extension of the period within one month of receiving the request. Information is provided free of charge. However, if Your requests are inadequate or often repeated, we may require an adequate administrative fee for their arrangement.

You have the right to submit a proposal for initiating a procedure to the supervisory authority (the Office for Personal Data Protection Slovak Republic, Hraničná 12, 820 07 Bratislava 27), if You believe, that the processing of Your personal data is in violation of these terms or any applicable legislation.