

## **PERSONAL DATA PROTECTION**

in the company BALU group s. r. o. (hereinafter referred to as “BALU group s. r. o.” or as the “Controller”) is provided in accordance with the requirements 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 Personal Data Processing and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the "Regulation") and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts (hereinafter referred to as the “Act”).

### *Fulfilment of the Information Obligation Towards the Data Subjects*

The principles of fair and transparent Personal Data Processing require that the data subject shall be informed of the existence of the processing operation and the purposes thereof.

BALU group s. r. o. shall provide the data subject with the information related to the Personal Data Processing concerning the data subject at the time of obtaining Personal Data from the data subject, or if the Personal Data have been obtained from another source, within a reasonable time after obtaining Personal Data in accordance with the Regulation and the Act on Personal Data Protection.

Employees

Job applicants – selection process

Business partners and contact persons of Business Partners

### *Rights of Data Subjects*

Irrespective of the legal basis for the Personal Data Processing, the data subject has the right of access to Personal Data, the right to correct them, delete them, limit their processing and the right to file a complaint with the supervisory body being the Office for Personal Data Protection of the Slovak Republic or the right to initiate proceedings on the Personal Data Protection.

The data subject may exercise his/her rights by filing a request, in particular

- by e-mail to the address [balu@balugroup.sk](mailto:balu@balugroup.sk) or

- by a letter delivered to the address of the registered seat of BALU group s. r. o., Považské Podhradie 390, Považská Bystrica 017 04.

BALU group s. r. o. may request the provision of additional information necessary to confirm the identity of the data subject if it has justified doubts about the identity of the natural person filing the request.

If the request is manifestly unfounded or unreasonable, in particular because of its recurring nature, BALU group s. r. o. may refuse to act based on the request of the data subject or may charge a reasonable fee taking into account the administrative costs incurred in processing the request. Information pursuant to Article 12 para. 5 of the Regulation and Section 29 para. 5 of the Act shall otherwise be provided free of charge.

BALU group s. r. o. shall provide the data subject with information about the measures taken based on the request pursuant to Articles 15 to 22 of the Regulation and pursuant to Sections 21 to 28 of the Act, without undue delay

and in any case within one month of receipt of the request. The said period may be extended by additional two months, if necessary, taking into account the complexity of the request and the number of requests. BALU group s. r. o. shall inform the data subject about any such extension within one month of receipt of the request, together with the reasons for missing the deadline. If the data subject has submitted the request by electronic means, the information shall, as far as possible, be provided by electronic means, unless the data subject has requested otherwise.

In case BALU group s. r. o. has not taken measures based on the request of the data subject, immediately and no later than one month from the receipt of the request, it shall inform the data subject about the reasons for non-action and about the possibility to file a complaint with the supervisory body and apply a legal remedy under the Regulation or to file a motion to initiate proceedings on the Personal Data Protection in accordance with the Act.

BALU group s. r. o. shall notify each recipient, to whom Personal Data have been provided, of any rectification, deletion or limitation of Personal Data Processing performed pursuant to Article 16, Article 17 and Article 18 of the Regulation or Sections 22, 23 and 24 of the Act, unless this proves impossible or requires unreasonable efforts. The Controller shall inform the data subject about those recipients if the data subject requests so.