

CONDITIONS OF PRIVACY PROTECTION

Dear clients,

in this document, we would like to provide you with the complex information about your rights and conditions for the processing of your personal data in accordance with Article 13 of the Regulation (EU) of the European Parliament and of the Council of 27 April 2016 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) (hereinafter referred to as “**GDPR**”) and in accordance with Section 19 of Act No.18/2018 Coll. on personal data protection (hereinafter referred to as “**PDP Act**”). At the same time, we would like to assure you that the protection of your personal data is important for us, and we have introduced security measures for this purpose in accordance with GDPR.

WHO IS A CONTROLLER AND HOW CAN YOU CONTACT US?

IDENTIFICATION DATA AND CONTACT DETAILS OF CONTROLLER AND DATA PROTECTION OFFICER

Trade name:	ALFA BIO s.r.o.
Seat:	Kremnička 71, Banská Bystrica, Post code: 974 05, Slovak Republic
Company ID:	30 223 041
Contact:	Tel.: +421 48416 18 62; Email: alfabio@alfabio.com
Data protection officer:	If you require any other information with respect to personal data, do not hesitate to contact: JUDr. Eva Holdošová, Tel: +421915206025; e-mail: eva@holdosova.com

WHY DO WE PROCESS YOUR PERSONAL DATA, ON WHICH LEGAL GROUND, AND HOW LONG DO WE PRESERVE YOUR PERSONAL DATA?

We process personal data for various purposes and on several legal grounds. Similarly, the period of personal data preservation differs in accordance with the purpose of their processing.

	PURPOSE OF PERSONAL DATA PROCESSING	LEGAL GROUND	PERIOD OF PERSONAL DATA PRESERVATION
1.	If you contact us by e-mail or telephone , the purpose of the processing of your personal data is to answer your request/ message.	▪ The processing of your personal data is necessary for the purpose of legitimate interests of controller , specifically the communication with existing or potential customers in accordance with Article 6, Paragraph 1, Letter f of GDPR.	▪ Until your request/message has been processed.
2.	If you are interested in our services, and you requested our	▪ The processing of personal data is necessary for taking steps	▪ One year (if the price offer is not

	price offer , the purpose of the processing of personal data is the processing of price offer based on the request of customer including the provision of further details.	prior to entering into contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract in accordance with Article 6, Paragraph 1, Letter b of GDPR.	accepted); if the price offer is accepted – during the execution of contract, and also 5 years after the guarantee period lapses.
3.	In the case of entering into a contract, the purpose of personal data processing is the fulfilment of contract, including pre-contractual relationship.	<ul style="list-style-type: none"> ▪ The processing of personal data is necessary for the fulfilment of contract to which the data subject is party or in order to take steps at the request of data subject prior to entering into contract in accordance with Article 6, Paragraph 1, Letter b of GDPR. ▪ The processing of personal data is necessary for compliance with legal obligations to which the controller is subject in accordance with special legal regulations. Specifically, Act No. 431/2002 Coll. on accounting, in accordance with Article 6, Paragraph 1, Letter c of GDPR. ▪ The processing of personal data is necessary for the purposes of legitimate interests pursued by the controller, specifically for asserting claims or protecting claims before the court; for example: damages, in accordance with Article 6, Paragraph 1, Letter f of GDPR. 	<ul style="list-style-type: none"> ▪ During the execution of contract and also 5 years after the contract expires or the guarantee resulting from the contract expires. ▪ Accounting documents will be archived 10 years.
4.	The information on various discounts and novelties of company (marketing communication).	<ul style="list-style-type: none"> ▪ In the case of marketing communication without the previous relationship with the data subject – the consent of the data subject to the processing of personal data, in accordance with Article 6, Paragraph 1, Letter a of GDPR, or 	During the duration of your interest to receive our newsletter, or until you cancel your consent.

		<ul style="list-style-type: none"> ▪ In the case of marketing communication with existing customers – the processing of personal data is necessary for the purposes of the legitimate interests of controller; that is the marketing communication with existing customers in accordance with Article 6, Paragraph 1, Letter f of GDPR. 	
5.	The promotion of our company by means of published photographs, video record, commentaries, and so on.	<ul style="list-style-type: none"> ▪ The consent of data subject with the processing of personal data in accordance with Article 6, Paragraph 1, Letter a of GDPR. 	During the period of 5 years until you cancel your consent.
6.	Competitions for customers: organization, execution, the evaluation of competitions and the delivery of prizes.	<ul style="list-style-type: none"> ▪ The consent of data subject to the processing of personal data in accordance with Article 6, Paragraph 1, Letter a of GDPR. 	During the period of 1 year from the end of consumer competition.
7.	Registration on the website: to facilitate a possible purchase in order a purchaser need not fill in registration data repeatedly. The registration data together with the other data such as cookies will also enable us to render marketing support services to our customers.	<ul style="list-style-type: none"> ▪ The consent of data subject to the processing of personal data in accordance with Article 6, Paragraph 1, Letter a of GDPR. 	Until you cancel your consent.
8.	Registration of visits, the identification of natural person in the case of single access to the spaces of controller.	<ul style="list-style-type: none"> ▪ The processing of personal data is necessary for the purposes of the legitimate interests pursued by the controller in accordance with Article 6, Paragraph 1, Letter f of GDPR: The management of the access of persons to the spaces of controller and the identification of natural person in the case any damage occurs, a criminal offence is committed, and in the case of possible court proceedings. 	30 days from the day following the day of recording.
9.	The camera system the purpose of which is the protection of the property of controller, the	<ul style="list-style-type: none"> ▪ The processing of personal data is necessary for the purposes of the legitimate interests pursued 	15 days from the day following the day of recording.

