

Personal data processing principles and personal data protection system according to the GDPR regulation

developed in accordance with Regulation (EU) 2016/679 of the European Parliament and Council on the protection of natural persons in the processing of personal data and on the free movement of such data in accordance with Articles 13 and 14 of the Regulation (hereinafter referred to as "**GDPR**") and Act No. 18/2018 Coll. on the protection of personal data (hereinafter referred to as **the "Act on the Protection of Personal Data"**)

Operator:

laurinská budova sro

Laurinská 1

811 01 Bratislava

ID: 48 036 790

Tel. No.: 0903 695 823

e-mail: matus@mats.sk

What is personal data?

Personal data are data relating to an identified natural person or an identifiable natural person **who can be identified directly or indirectly, especially on the basis of a generally applicable identifier**, another identifier such as a name, surname, identification number, location data, or an online identifier, or on based on one or more characteristics or signs that make up its physical identity, physiological identity, genetic identity, psychological identity, mental identity, economic identity, cultural identity or social identity.

What is personal data processing?

The processing of personal data is a processing operation or a set of processing operations with personal data or sets of personal data, in particular obtaining, recording, organizing, structuring, storing, changing, searching, browsing, using, providing by transmission, dissemination or in any other way, rearranging or combining, limiting, erasure, whether by automated means or non-automated means.

The Operator (Administrator) has no obligation to appoint/designate a Responsible Person.

Sources and categories of personal data:

The operator processes personal data (directly from you) that you have provided or personal data obtained based on the fulfillment of your order.

Your identification and contact data and data necessary for the performance of the contract.

Legal reason and purpose of processing:

The legal reason for processing is:

Your consent to the processing of personal data for the purpose of providing direct marketing according to Article 6 paragraph 1 letter a) GDPR

Fulfillment of the contract between you and the operator according to Article 6 paragraph 1 letter b) GDPR

The processing is necessary for the fulfillment of the legal obligation of the operator according to Article 6, paragraph 1 letter c) GDPR

The purpose of personal data processing is:

Processing your order and exercising the rights and obligations arising from the contractual relationship between you and the operator. When renting real estate, the required personal data is necessary for the performance of the contract according to Art. 6 par. 1 letter b) Regulations (this also relates to subsequent payment, service delivery, handling of complaints, etc.); the processing of the customer's personal data takes place **without the customer's consent**, since the legal basis for the processing of his personal data for the purpose of fulfilling the contract is a specific rental agreement between the customer and the operator. **Provision of personal data is a necessary requirement for concluding and fulfilling the contract.**

The operator provides real estate rental associated with the provision of other than basic services associated with the rental, rental of real estate, residential and non-residential premises without providing other than basic services

The operator declares that he does not work with the records in any way and does not provide them to third parties or entities.

Retention period:

The operator stores personal data:

For the period necessary for the exercise of rights and obligations arising from the contractual relationship between you and the operator and the exercise of the claim arising from these contractual relationships.

As long as the consent to the processing of personal data for marketing purposes is revoked

After the expiration of the personal data retention period which results from Act no. 395/2002 Coll.

The Act on Archives and Registries and on Supplementing Certain Acts personal operator deletes the data

Recipients of personal data

Who is the recipient?

The recipient **is anyone** to whom **personal data is provided**, regardless of whether it is a third party. A public authority that processes personal data on the basis of a special regulation is not considered a recipient.

There are persons who participate in the delivery of goods, services, and the realization of payments based on the contract

The operator does not provide, publish or make available personal data to third countries

Terms of personal data security

The operator declares that it has taken appropriate personnel, technical and organizational measures to ensure the protection of personal data.

The operator has taken technical measures to secure data storage and storage of personal data in file form.

The operator declares that only persons authorized by him have access to personal data.

Your rights:

Under the conditions set out in the GDPR, you

have: - The right to access your personal data according to Art. 15 GDPR

- The right to correct personal data according to Article 16 GDPR

- The right to limit processing - The right to erasure according to Article 17 GDPR

- The right to object according to Article 21 GDPR

- The right to transfer personal data according to Article 21 GDPR

- The right to withdraw consent (electronically or to a correspondence address)

- The right to file a complaint with the Office for the Protection of Personal Data if you believe that your rights to the protection of personal data have been violated.

You also have the right to file a complaint with the Office for Personal Data Protection if you believe that your personal data protection rights have been violated.

How can you fulfill your rights?

Right of access to data

You have the right to know whether we are processing your personal data. If we process them, you can ask us to access them. Based on your request, we will issue a confirmation with information about the processing of your personal data. You can submit the application electronically, to an email address matus@mats.sk, or by mail to the address **Laurinská budova sro, Laurinská 1, 811 01 Bratislava**

Right to rectification

You have the right to have your personal data that we process correct, complete and up-to-date. If your personal data is incorrect or out of date, you can ask us to correct or supplement it electronically to the email address matus@mats.sk, or by mail to the correspondence [address **laurinská budova s.r.o., Laurinská 1, 811 01 Bratislava**](mailto:matus@mats.sk)

Right to erasure

Under certain circumstances, you have the right to have your personal data deleted. You can ask us to delete your data at any time. We will delete your personal data if:

- we no longer need your personal data for the purpose for which you provided them,
- you withdraw your consent,
- you object to the processing of your personal data,
- we process your personal data illegally,
- personal data must be deleted in order to comply with a legal obligation,
- if you are a child, or the parent of the child who agreed to the processing of personal data through the Internet.

Right to restriction of processing

You can ask us to restrict the processing of your personal data. If we comply with your request, we will only store your personal data and will not work with them further. The processing of your data will be restricted if:

- you notify us that your personal data are incorrect, until we verify their correctness,
- we process your personal data illegally, but you do not agree to their deletion and instead request that we only limit the processing of your personal data,
- We no longer need your data, but you need it for proof and application or defending your rights
- you object to the processing of your personal data, until we verify whether it is ours legitimate interests outweigh your reasons.

Right to data portability

You have the right to request that we provide you with your personal data in electronic form (e.g. XML or CSV file), which will allow you to easily transfer your data to another company. You can also ask us to transfer your personal data directly to the selected company.

We will comply with your request if you have provided us with personal data directly and have given us your consent to process it.

The right to object

You have the right to object to us processing your personal data. If we process your personal data in the following cases:

- due to our legitimate interest,
 - creating a customer profile,
 - you can object to their processing if you have personal reasons for doing so.
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How can you exercise these rights?

You can contact us with your request in one of the following ways:

by email: matus@mats.sk, or by post to the business address:

laurinská budova s.r.o., Laurinská 1, 811 01 Bratislava, ID: 48 036 790

If you believe that your rights to the protection of personal data have been violated, you have the right to file a complaint with the supervisory authority, which is the Office for the Protection of Personal Data at

Hraničná 12
820 07 Bratislava 27
Slovak republic

Identification data:

ID: 36064220

VAT number: 2021685985

Secretariat of the office:

+421 /2 3231 3214

E-mail: statny.dozor@pdp.gov.sk

Considering the epidemiological situation in the Slovak Republic, the Office recommends making submissions via postal or electronic services (www.slovensko.sk). Personal submissions from 29/11/2021 can only be made in necessary cases no later than 12:00 p.m.

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