

Privacy Policy

(hereinafter referred to as the "Policy")

1. Personal Data Controller:

The personal data controller, i.e. the entity that processes your personal data, is the company **ZEXON, s.r.o.**, with its registered office at M. R. Štefánika 8390/13, 010 01 Žilina, ID No.: 47899808, registered in the Commercial Register of the District Court of Žilina, Section Sro, Insert No. 62772/L (hereinafter referred to as the "Controller").

The Controller processes your personal data in accordance with 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, repealing Directive 95/46/EC (General Data Protection Regulation) and in accordance with Act No. 18/2018 Coll. on the protection of personal data and on amending and supplementing certain acts.

This document contains information on the most common types and forms of processing of personal data, in particular on the websites operated by the Operator. The Controller also carries out other processing of personal data, however, the information on such processing of personal data is provided exclusively to the data subjects to whom such processing of personal data relates or within the terms and conditions of our individual services or contractual relationships.

In general, the controller processes the personal data of data subjects in particular when:

- communications with the persons concerned,
- the provision of personal data through forms on websites operated by the Operator,
- entering contracts,
- subscribing to the services of the Operator,

The Controller processes personal data in particular for the purpose of:

- performance of the contract or pre-contractual measures,
- the performance of our legal obligation,
- the pursuit of our legitimate interests, unless these interests are overridden by the legitimate interests of the data subject,

In other cases, we process the personal data of data subjects only with the consent of the data subject, which the data subject may withdraw at any time.

If the data subject visits a website operated by the Data Controller, the Data Controller may process the following data:

- [Cookies and widgets](#)

Where the processing of personal data is necessary for the performance of a legal obligation or contractual obligation, the provision of personal data is mandatory and

any data subject to whom such processing of personal data relates will be duly informed.

The personal data of the data subjects may also be processed by the Data Controller for the purpose of exercising the rights and legal claims of the Data Controller against the data subject in the future. In such cases, the legal basis for the processing of the data subject's personal data is the legitimate interest of the Controller.

When processing personal data of data subjects obtained from a third party, the Controller shall always ensure that the data subject has given consent to the third party to transfer (process) such personal data for the purpose in question and that such transfer and processing of the personal data can be legitimately expected by the data subject.

We do not knowingly collect or process personal data of natural persons under the age of 16 on websites operated by the Operator without the prior consent of the legal representative of such persons. In the event that the legal representative of a person under 16 years of age becomes aware that such person has provided the Operator with his or her personal data, it is necessary to contact the Operator in order to notify the Operator of this fact and such data will be deleted from all of the Operator's databases without undue delay.

The Controller shall not knowingly process special categories of personal data of data subjects (e.g. data revealing racial or ethnic origin, political opinions, religious beliefs, genetic or biometric data, or data concerning the health or sexual orientation of the data subject) unless necessary for the fulfilment of the Controller's legal obligations or unless necessary for the exercise of the Controller's legal claim or for reasons of public interest pursuant to a special regulation or for reasons of social insurance and public health. This does not apply if the data subject has given his or her explicit consent to the processing of the personal data or if the data subject has demonstrably disclosed the personal data himself or herself. Even in cases where the data subject himself/herself has demonstrably disclosed the personal data, the Data Controller shall remove these data from the websites operated by the Data Controller, unless their deletion is required by a generally binding legal regulation.

For the security of the processing of personal data of data subjects, the Data Controller shall always take into account the nature, scope and purpose of the processing of personal data and the risks involved and take appropriate technical and organisational measures to ensure the processing of personal data in accordance with the law. The Data Controller has in place a specifically designed process for the processing and protection of personal data which provides adequate safeguards for the protection of personal data processed by the Data Controller.

2. Purposes and legal basis for the processing of personal data:

- a. In the case of the existence of a contractual relationship of the data subject with the Data Controller, the Data Controller shall process the personal data of the data subjects on the legal basis of the performance of the contract, exclusively to the extent necessary to fulfil the purposes of this contract and generally binding legal regulations. These personal data will be stored for the

duration of the contractual relationship and further with regard to limitation periods, claims arising therefrom, and the archiving obligations of the Data Controller set out in a special regulation. In some cases, the Controller processes personal data in the scope of name, surname, job title and contact details (in particular telephone number and e-mail address) for the purpose of communication related to the performance of the contract, on the legal basis of the performance of the contract or the Controller's legitimate interest arising from the contractual relationship. The personal data referred to in the preceding sentence will be kept for the duration of the contractual relationship and for the period provided for by generally applicable law, or for as long as the data subject objects, provided that the processing is carried out on the legal basis of legitimate interest and does not override the legitimate interests of the Controller.