	detection of criminality, the protection of the order and safety of controller.	by the controller in accordance with Article 6, Paragraph 1, Letter f of GDPR: - the protection of controller's property against theft or damage, - securing evidence in the case of any damage occurs to the controller, an offence is committed or in the cases of possible court proceedings.	
10.	Recruitment and selection of candidates for a specific post (selection procedure)	<ul style="list-style-type: none"> ▪ In the case of the selection procedure organised with the support of external consultant – the consent of data subject to the processing of personal data according Article 6, Paragraph 1, Letter a of GDPR. ▪ In the case of selection procedure organised by the company – in accordance with Article 6, Paragraph 1, Letter b of GDPR. 	during the period of selection procedure for a specific post and 3 following months (in the case of vacancy during the trial period of selected candidate).
11.	We can also process your personal data due to various technical, administrative or operational grounds so as to improve our website and its functionality, problem solutions, data analysis and statistical purposes.	<ul style="list-style-type: none"> ▪ The processing of personal data is necessary for the purposes of the legitimate interests pursued by the controller, specifically the interest in technical and administrative optimisation of the website of controller, in accordance with Article 6, Paragraph 1, Letter f of GDPR. 	Usually during the period of 3 months.
12.	Statistical purposes, archiving purposes in the public interest and historical and scientific research purposes.	<ul style="list-style-type: none"> ▪ Article 89 of GDPR, Section 78, Paragraph 8 of Personal Data Protection Act (as a compatible purpose) in accordance with Act on archives and registries. 	In accordance with the Registry Plan /Procedure of Controller.

WHAT PERSONAL DATA ARE PROCESSED BY US?

In relation to you as a data subject concerned, in general we only process so-called ordinary personal data. In particular, basic identification and contact data: title, first name, surname, address or delivery address or any other address of customer's residence, e-mail, telephone number. In the case of camera system, the videorecord of natural persons is processed. In the case of recruitment, the personal data stated in your curriculum vitae and the personal data obtained within the framework of selection procedure.

TO WHOM CAN BE YOUR PERSONAL DATA GIVEN OR MADE AVAILABLE?

Your personal data can be given or made available to the following categories of recipients.

CATEGORIES OF RECIPIENTS

- the company supplying accounting services for us in the case of the drawing up and processing of accounting documents;
- external co-workers for the purpose of the execution of order;
- the provider of IT service/maintenance/support;
- the provider of hosting services for the purpose of the preservation and/or backing up of electronic data;
- courier/delivery services/the Slovak Post Office company for the purpose of the delivery of goods;
- external consultants for the purpose of professional counselling with respect to the selection of the most suitable candidate and the working out of the profile of candidate;
- external professional advisors such as lawyers, auditors, tax advisors, interpreters, and so on;
- national inspection authorities for the purpose of possible inspections.

DO WE TRANSMIT YOUR PERSONAL DATA TO THIRD COUNTRIES OR ANY INTERNATIONAL ORGANISATION?

We neither transmit your personal data to a third country outside the EU countries and the EEA or an international organisation nor we intend to do it.

WHAT ARE YOUR RIGHTS AS A DATA SUBJECT CONCERNED?

INSTRUCTIONS ON THE RIGHTS OF DATA SUBJECT CONCERNED

In accordance with Articles 13 – 21 of GDPR (Sections 19-27 of Personal Data Protection Act), you as a data subject concerned have:

- **the right to request** from the controller **access to your personal data** concerning you **and to request the confirmation as to whether or not personal data concerning you are being processed** (Article 15 of GDPR);
- **the right to the rectification** of your inaccurate or incomplete personal data (Article 16 of GDPR);
- **the right to erasure** your personal data if the personal data are no longer necessary in relation to the purposes for which they were collected, or if any of the conditions in accordance with Article 17 of GDPR is fulfilled;
- **the right to restriction** of the processing of your personal data in the cases referred to in Article 18 of GDPR;
- **the right to portability** of your personal data according to Article 20 of GDPR;
- **the right to object** the processing of your personal data in the cases referred to in Article 21 of GDPR;
- **the right to lodge a complaint** with a supervisory authority “Úrad na ochranu osobných údajov Slovenskej republiky” (Office for Personal Data Protection of the Slovak Republic), Hraničná 12, 820 07 Bratislava 27 - the right to initiate proceedings in accordance with Section 100 of Personal Data Protection Act; please see the website for more information www.dataprotection.gov.sk

You can exercise your rights in writing contacting our data protection officer or controller referred to in the preamble of this document. If you require more information, do not hesitate to contact us. At the end of this document there is the *Form for Exercising the Rights of Data Subject*

Concerned that you can use if you wish to exercise your right to the protection of your personal data in accordance with GDPR.

