



Information on personal data protection

Information on personal data protection

drawn up in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter "GDPR") and Act no. 18/2018 Coll. on Personal Data Protection (hereinafter referred to as the "Personal Data Protection Act")

Introductory provisions

The company AUREUS + as, with its registered office at Šoltésovej 12, 811 08 Bratislava - Staré Mesto, ID number: 50 854 402 (hereinafter referred to as the **"AUREUS + a.s."** or as **"our company"**) respects the privacy of all affected persons with whom it is in touch; regardless of whether it processes personal data itself or through third parties. It is extremely important for our company that every individual concerned, understands what personal data we process about them, why we do it and what their rights are. We may process the personal data of data subjects in different ways and in different situations depending on the type of data subject. In this document below you will find general information such as:

- **Identification and contact details of our company** - (part 1 of this document)
- **Your rights in connection with the processing of your personal data** - (part 2 of this document)
- **Information on automated individual decision-making, including profiling** - (part 3 of this document)

For more information on the processing of personal data in your particular case, see section 4 of this document, depending on whether you are:

- | | |
|----------------------------------------------------------|--------------------------------------|
| • Website of the company - | section 4.1 of this document |
| • Client or applicant interested in the product - | section 4.2. of this document |
| • Jobseeker - | section 4.3 of this document |
| • Supplier (or business partner) - | section 4.4 of this document |

We also want to request on behalf of AUREUS + a.s. that you always provide us with only up to date and accurate personal data, which will then be processed by our company. In the event of any change in your personal data, we also kindly ask you to notify us of this fact without undue delay.

To protect your personal information from unauthorized persons and against unlawful processing, unforeseen loss, destruction and damage, both online and offline, we use physical, electronic and organizational measures to prevent such situations from occurring in accordance with our internal privacy policies data.

1. Identification and contact details of AUREUS + a.s.

Identification and contact details of AUREUS + a.s. are as follows:

Trade name:	AUREUS + a.s.
Registered office:	Šoltésovej 12, 811 08 Bratislava - Old Town
ID:	50 854 402
Entry in:	Commercial register of the District Court Bratislava I, section: Sa, file no. : 6582 / B
Correspondence address:	Šoltésovej 12, 811 08 Bratislava - Old Town
Email:	AUREUSPLUS@AUREUSPLUS.COM
Phone number:	+ 421 2 210 210 04

AUREUS + a.s. has not appointed a responsible person (in accordance with the GDPR and the Personal Data Protection Act our company is not obliged to appoint a responsible person)

2. The rights of the person concerned

In the event that our company processes your personal data, you, as the data subject, have the following rights:

- **Revoke consent** - in cases where we process your personal data on the basis of your consent, you have the right to revoke this consent at any time in the following ways:

- by sending the revocation of consent in electronic form to the e-mail address of our company.
- by sending the revocation of the consent in paper form to the correspondence address of our company.
- by revoking the consent through the relevant functionality on the website of our company, if the performance or service provided to the person concerned by the operator allows the use of such functionality.

Withdrawal of consent does not affect the lawfulness of the processing of personal data that we have processed about you on the basis thereof.

- **Right of access** - you have the right to provide a copy of the personal data we have about you, as well as information about how we use your personal data. In the event that our company processes personal data, the data subject has the right to access this personal data and other information that is to be provided to him in a comprehensible form. In most cases, your personal data will be provided to you in electronic form, if technically possible.

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

- **Right of erasure** - you have the right to ask us to erase your personal data, for example if the personal data we have obtained about you is no longer necessary to fulfill the original purpose of processing. However, your right must be assessed in the light of all the relevant circumstances. For example, we may have certain legal obligations, which means that we will not be able to comply with your request.

- **Right to restrict processing** - in certain circumstances you are entitled to ask us to stop using your personal data. These are, for example, when you think the personal information we hold about you may be inaccurate or when you think we no longer need to use your personal information.

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

- **Right to object** - you have the right to object to the processing of data which is based on our legitimate and justified interest. If we do not have a compelling legitimate justified reason to process and you object, we will not process your personal data further. Where personal data are processed for the purposes of scientific or historical research, or for statistical purposes pursuant to Article 89 (1), 1 of the GDPR Regulation, the data subject has the right to object, on grounds relating to his or her specific

situation, to the processing of personal data concerning him or her, except where the processing is necessary for reasons of public interest.

• **The right to file a petition to initiate proceedings on personal data protection** - if you think that your personal data has been processed unfairly or illegally, you can file a complaint with the supervisory body, 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 proposal in electronic form, it is necessary that it meets the requirements of § 19 par. 1 of Act no. 71/1967 Coll. on administrative proceedings (administrative procedure).

3. Automated decision making and profiling

Your personal data will not be used for automated individual decisions, including profiling.

4. Information on the processing of personal data by the data subjects

The provisions of this Section 4 do not apply to the persons concerned who have been specially instructed by AUREUS + a.s. in writing in accordance with Sections 19 and 20 of the Personal Data Protection Act in the event that the person concerned has signed such instruction by himself. Effective from the moment of handwritten signing of the instruction.

4.1. AUREUS + a.s. web page

AUREUS + a.s. is the operator of a website located at aureusplus.com and of a website located at www.aureus.digital

4.2. Client (or person interested in the product)

A product of AUREUS + a.s. means any service provided by AUREUS + a.s. and/or any merchandise sold by our company.

