

1 PERSONNEL AND EMPLOYEE SALARY ADMINISTRATION	
Purpose of personal data processing	Performance of Employer's duties related to an employment relationship or a similar relationship (for example, on the basis of agreements to work outside the scope of employment), including occupational health and safety, occupational health service and pre-contractual relationships.
Information system name	Personnel and Employee Salary Administration
Legal basis	<p>Personnel administration and salaries:</p> <p>The legal basis for the processing of personal data is the Constitution of the Slovak Republic, the Act of the National Council of the Slovak Republic No. 311/2001 Coll. the Labour Code, as amended, the Act of the National Council of the Slovak Republic No. 552/2003 Coll. on the performance of work in public interest, as amended, the Act of the National Council of the Slovak Republic No. 553/2003 Coll. on remuneration of certain employees performing work in public interest, and amending and supplementing certain laws, as amended, the Act of the National Council of the Slovak Republic No. 595/2003 Coll. on Income Tax, as amended, the Act of the National Council of the Slovak Republic No. 563/2009 Coll. on Tax Administration (Tax Procedure Code), and amending and supplementing certain laws, as amended, the Act of the National Council of the Slovak Republic No. 461/2003 Coll. on Social Insurance, as amended, the Act of the National Council of the Slovak Republic No. 600/2003 Coll. on Child Allowance, amending and supplementing the Act of the National Council of the Slovak Republic No. 461/2003 Coll. on Social Insurance, as amended, the Act of the National Council of the Slovak Republic No. 462/2003 Coll. on compensation of earnings during an employee's temporary incapacity for work, and amending and supplementing certain laws, as amended, the Act of the National Council of the Slovak Republic No. 580/2004 Coll. on health insurance, and amending and supplementing certain laws, as amended, the Act of the National Council of the Slovak Republic No. 650/2004 Coll. on Supplementary Pension Saving, as amended, the Act of the National Council of the Slovak Republic No. 448/2008 Coll. on Social Services, as amended, the Act of the National Council of the Slovak Republic No. 5/2004 Coll. on Employment Services, as amended, the Act of the National Council of the Slovak Republic No. 82/2005 Coll. on Illegal Work and Illegal Employment, as amended, the Act on Protection of Personal Data, and related legal regulations, as amended, the Act of the National Council of the Slovak Republic No. 152/1994 Coll. on Social Fund, amending and supplementing the Act of the National Council of the Slovak Republic No. 286/1992 Coll. on Income Taxes, as amended, the Act of the National Council of the Slovak Republic No. 43/2004 Coll. on old-age pension savings.</p> <p>Occupational health and safety: The Act No. Act No. 124/2006 Coll. on Occupational Health and Safety, and amending and supplementing certain laws, as amended, Decree of the Slovak Republic Ministry of Labour, Social Affairs and Family No. 500/2006 on establishment of a</p>

	<p>template for reported occupational accident, the Act of the National Council of the Slovak Republic No. 314/2001 Coll. on fire protection, as amended, and its implementing acts.</p> <p>Occupational health service: The Act No. 577/2004 Coll. on the Scope of Health Care Covered by Public Health Insurance and on Payments for Services Related to Health Care Provision, as amended, the Act No. 578/2004 Coll. on Health Care Providers, Health Professionals and Professional Organizations in Health Care Sector and, on amendments and supplements to certain laws, as amended, Decree of the Ministry of Health of the Slovak Republic No. 448/2007 Coll. on details of work factors and factors of work environment in relation to the categorization of work activities in terms of health risks and the particulars of the proposal for occupational categorization, Decree of the Ministry of Health of the Slovak Republic No. 208/2014 Coll. on Details Concerning the Scope and Content of the Performance of the Occupational Health Service, the Composition of the Team of Experts who Exercise it, and the Requirements of their Professional Competence.</p>
Categories of recipients	The processor for personnel administration, the processor for salary administration, the processor for OSH, the processor for occupational health service administration, public authorities, government and public administration bodies according to the applicable legal regulations, health insurance companies, supplementary pension savings banks, supplementary management companies.
Cross-border transmission of personal data	Does not take place.
Periods for the erasure of personal data	3 - 10 years, personal files – until the employee reaches the age of 70
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Job candidates, employees, employees' spouses, employees' dependent children, parents of the employees' dependent children, close persons, former employees.
2 EMPLOYEE MONITORING	
Purpose of personal data processing	Monitoring of employees due to the observation of compliance with labour discipline according to Article 13 par. 4 of the Labour Code, by means of camera system monitoring, keeping the record of the IP address of workstation for specific employees.
Name of the information system	Employee Monitoring IS
Legal basis	The legal basis of the personal data processing in the relevant IS is Article 13 par. 4 of the Labour Code.
Categories of recipients	Government bodies, public authorities and public administration bodies according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	15 days of the day following the day when the recording was made
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	– Data controller's employees
3 REGISTER OF JOB CANDIDATES	
Purpose of personal data processing	Keeping a database of job candidates who sent the IS operator applications for employment, voluntarily, without