- b. For the purpose of marketing, informing about news or other important facts about the Operator or its services (newsletter, invitations to company events), the Controller processes the personal data of the data subjects on the legal basis of legitimate interest (if the data subject is a client, employee or business partner of the Operator), or on the legal basis of the data subject's consent (if, for example, you have registered for the newsletter on the website operated by the Operator), solely to the extent of the first name, surname and e-mail, the processing of which is necessary to achieve the purpose mentioned above. The Data Controller will process the personal data for the period necessary to achieve the aforementioned purposes (e.g. for the duration of the business relationship or for the period of validity of the consent or until the objection to the processing of the personal data is raised). Consent to the processing of personal data may be given by the data subject for specific individual domains as well as for all domains. The person concerned has the right to withdraw consent at any time, either for a single specific domain or for all domains at once, via the link in the message or by contacting the contacts listed below. Once consent has been withdrawn, the Controller will no longer process the personal data of the data subjects for the purposes to which the withdrawal of consent relates. Even after the withdrawal of consent, the Controller may, on the basis of legitimate interest, process basic data on how the data subject gave consent to the processing of personal data and when and how he or she withdrew this consent, for a reasonable period necessary to demonstrate the lawfulness of the processing of personal data (by default, for a period of 3 years from the withdrawal of consent). If the processing is carried out on the basis of a legitimate interest, the data subject has the right to object to the processing of personal data.
- c. In the event that the data subject voluntarily, without prior action of the Controller, communicates his or her personal data to the Controller (for example, when sending requests for information or sending enquiries), such personal data will be to the extent provided by the data subject, processed by the Controller to the extent necessary on the basis of a legitimate interest (in particular for the purpose of assessing the data subject's request and providing a response to the data subject) and for the period necessary to process the request or other enquiry of the data subject and for the period

necessary to demonstrate the lawfulness of the processing of the personal data or to assert a legal claim (by default, for a period of 3 years from the date of processing of the request or other enquiry of the data subject).

- d. The Controller processes personal data of job applicants that the applicant provides to the Controller himself (e.g. through a CV or through servers for sharing data of job applicants), data obtained from publicly available sources for the basic verification of the applicant's personal data (e.g. from the LinkedIn network or the website www.profesia.sk). The legal basis for the processing of this personal data is the consent of the data subject (applicant) or the legitimate interest of the Data Controller for the purpose of contacting the applicant with a job offer. The personal data of the data subjects processed for the purpose of this Article 2(h) of the Terms and Conditions will be processed for the period necessary for the selection of a suitable candidate to fill the position in the context of the ongoing selection procedures (as a rule, for the period until the position is filled).
- e. If the data subject uses the services of the Controller through its applications with registration, the Controller processes the personal data entered by the data subject during registration (in particular, in the range of first name, surname, email, and login name). Such processing of personal data is based on the legal basis of the performance of a contract in the targeted use of the Operator's services or on the basis of the legitimate interest of the Operator (in particular, in the case of analysing the functioning of the application, informing about malfunctions, new functions of the application, ensuring protection, or for the purpose of fulfilling the legal obligations of the Operator). The data obtained in the context of registration are processed for the entire period of registration of the data subject (service user) and further for the period necessary to prove the legitimacy of the processing of personal data and to assert any legal claims of the Operator against the data subject (as a rule, for a period of 3 years from the end of the registration).
- f. For the differentiation of individual computers and individual settings of certain services, for ensuring the security and correct functionality of the websites operated by the Operator and for the purpose of displaying relevant advertising in the browser, the Operator's servers use cookies in their operation. Cookies are small text files that the Operator's servers store on individual computers by means of a web browser. The Operator's use of cookies, in particular with regard to cookies and third-party services, as well as information on how to disable these cookies on your computer, is published in the [Cookie Policy](#).

3. Retention period of personal data:

All personal data shall be processed only to the extent necessary for the fulfilment of the purposes set out in Article 2 of this Policy and only for as long as necessary for the achievement of those purposes, but no longer than the period specified by or in accordance with the relevant legislation.

