

**INFORMATION FOR THE DATA SUBJECT REGARDING COLLECTING AND PROCESSING
OF PERSONAL DATA**

provided by the Controller to the Data Subject when collecting personal data from the Data
Subject

The Controller hereby in accordance with Art. 13(1) and (2) of Regulation (EU) 2016/679 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 the “**Regulation**”) **provides the Data Subject**, from who the Controller collects personal data concerning them **with the following information:**

Identity and contact details of the Controller:

The Controller is SOFU, s.r.o., with its registered office at Kopčianska 82/F, 851 01 Bratislava, ID: 47 698 616, registered in the Commercial Register of the District Court Bratislava I, Sec. Sro, entry no.: 98032/B, Statutory Body: Ján Homola - Managing Director, Martin Homola - Managing Director, Anton Homola - Managing Director, Tomáš Havír - Managing Director, e-mail address: tomas.havir@sofu.sk.

Identity and contact details of the representative of the Controller:

The representative of the Controller is not appointed.

Contact details of the responsible person:

Not appointed.

Purposes of the processing of personal data of the Data Subject:

The purposes of the processing of personal data of the Data Subject are as follows:

- a) processing accounting documents
- b) keeping records of clients for the purpose of concluding and fulfilment of contracts
- c) archiving documents in accordance with the legal regulations
- d) claims

Legal basis of the processing of personal data of the Data Subject:

The legal basis for the processing of personal data of the Data Subject will be depending on the specific personal data and the purpose of its processing, the consent of the Data Subject to the processing of personal data, fulfilment of the legal obligation of the Controller, fulfilment of the contract by the contracting party, who is the Data Subject.

Specification of the legitimate interests pursued by the Controller or a third party:

Not applicable.

Recipients or the categories of recipients of personal data:

The recipient of personal data of the Data Subject will be or at least may be **(i)** statutory bodies or members of the statutory bodies of the Controller and **(ii)** employees of the Controller **(iii)** business representatives of the Controller and other persons cooperating with the Controller while fulfilling tasks assigned by the Controller. For the purposes of this document, all natural persons carrying out dependent work on the basis of an employment contract or work agreements carried out outside the employment relationship are deemed to be the Controller's employees.

The recipient of personal data of the Data Subject will be a company providing the Controller with accounting services as well as a company providing the Controller with services related to development and maintenance of a software, a company providing the Controller with legal services, co-workers of the Controller and companies cooperating with the Controller in handling claims.

The recipient of personal data will be the Tax Office and other state bodies, in cases set by the law.

Information on intended transfer of personal data to a third country:

Not applicable - the Controller does not intend to transfer personal data to any third country.

Storage period for personal data:

Personal data will be stored for the necessary time while it is needed for fulfilment of contract and its subsequent storage in accordance with the law.

Advice on existence of the relevant right of the Data Subject:

The Data Subject has, inter alia, the following rights:

- a) **the right of the Data Subject to access data pursuant to Article 15 of the Regulation,**
- b) **the right of the Data Subject to rectification pursuant to Article 16 of the Regulation,**
- c) **the right of the Data Subject to delete personal data (“the right to be forgotten”) under Article 17 of the Regulation,**
- d) **the right of the Data Subject to limit the processing of personal data pursuant to Article 18 of the Regulation,**
- e) **the right of the Data Subject to fulfil notification obligation towards recipients pursuant to Article 19 of the Regulation,**
- f) **the right of the Data Subject to accuracy of data pursuant to Article 20 of the Regulation,**

- g) **the right of the Data Subject to object pursuant to Article 21 of the Regulation,**
- h) **the right of the Data Subject related to automated individual decision making pursuant to Article 22 of the Regulation,**

Advice on the right of the Data Subject to withdraw their consent with the processing of personal data:

The Data Subject may at any time withdraw their consent to the processing of personal data without prejudice to the lawfulness of the processing of personal data based on consent granted prior to such withdrawal. The Data Subject may exercise their right to withdraw consent to the processing of personal data in writing to the address of the Controller registered in Commercial Register as its registered office at the time of withdrawal of consent to the processing of personal data or in electronic form by electronic means.

Advice on the right of the Data Subject to lodge a complaint to the supervisory body:

The Data Subject has the right to lodge a complaint to the supervisory body, in particular, in the Member State of usual residence, the place of work or the place of the alleged infringement, if they consider that the processing of personal data concerning them is contrary to the Regulation, without prejudice to any other administrative or judicial remedies.

Information on existence/non-existence of the obligation of the Data Subject to provide personal data:

The Controller will inform the Data Subject that the provision of personal data by the Data Subject is neither a legal nor a contractual requirement, neither it is a requirement needed to conclude a contract with the Controller. The Controller will inform the Data Subject that the Data Subject is not obliged to provide personal data neither is obliged to grant a consent to its processing. A failure to provide personal data and/or a failure to grant a consent with the processing of personal data will imply that the Controller will not process personal data and such personal data will not be used for purposes listed in point D of this document.

Information regarding the automatic decision making including profiling:

Not applicable

The undersigned Data Subject:

Name and Surname:

Date of Birth:

Domiciled:

I hereby confirm acknowledgement of the above information by my signature:

In, on

Signature of the Data Subject