We will answer your request regarding the processing of your personal data without undue delay within one month after delivery. This deadline can be prolonged in specific cases in two months, and we will inform you about the reasons of prolongation within one month after receipt. We are obliged to verify your identity before we start to deal with your request. We will also inform you about the procedure for the verification of your identity when responding to your request. The information is provided free of charge. If your requests are inadequate or often repeated, we are entitled to request adequate administrative charges for processing.

INSTRUCTION ABOUT THE RIGHT TO WITHDRAW YOUR CONSENT ANYTIME

In all the cases where the processing of personal data is conditioned by the consent of person concerned, **you have the right to withdraw your consent to the processing of your personal data anytime** based on written request sent to the address of seat or by e-mail to the e-mail address of controller stated in the preamble of this document. However, the withdrawal of your consent will have no influence on the legality of the processing of your personal data based on the consent prior its withdrawal.

INFORMATION ON THE RIGHT TO OBJECT THE PROCESSING OF DATA ANYTIME ON GROUNDS OF LEGITIMATE INTEREST OR FOR THE PURPOSE OF DIRECT MARKETING, INCLUDING PROFILING.

You have the right to object the processing of personal data relating to you for the purpose of direct marketing to the extent related to direct marketing. If the data subject objects the processing of personal data for the purpose of direct marketing, the controller must not further process your personal data for the purpose of direct marketing.

IS IT VOLUNTARY TO PROVIDE YOUR PERSONAL DATA?

If you do not provide your personal data, as a consequence we will not be able to render you the ordered service and issue a tax invoice for you; that is to render our services to you. There are no other consequences.

IS THERE THE AUTOMATED PROCESSING OF YOUR PERSONAL DATA WITH A LEGAL EFFECT AND/OR WITH ANY OTHER SUBSTANTIAL INFLUENCE ON YOU?

The controller **neither use the automated individual decision-making nor profiling** for the processing your personal data for that purpose.

HOW DO WE ACQUIRE YOUR PERSONAL DATA, AND FROM WHAT SOURCE?

The controller only processes the data provided by the data subject concerned to the controller. The controller does not use the personal data from publicly available sources.

HOW DO WE USE COOKIES?

Cookies are small text file improving the use of webpages for example by enabling to recognise previous visitors logging in a user environment, remembering the option of customer with opening a new window, measuring webpage visits or the way of its use for the purpose of improving. Our webpages use cookies specifically for the purpose of website operation and the basic measurement of visits. You can prevent the storage of these files in your equipment anytime by setting your web browser. However, the blocking of cookies can limit the functionality of some webpages (in particular

if log in is required). The setting of your browser in accordance with Section 55, Paragraph 5 of Electronic Communication Act is considered your consent to the use of cookies for our webpages. The consent to use cookies is not required for “...technical data storage or access to them if the only purpose is transmission, or to facilitate the transmission of message by means of network.” In brief, it means that we do not need your consent for so-called session cookies that enable the technical operation and functionality of our webpages.

CHANGE OF CONDITIONS FOR PRIVACY PROTECTION

The protection of personal data is not a one-off exercise for us. The information that we are obliged to provide to you with respect to the processing of your personal data, can be changed or no longer up-to-date. Therefore, we reserve the right to amend and/or supplement these conditions to any extent. In the event we amend the conditions substantially, we will notify you about the change for example by means of general notice on the website or by means of a special notice by e-mail.

REF: The Form for Exercising the Rights of Data Subject Concerned

(Fill in this form only if you wish to exercise your right to the protection of your personal data in accordance with GDPR)

Based on the Regulation (EU) of the European Parliament and of the Council of 27 April 2016 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) (hereinafter referred to as “GDPR”), as a data subject concerned I exercise my rights as follows:

The right to access to personal data (Article 15 of GDPR) in relation to:
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The right to the rectification of personal data (Article 16 of GDPR) in relation to:
.....

The right to erasure personal data (Article 17 of GDPR) in relation to:
.....

The right to the restriction of the processing of personal data (Article 18 of GDPR) in relation to:
.....

The right to the portability of personal data (Article 20 of GDPR) in relation to:
.....

The right to object the processing of personal data (Article 21 of GDPR) in relation to:

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The right with respect to the automated individual decision-making, including profiling (Article 22 of GDPR) in relation to:

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This application is submitted by:

First name and surname of the applicant:

.....

Contact address:

Date:

.....

signature

Please, fill in the form and send it electronically by e-mail to our e-mail address or in documentary form to the address of our seat, and we will answer you within the legal deadline.