The retention period for personal data, unless further specified in Article 2 of this Policy, is as follows:

Personal data processed by the Controller on the legal basis of a contractual relationship shall be retained by the Controller for the duration of the contractual relationship and the obligations arising therefrom, and further for the period necessary to demonstrate the lawfulness of the processing of the personal data and to assert any legal claims. If a specific legal regulation imposes an obligation on the Data Controller for the fulfilment of which it is necessary to store personal data for a longer period, the personal data shall be stored for the period of time strictly necessary for the fulfilment of this obligation.

Personal data processed by the Data Controller on the legal basis of the data subject's consent shall be processed for the purpose in question until the data subject withdraws consent or until the purpose of processing the personal data has ended. However, even after withdrawal of consent, the Controller may process some of these data on the legal basis of the Controller's legitimate interest or on the legal basis of the fulfilment of an obligation arising from a generally binding legal regulation (e.g. to demonstrate the lawfulness and lawfulness of the procedure for processing personal data, to assert the Controller's legal claims or to defend the Controller against legal claims or legal claims of the Controller).

Personal data processed by the Controller on the legal basis of legitimate interest (including direct marketing on the basis of legitimate interest) are processed for the purpose for the period necessary to achieve the purpose (in particular in contractual relationships for the duration of such relationship), or until the data subject objects to the processing of his or her personal data, or for the period specified by the relevant generally binding legal regulations, or for the purpose of demonstrating the legitimacy and lawfulness of the processing of personal data.

To determine the proportionality of the period of processing of personal data, the Data Controller will consider in particular the following criteria:

- the length of the limitation period for the assertion of a possible legal claim (by the Controller against other persons or vice versa),
- the likelihood of occurrence and the extent of the seriousness of the threatened damage,
- the possible recommendations of the supervisory authority,
- the retention period provided for by a specific regulation,
- the period necessary to demonstrate the lawfulness of the processing of personal data.

4. Identification of recipients of personal data:

Only a limited number of the Controller's employees have access to the personal data processed by the Controller, who process personal data only on the basis of the Controller's instructions in the performance of their work tasks or pursuant to a special regulation only to the extent strictly necessary. All such employees shall be

bound by a duty of confidentiality in relation to all facts which they have become aware of in the course of their employment and in the performance of their work tasks (including in relation to the personal data processed), even after the termination of the employment or similar employment relationship.

The controller may disclose the personal data of data subjects to third parties only where required or permitted to do so by the Data Protection Act or another special regulation, otherwise only on the basis of a contract or with the consent of the data subject. The controller shall only disclose personal data to the usual extent to processors or other recipients:

1. suppliers of external services for the Operator (in particular programming or other technical support services, server services, sending emails, services related to measuring traffic to our website and adapting its content to the preferences of users) or business partners and suppliers for the purpose of fulfilling the contract concluded with the data subject,
2. to the operators of backup servers or operators of technologies used by the Controller who process them to ensure the functionality of the relevant services of the Controller,
3. to the extent strictly necessary, to the Controller's legal, economic, accounting and tax advisors and the Controller's auditors, who process them for the purpose of providing advisory services to the Controller.
4. to courier and delivery companies, to the extent necessary (name, surname, correspondence address) if this is necessary for the purpose of delivering goods or other items to the data subject.

The controller entrusts the processing of personal data only to a processor who provides sufficient guarantees and has taken sufficient technical, organisational and personnel measures so that the processing of personal data complies with the requirements of 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 and repealing Directive 95/46/EC (General Data Protection Regulation) and Act No 18/2018 Coll. on the protection of personal data and on the amendment and supplementation of certain regulations. When selecting our partners, we require them to process personal data only according to the instructions of the Data Controller, according to the concluded contract and in accordance with generally binding legislation.

The Controller does not share the personal data of data subjects with third parties for marketing purposes without the prior express consent of the data subject.

The controller stores the personal data of the data subjects in electronic form on servers located exclusively in the territory of the Slovak Republic or in the territory of the Member States of the European Union.