	an announced selection procedure.
Name of the information system	Register of Job Candidates IS
Legal basis	Consent of the data subject according to Article 6 par. 1 a) of the Regulation and the Act on Protection of Personal Data, whereas the data subject has the right to withdraw his/her consent at any time. Withdrawal of the consent has no impact on the lawfulness of processing which is based on consent before its withdrawal.
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	1 year of the day of sending an application for employment
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Job candidates
4 ECONOMIC-BOOKKEEPING ADMINISTRATION	
Purpose of personal data processing	Processing the personal data of natural persons who are involved in payment transactions with the data controller. The respective information system contains the processing of orders, of incoming invoices, and billing to customers, bank transactions, cash management, handling cash revenues and expenditures, stock management, registers of capital assets (including their automated depreciation) and small assets, single-entry/double-entry bookkeeping of the organization, performance of audits.
Name of the information system	Economic-Bookkeeping Administration
Legal basis	The Act No. 460/1992 Coll. the Constitution of the Slovak Republic, as amended, the Act No. 513/1991 Coll. the Commercial Code, as amended, the Act of the National Council of the Slovak Republic No. 431/2002 Coll. on Accounting, as amended, the Act No. 222/2004 Coll. on Value Added Tax, as amended, the Act on Protection of Personal Data and applicable legal regulations, as amended, the Act No. 145/1995 Coll. on Administrative Fees, as amended, the Act of the National Council of the Slovak Republic No. 595/2003 Coll. on Income Tax, as amended, the Act of the National Council of the Slovak Republic No. 461/2003 Coll. on Social Insurance, as amended, the Act of the National Council of the Slovak Republic No. 563/2009 Coll. on Tax Administration (Tax Procedure Code), as amended, the Act No. 40/1964 Coll. the Civil Code, as amended, the Act No. 152/1994 Coll. on Social Fund, amending and supplementing the Act No. 286/1992 Coll. on Income Taxes, as amended, the Act No. 311/2001 Coll., the Act of the National Council of the Slovak Republic No. 461/2003 Coll. on Social Insurance, as amended, the Act of the National Council of the Slovak Republic No. 43/2004 Coll. on old-age pension savings, and amending and supplementing certain laws, as amended, the Act of the National Council of the Slovak Republic No. 580/2004 Coll. on health insurance, amending and supplementing the Act of the National Council of the Slovak Republic No. 95/2002 Coll. on Insurance, and amending and supplementing certain laws, as amended, the Act No. 311/2001 Coll. the Labour Code, as amended, the Act No. 283/2002 Coll. on

	the Reimbursement of Travel Expenses, as amended.
Categories of recipients	- Government bodies, public authorities and public administration bodies according to the applicable legal regulations - Processor – accounting company
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	5 - 10 years
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Natural persons – data controller’s employees, suppliers and customers – natural persons, employees of suppliers and customers, the representatives of suppliers and customers

5 REGISTER OF STUDY PHYSICIANS, NURSES AND PHARMACISTS

Purpose of personal data processing	The processing of personal data of a natural person – physician, nurse or pharmacists as one of the contracting parties, occurs within the respective information system.
Name of the information system	Register of Study Physicians, Nurses and Pharmacists IS
Legal basis	The legal basis for the processing of personal data is the Constitution of the Slovak Republic, the Act No. 40/1964 Coll. the Civil Code, as amended, the Act No. 513/1991 Coll. the Commercial Code, as amended, and a contractual relationship established between the data controller and the data subject according to the above stated legal regulations.
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	15 years of the termination of the contractual relationship
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Contracting party (contractor of work) – physician, nurse, pharmacist as a natural person

6 DATABASE OF STUDY PHYSICIANS

Purpose of personal data processing	The purpose is keeping a database of physicians – professionals with whom a contract was not concluded.
Name of the information system	Database of Study Physicians IS
Legal basis	Consent of the data subject according to Article 6 par. 1 a) of the Regulation and the Act on Protection of Personal Data, whereas the data subject has the right to withdraw his/her consent at any time. Withdrawal of the consent has no impact on the lawfulness of processing which is based on consent before its withdrawal.
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	10 years of the date when consent is given
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Natural person - physician - professional

7 CAMERA SYSTEM MONITORING AREAS ACCESSIBLE TO THE PUBLIC

Purpose of personal data processing	The purpose of the personal data processing within the relevant register is the monitoring of areas accessible to the public due to the protection of property and health.
Name of the information system	Camera System Monitoring Areas Accessible to the Public IS
Legal basis	Legitimate interest in terms of Article 6 par. 1 f) of the Regulation. The main legitimate interest is the protection of the property and safety of the data controller and of the data subjects
Categories of recipients	Public authorities according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	15 days of the day following the day when the recording was made
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Natural persons who entered the data controller's areas with public access

