

Personal data protection

Information obligation of the operator

to inform the data subject of the information necessary for the processing of personal data pursuant to Section 19 Paragraphs 1 and 2 of Act No. 18/2018 Coll. on the protection of personal data and on the amendment and supplementation of certain acts and pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council:

For the purposes of this document, the controller is the company:

IDENTIFICATION AND CONTACT DATA OF THE OPERATOR

Name:	Netmedia Ltd.
Address:	Š. Petruša 184/14, 96501 Žiar nad Hronom
ID:	51854864
Contact:	info@ceevee.work

(hereinafter referred to as the "Operator")

1.Introductory provisions:

1.1 When processing personal data, you are the data subject, i.e. the person about whom personal data is processed.

1.2 In carrying out our work and duties, we obtain your personal data directly from you.

1.3 Your personal data will be processed on the basis of specific legal regulations and purposes determined by the controller.

1.4. Personal data and other data required by the operator are used to prepare the CV you ordered and for any complaints. Your information is never and will not be provided to third parties.

1.5. The CV is stored on the operator's secure server, from where it can be downloaded or edited for a period of 30 days, after which it is automatically deleted.

2. Information provided on the processing of personal data

Purpose: Creating an online CV To use our services, you must provide personal data to create a CV.

Legal basis: Section 13, paragraph 1, letter b) of Act No. 18/2018 Coll. - processing is necessary for the performance of the contract and Commercial Code No. 513/1991 Coll., as amended.

Personal data: name, surname, address, phone number, email and other data necessary to prepare a resume

Legitimate interests of the controller: no

Beneficiaries or category of beneficiaries: none

Transfer of personal data to a third country: not carried out

Personal data retention period: 30 days

Providing personal data is a legal requirement, the data subject must provide personal data, otherwise a CV cannot be prepared,

Existence of automated individual decision-making, including profiling: no

Purpose: Contact form.

Legal basis: Section 13(1)(a) processing of personal data based on the consent of the data subject of Act No. 18/2018 on the Protection of Personal Data

Personal data: title, first name, last name, email address, phone number,

Beneficiaries or category of beneficiaries: none,

Transfer of personal data to a third country: not carried out

Personal data retention period: 2 years

Providing personal data is not a legal requirement, the data subject does not have to provide personal data, but then it is not possible to fulfill the function of the contact form.

Existence of automated individual decision-making, including profiling: no

Purpose: Accounting management. The purpose of processing personal data is to process orders, incoming invoices and invoicing customers, contact with the bank, cash management, ensuring cash receipts and expenditures, warehouse management, recording fixed assets (including automatic depreciation) and small assets, and maintaining simple/double-entry accounting of the organization.

Legal basis: §13 para. 1 letter c) processing of personal data is necessary pursuant to a special regulation of Act No. 18/2018 on the protection of personal data, Act No. 431/2002 Coll. on accounting, Act No. 222/2004 Coll. on value added tax, Act No. 145/1995 Coll. on administrative fees, as amended, Act No. 286/1992 Coll. on income taxes, as amended,

Personal data: common identification and contact data, economic and other personal data necessary for proper accounting management,

Legitimate interests of the controller: no

Recipients or category of recipients: accounting services intermediary, public authorities, tax office

Transfer of personal data to a third country: not carried out

Personal data retention period: more details in the " *Registration Regulations* "

Providing personal data is a legal requirement; the data subject must provide personal data, otherwise the accounting agenda cannot be kept in accordance with applicable laws.

Existence of automated individual decision-making, including profiling: no

Purpose: Ordering goods and services , fulfilling contracts, including pre-contractual relationships.

Legal basis: Section 13(1)(b) of Act No. 18/2018 Coll. – processing is necessary for the performance of the contract and Commercial Code No. 513/1991 Coll., as amended.

Personal data: title, first name, last name, residential address, email address, telephone number,

Legitimate interests of the controller: no

Beneficiaries or category of beneficiaries: public authorities

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is a legal requirement; the data subject must provide personal data, otherwise the contract cannot be performed.

Purpose: Sending information (sending newsletters)

Legal basis: Section 13, Paragraph 1, Letter a) of Act No. 18/2018 Coll. – the data subject has consented to the processing of their personal data.

Personal data: address, email address.

Legitimate interests of the controller: no

Beneficiaries or category of beneficiaries: none.

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is not a legal requirement; the data subject does not have to provide personal data.

Existence of automated individual decision-making, including profiling: no

Purpose: Promotion of own services .

Legal basis: Section 13 Paragraph 1 letter f) of Act No. 18/2018 Coll. – processing is necessary for the purpose of the legitimate interests of the controller.

Personal data: name, surname, address, email address

Legitimate interests of the controller: yes

Beneficiaries or category of beneficiaries: none.

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is not a legal requirement; the data subject does not have to provide personal data.

Existence of automated individual decision-making, including profiling: no

Purpose: Marketing communication with current and former clients .

Legal basis: §13 Paragraph 1 letter f) of Act No. 18/2018 Coll. – processing is necessary for the purpose of the legitimate interests of the controller.

Personal data: name, surname, email address, phone number

Legitimate interests of the controller: yes

Beneficiaries or category of beneficiaries: none.

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is not a legal requirement; the data subject does not have to provide personal data.

Existence of automated individual decision-making, including profiling: no

Purpose: Website operation.

Legal basis: §13(1)(f) of Act No. 18/2018 Coll. – processing is necessary for the purpose of the legitimate interests of the controller

Personal data: photographic and video recordings and other personal data necessary for the promotion of the operator and the services provided by it.