5. Risks and recommended practices:

All processing of personal data carries with it certain risks. These may vary depending on the scope of the data processed and the way it is processed. Below are some recommended practices capable of contributing to increased data protection:

- a. When providing personal data, it is necessary to reflect on whether it is necessary to provide such data at all and to consider carefully the provision of data relating to personal life and aspects of it unrelated to the purposes for which the personal data are provided. If the data subject feels that the provision of the data requested by the Data Controller is not necessary for the fulfilment of the purposes of the processing of the personal data, the Data Controller should be contacted to verify the reasonableness of the request.
- b. In the case of disclosure or provision of personal data of third parties through the services provided by the Controller, it is necessary to consider whether such disclosure or provision is necessary and whether it is necessary to obtain the consent of the data subject (family member, employee, etc.) to disclose or provide the data.
- c. If one of the Controller's employees requests the disclosure of personal data, it is advisable to inquire whether the disclosure of such data is necessary and whether the purpose of the processing can be achieved without the disclosure of such data.
- d. When logging into the Operator's systems and services using a password, it is always advisable to use a unique strong password that will not be used for other devices and accesses and not to communicate or disclose such password to anyone. Notification of your password is never required by the Operator from users.
- e. When sending confidential data, it is advisable to use the most secure method of communication possible, e.g. file encryption coupled with encryption and passing the password to other communication channels.
- f. In case of any doubts with the fulfilment of all obligations of the Controller or in case of unauthorised data leakage or in case of suspicion that someone is impersonating our co-worker, the Controller should be contacted without undue delay at the contacts below.
- g. Each user should keep his/her data up-to-date in the interface of the services provided by the Operator. One of the Controller's obligations is to process accurate personal data and to correct or complete incorrect or incomplete data, considering the circumstances. The provision of accurate and up-to-date information and its updating by data subjects helps the Data Controller to fulfil this obligation.

6. Rights of data subjects:

- a. The data subject shall have the right to request from the Data Controller, upon request, confirmation as to whether or not the personal data of the data subject are being processed and, if so, to request information on the processing of personal data relating to the data subject (right of access to personal data). The

right of access to personal data shall not adversely affect the rights of other natural persons.

- b. The data subject shall have the right to rectification of the personal data concerning him or her, having regard to the purpose of the processing of the personal data, and to the completion of incomplete personal data.
- c. In the case of processing of personal data on the legal basis of a contract or the consent of the data subject, the data subject shall have the right to the portability of the personal data concerning him or her which he or she has provided to the Data Controller, in a structured, commonly used and machine-readable format, if the processing of the personal data of the data subject is carried out in an automated form and before the expiry of the period of retention of the personal data. The exercise of this right shall not adversely affect the rights of other persons and shall not automatically lead to the erasure of the personal data of the data subject.
- d. The data subject shall have the right to the erasure of personal data (right to erasure of personal data) which are the subject of the processing if:
 - the personal data are processed in breach of the law, or
 - on the basis of the withdrawal of the data subject's consent (in the case of processing of personal data
 - on the basis of the data subject's consent), or
 - the data subject objects to the processing of personal data processed under the legitimate interest of the Controller and the legitimate grounds do not prevail
 - of the Controller for the processing of the personal data, or
 - the personal data are no longer necessary for the purpose for which they were collected or otherwise processed; or
 - after the expiry of the retention period of the personal data.
 - The right to erasure of personal data under Article 6(d) does not apply if the processing of the personal data is necessary for the Controller to:
 - exercise the right to freedom of expression, or
 - exercising the right to information,
 - the fulfilment of obligations under Act No. 18/2018 on the protection of personal data and on the amendment and supplementation of certain acts or a special regulation,
 - exercising a legal claim
 - for archiving purposes, for scientific purposes, for historical research purposes or for statistical purposes pursuant to Section 78(8) of Act No. 18/2018 on the protection of personal data and on the amendment of certain laws, if the right pursuant to Section 78(1) of Act No. 18/2018 on the protection of personal data and on the amendment of certain laws is likely to make it impossible or seriously impede the achievement of the purposes of such processing.

- e. The right to restrict the processing of personal data if:
- the data subject objects to the accuracy of the personal data, for a period allowing the Controller to verify the accuracy of the personal data and to update the personal data, if necessary,
 - the processing of the personal data is unlawful and the data subject objects to the erasure of the personal data and requests instead the restriction of its use,
 - the controller no longer needs the personal data for the purpose of processing the personal data but the data subject needs them to exercise a legal claim; or
 - the data subject objects to the processing of personal data pursuant to Section 27(1) of Act No. 18/2018 on the Protection of Personal Data and on Amendments to Certain Acts, pending verification whether the legitimate grounds on the part of the Controller outweigh the legitimate grounds of the data subject,
 - if the Controller restricts the processing of the data subject's personal data, the data subject shall be duly informed of the lifting of such restriction.