8 CAMERA SYSTEM MONITORING AREAS INACCESSIBLE TO THE PUBLIC

Purpose of personal data processing	Monitoring the areas inaccessible to the public to protect the data controller's property, financial and other interests
Name of the information system	Camera System Monitoring Areas Inaccessible to the Public IS
Legal basis	Legitimate interest in terms of Article 6 par. 1 f) of the Regulation. The main legitimate interest is the protection of data controller's property, financial and other interests
Categories of recipients	Public authorities according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	15 days of the day following the day when the recording was made
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	Natural persons who entered the data controller's areas inaccessible to the public

9 DATA CONTROLLER'S PROMOTION

Purpose of personal data processing	Publishing employee's photographs to promote his good reputation, promote the data controller on social networks – Twitter and LinkedIn.
Name of the information system	Data Controller's Promotion IS
Legal basis	Consent of the data subject according to Article 6 par. 1 a) of the Regulation and the Act on Protection of Personal Data, whereas the data subject has the right to withdraw his/her consent at any time. Withdrawal of the consent has no impact on the lawfulness of processing which is based on consent before its withdrawal.
Categories of recipients	None.
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	30 days of the withdrawal of consent (if technically feasible)
Information on the existence of automated decision-making,	Does not take place

including profiling	
Categories of data subjects	- Data controller's employees, - Data controller's clients/customers.
10 COMPANY MANAGEMENT REGISTER	
Purpose of personal data processing	Keeping a register of the company, keeping a register of its representatives, owners, keeping a register of the company register and the trade license register, drawing up contracts, declarations of honour, preparing and executing appointments, powers of attorney, licenses and permits, executing payments of deposits, remunerations, bonuses, etc.
Name of the information system	Company Management Register IS
Legal basis	Act No. 513/1991 Coll. the Commercial Code, as amended.
Categories of recipients	Government bodies, public authorities and public administration bodies according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	10 years of the day of termination of the purpose of the processing
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	members of the company's management
11 REGISTRY ADMINISTRATION, REGISTER OF INCOMING AND OUTGOING MAIL	
Purpose of personal data processing	Registry administration such as proper registration of entries (keeping a complete and accurate register of the entries in the registry journal, keeping registries and indices of the entries), proper removal of files (entries), ensuring systematic removal of files (entries) that are no longer needed for further activities and whose storage period has expired, register of incoming and outgoing mail, register of electronic mail.
Name of the information system	Registry Administration, Register of Incoming and Outgoing Mail IS
Legal basis	The Act of the National Council of the Slovak Republic No. 395/2002 Coll. on Archives and Registries, Act No. 305/2013 Coll. on the Electronic Form of Governance Conducted by Public Authorities, and on changes and amendments to certain acts (E-Government Act).
Categories of recipients	Government bodies, public authorities and public administration bodies according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	According to the data controller's Registry Policy and Registry Plan.
Information on the existence of automated decision-making, including profiling	Does not take place
Categories of data subjects	data subjects within all the purposes of personal data processing specified by the data controller
12 REGISTER OF SELF-EMPLOYED PERSONS	
Purpose of personal data processing	Preparation and management of supplier and customer relationships with self-employed persons. In this register, records are kept about the contractual relationships, invoices and purchase orders, about delivering and

	collecting the goods, services, etc.
Name of the information system	Register of Self-Employed Persons
Legal basis	Contract between the data controller and the self-employed person permitted by the Constitution of the Slovak Republic, the Civil Code, the Commercial Code, Act No. 455/1991 Coll. on Trade Licenses (the Trade Licensing Act) and by related legal regulations.
Categories of recipients	Government bodies, public authorities and public administration bodies according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	10 years from the last day of the contractual relationship for bookkeeping purposes
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- customer/supplier - self-employed person
13 REGISTER OF SUPPLIERS AND CUSTOMERS' REPRESENTATIVES	
Purpose of personal data processing	Management of a database of suppliers and customers' representatives or employees to perform their obligations arising from their employment, service or function, and to ensure smooth supplier-customer relationships.
Name of the information system	Register of Suppliers and Customer's Representatives
Legal basis	Article 78 par. 3 of the Act of the National Council of the Slovak Republic No. 18/2018 Coll. on Protection of Personal Data and on Changing and Amending of certain laws
Categories of recipients	None
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	Within 10 years from the last day of the supplier-consumer relationship
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- natural person - representative (employee) of the supplier or customer
14 EXERCISING DATA SUBJECTS' RIGHTS	
Purpose of personal data processing	Handling requests by natural persons to exercise their rights as data subjects according to the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
Name of the information system	Exercising Data Subject's Rights IS
Legal basis	Art. 6, par.1, c), according to Art. 15 - 22 and 34 of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.
Categories of recipients	- Government bodies, public authorities and public administration bodies according to the applicable legal regulations
Cross-border transmission of personal data	Does not take place
Periods for the erasure of personal data	1 year of the date of handling the request

data	
Information on the existence of automated decision-making, including profiling	Does not take place.
Categories of data subjects	- natural person who, as a data subject within the scope of purposes specified by the data controller, contacts the data controller with a request to exercise his/her rights