Legitimate interests of the controller: yes

Recipients or category of recipients: intermediary website administrator

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is not a legal requirement; the data subject does not have to provide personal data.

Existence of automated individual decision-making, including profiling: no

Purpose: Cookies are small amounts of status data. Our website uses only functional cookies that are necessary for the proper functioning of the website. For more information about the processing of cookies, please see the document " *Cookie Policy* ".

Legal basis: Section 13, Paragraph 1, Letter a) of Act No. 18/2018 Coll. – the data subject has consented to the processing of their personal data.

Personal data: online identifiers and other personal data necessary for the proper functioning of the website and for its optimization, cookies

Legitimate interests of the controller: no

Recipients or category of recipients: intermediary website administrator

Transfer of personal data to a third country: not carried out

Personal data retention period: 13 months,

Providing personal data is not a legal requirement; the data subject does not have to provide personal data.

Existence of automated individual decision-making, including profiling: no

Purpose: Exercise of the rights of data subjects - processing requests from natural persons seeking to exercise their rights as data subjects pursuant to 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.

Legal basis: §13 Paragraph 1 letter c) processing of personal data is necessary according to a special regulation of Act No. 18/2018 on the Protection of Personal Data

Personal data: identification and contact data, other personal data necessary to process the data subject's request

Legitimate interests of the controller: no

Beneficiaries or category of beneficiaries: public authorities,

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is a legal requirement; the data subject must provide personal data, otherwise their rights will not be exercised.

Existence of automated individual decision-making, including profiling: no

Purpose: Filing complaints - handling complaints

Legal basis: §13 Paragraph 1 letter c) processing of personal data is necessary according to a special regulation of Act No. 18/2018 on the protection of personal data: Act No. 102/2014 Coll. Act on Consumer Protection in the Sale of Goods or Provision of Services Based on a Distance Contract or a Contract Concluded Outside the Seller's Business Premises and on Amendments to Certain Acts
Personal data: identification and contact data, other personal data necessary for processing the request of the data subject

Legitimate interests of the controller: no

Beneficiaries or category of beneficiaries: public authorities,

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is a legal requirement; the data subject must provide personal data, otherwise their rights will not be exercised.

Existence of automated individual decision-making, including profiling: no

Purpose: Legal agenda - and therefore the processing and storage of personal data for the needs of future disputes.

Legal basis: §13(1)(f) of Act No. 18/2018 Coll. – processing is necessary for the purpose of the legitimate interests of the controller

Personal data: identification and contact details, other personal data necessary for resolving the dispute

Legitimate interests of the controller: yes

Recipients or category of recipients: intermediary website administrator

Transfer of personal data to a third country: not carried out

Personal data retention period: 5 years, more details in the " *Registration Regulations* "

Providing personal data is not a legal requirement; the data subject does not have to provide personal data.

Existence of automated individual decision-making, including profiling: no

3.Safety measures

Your personal data is safe with us. In order to prevent unauthorized access and misuse of your personal data, we have implemented appropriate measures of both a technical and organizational nature, which are detailed in the Internal (Security) Directive. Only instructed persons work with your personal data.

4. Rights of data subjects:

4.1. Withdraw consent - in cases where we process your personal data based on your consent, you have the right to withdraw this consent at any time. You can withdraw your consent electronically, by e-mail, in writing, by notification of withdrawal of consent, or in person at the store. Withdrawal of consent does not affect the lawfulness of the processing of personal data that we processed about you based on it.

4.2. Right of access - you have the right to be provided with a copy of the personal data we hold about you, as well as information about how we use your personal data. In most cases, your personal data will be provided to you in written, paper form, unless you request another method of provision. If you have requested this information by electronic means, it will be provided to you electronically, if technically possible.

4.3. Right to rectification - we take reasonable steps to ensure the accuracy, completeness and timeliness of the information we hold about you. If you believe that the data we hold about you is inaccurate, incomplete or out of date, please do not hesitate to ask us to correct, update or supplement this information.

4.4. Right to erasure (to be forgotten) - you have the right to ask us to erase your personal data, for example if the personal data we have collected about you is no longer necessary for the purposes for which it was processed. However, your right must be assessed in the light of all relevant circumstances. For example, we may have certain legal and regulatory obligations which mean that we will not be able to comply with your request.

4.5. Right to restriction of processing - in certain circumstances you have the right to ask us to stop using your personal data. This includes cases where you believe that the personal data we hold about you may be inaccurate or where you believe that we no longer need to use your personal data.

4. 6. Right to data portability - in certain circumstances, you have the right to ask us to transfer the personal data you have provided to us to a third party of your choice. However, the right to portability only applies to personal data that we have obtained from you based on consent or on the basis of a contract to which you are a party.

4.7. Right to object - you have the right to object to data processing that is based on our legitimate interests. If we do not have a compelling legitimate reason for the processing and you object, we will no longer process your personal data.

4.8. The right to file a motion to initiate proceedings on the protection of personal data - if you believe that we are processing your personal data unfairly or unlawfully, you may file a complaint with the supervisory authority, which is the Office for Personal Data Protection of the Slovak Republic, Hraničná 12, 820 07 Bratislava 27; tel. number: +421 /2/ 3231 3214; email: statny.dozor@pdp.gov.sk, <https://dataprotection.gov.sk>. In the case of submitting a motion in electronic form, it is necessary that it meets the requirements under Section 19 Paragraph 1 of Act No. 71/1967 Coll. on Administrative Procedure.

We will be happy to answer any further questions regarding the processing of your personal data upon request at the operator's email address.