- f. The right to object to the processing of personal data:

The data subject shall have the right to object to the processing of personal data concerning him or her in all cases where the legal basis for the processing of personal data is the legitimate interest of the Data Controller or the public interest.

The data subject shall also have the right to object to processing of personal data concerning him or her where the personal data are processed for the purpose of direct marketing, including profiling, to the extent that it is related to direct marketing.

Unless the Controller is able to demonstrate its compelling legitimate interest in processing the personal data of the data subject, which overrides the rights or legitimate interests of the data subject, it shall no longer process the personal data of the data subject. If the data subject objects to the processing of personal data for direct marketing purposes (including profiling), the Controller shall no longer process the personal data of the data subject for this purpose.

The Controller does not intend to carry out any automated decision-making or profiling which would be capable of producing legal effects in relation to the data subjects or which would affect the data subjects similarly. If a data subject (service user) is refused the opportunity to register for a service provided by the Operator (newsletter or user account), the data subject may contact the administrator of the service concerned or the Operator directly.

- g. If the data subject suspects that personal data are being unlawfully processed, he or she has the right to file a petition for the initiation of personal data protection proceedings with the Office for Personal Data Protection (<https://www.dataprotection.gov.sk>), which supervises the fulfilment of the obligations arising from the legislation governing the processing of personal

data in the territory of the Slovak Republic, or with the competent supervisory authority for personal data protection in another Member State of the European Union in which the data subject resides.

- h. If the legal ground for processing the personal data of the data subject is his or her consent, the data subject may withdraw such consent at any time free of charge at the email address below. Withdrawal of consent shall not affect the lawfulness of processing based on consent given prior to its withdrawal. The data subject shall have the right to withdraw the consent at any time by e-mail to gdpr@zexon.sk or in writing to the address of the Operator ZEXON s.r.o., M. R. Štefánika 8390/13, 010 01 Žilina. In your notification of withdrawal of consent, it is advisable to specify precisely which consent granted by the data subject to the Controller is being withdrawn so that the Controller can process the withdrawal of consent in the shortest possible time.
- i. When communicating with the data subject, the controller shall verify the personal data of the data subject in such a way that the data subject can be unambiguously identified. To identify the data subject accurately, the Controller is entitled to request additional information from the data subject so that it can be established beyond doubt that the personal data of the data subject have not been misused and the Controller communicates directly with the data subject.
- j. The Controller shall respond to the data subjects' questions concerning the processing of personal data within one month of receipt of the request, free of charge. In cases where it is not possible to answer the data subject's questions within the time limit referred to in the preceding sentence, the Controller shall have the right to extend this time limit by a further two months, including repeatedly. Any such extension of the time limit, together with the reasons for such extension, shall be notified by the controller to the data subject within the time limit referred to in the first sentence of this paragraph. If the data subject's request is manifestly unfounded or disproportionate, in particular because of its repetitive nature, the controller shall have the right to require the data subject to pay an appropriate administrative fee or to refuse and act on such a request.

7. Transfer of personal data outside European Union member countries:

As a rule, the controller does not transfer or process the personal data of the data subjects outside the member countries of the European Union, nor does it process the personal data on servers located outside the member countries of the European Union. If the Data Controller transfers or processes personal data outside European Union member countries, it will always do so in accordance with 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 and repealing Directive 95/46/EC (General Data Protection Regulation) and in accordance with Act No. 18/2018 Coll. on the protection of personal data and on amending certain laws (in particular to a country with an adequate level of protection of personal data pursuant to a Commission decision or to an entity with an

adequate level of protection of personal data through approved certified mechanisms or an approved and enforceable code of conduct for companies or internal company rules or on the basis of standard contractual clauses on the protection of personal data, or where the transfer of data is necessary for the performance of a contract concluded with the data subject or on the basis of the data subject's explicit consent). The Data Controller will always inform the Data Subject in an appropriate manner about the transfer of personal data outside the territory of the Member States of the European Union.

8. Contact details of the Operator:

Comments and queries on the protection of personal data, as well as any suggestions regarding the exercise of the rights of data subjects or other submissions regarding the protection of personal data may be sent to the Controller via the following contacts:

ZEXON s.r.o., M. R. Štefánika 8390/13, 010 01 Žilina

Email address: gdpr@zexon.sk

Telephone number: 0911 618 212