4.2.1. Purpose of personal data processing

In order to enter into and perform a contract with you or the company you represent, it is necessary to process your personal data. We may also process personal information about visitors to our website (section 4.1 of this document) or physical sites, depending on how you choose to communicate with our company in connection with your interest in our company's products.

Source of personal data - Contact personal data is provided to our company by the person interested in the product, voluntarily or our company obtains them from publicly available sources (registers and databases of people interested in products similar to our company's product).

4.2.2. Legal basis

We only process your personal data if we have a legal basis for it.

• This means that processing must be necessary for the performance of the contract in which you or the company you represent are a party to the contract or for action to be taken on request before the contract is concluded (the legal basis is therefore the contract, including pre-contractual relations).

- In accordance with our legitimate interest, we may also use your information for the proper conduct of our company's business to provide you with information about our products, prospects, analysis that may be in your best interest or to fulfill necessary or required tasks arising from the business relationship you represent (the legal basis is therefore the legitimate interest of our company).
- We have a legal obligation to provide your personal data when inspected by authorized institutions and when preventing, monitoring and proving fraud and other criminal offenses (the legal basis is therefore the law in selected cases).

4.2.3. Scope of personal data processing

AUREUS + a.s. processes "ordinary personal data" to the extent necessary to fulfill the purposes set out in point 4.2.1 of this document, in particular to the following extent:

- **name, surname, title**
- **permanent residence address, correspondence address**
- **date of birth (if necessary for the purpose of unambiguous and irreplaceable identification of the client, especially in the case of a written contract)**
- **ID**
- **VAT number**
- **VAT**
- **phone number, e-mail**
- **account numbers (for sending possible contractual performances)**

4.2.4. Recipient categories

Personal data is processed directly by our company, in written and electronic form. Personal data may be made available to entities authorized under special regulations, which are in particular: law enforcement agencies, courts, enforcement authorities, etc.

Certain activities of our company are performed by subcontractors. For the purpose of performing these activities, it is required that such subcontractor be provided with your personal data to the extent necessary for the purpose of performing those tasks. Such external subcontractors are, in particular, external accounting, tax and other consulting companies, companies operating web hosting and management of servers and / or data repositories, lawyers, etc. Specific companies and activities may be subject to change according to the current needs of AUREUS + a.s.

4.2.5. Transfer of personal data

Our company may also process certain personal data (e.g. name, surname and e-mail) through electronic systems and data repositories operated by persons (intermediaries) outside the European Union. Our company always verifies that they ensure the highest possible protection of personal data in accordance with the relevant legislation (ie they are part of the European Commission's decision on adequacy, e.g. part of the EU-US Privacy Shield program if they are located in the US, etc.).

4.2.6. Time of personal data processing

Your data is stored by our company for as long as is necessary to fulfill the purpose of processing according to special regulations and the purpose for which they were obtained (see point 4.2.1 above), if we have a legitimate interest in storing them, e.g. until the termination of the contractual relationship. Upon termination of the contractual relationship and settlement of all obligations arising from or related to such a contractual relationship, our company retains your personal data for the necessary time, for the time required by applicable law. Unless such a period is stipulated by law, our company is entitled to keep your personal data for at least three years from the date of termination of the contractual

relationship (but for a maximum of ten years, unless the relevant legislation provides for a longer retention period). In the event of a legal dispute with you (as the person concerned) for at least three years from the date of the final termination of the legal dispute.

4.3. Jobseeker

4.3.1. Purpose of personal data processing

AUREUS + a.s. will process your data for the following purposes:

- **Recruitment of new employees** - We process your data to determine if you are a qualified candidate for the position you are applying for.
- **Dispute resolution** - Our company may process personal data in order to resolve disputes, complaints or legal proceedings.
- **Compliance with the law** - Our company may have to process your personal information in order to comply with the law or to comply with a court decision.

Source of personal data - Personal data is provided to our company by the job seeker himself, and our company voluntarily obtains them from publicly available sources (registers and databases of job seekers).

4.3.2. Legal basis

Our company processes your personal data because the processing is necessary for the purposes of the legitimate interest of our company. Our legitimate interest in this case is to accept qualified candidates. In some cases, we will process your personal data in order to fulfill our legal obligations (i.e. on a legal basis) or we will process them on the legal basis of pre-contractual relationships.

4.3.3. Scope of personal data processing

In case of your interest in employment in our company, we obtain from you in particular the following information:

- **Contact details** - for example, your name, surname, title, address of permanent residence, address of temporary residence, private e-mail address, telephone number.
- **Information from your CV** - such as your previous employment, education, skills, language skills and any other information you choose to include in your CV.
- **Cover letter**: any information you choose to include in your cover letter.
- **Eligibility to work** - you may need to prove that you are legally qualified to work in our company, e.g. education, language skills, medical fitness for selected types of positions, etc.
- **References** - we may choose to obtain references from people who have worked with you in the past. Generally speaking, we will only contact these people if you provide us with their names and contact details.

4.3.4. Recipient categories

Personal data is processed directly by our company, in written and electronic form. Our company may share your information with third parties in the following circumstances:

- If we obtain information from third parties (as set out above), we will provide them with your name and any other information necessary to provide us with relevant information about you.

- If required by law or court order, we may share your personal data with, for example, law enforcement agencies or other authorized bodies of the Slovak Republic.
- In the event of a legitimate interest of our company, we may also provide your personal data to companies with an economic or personal connection with our company.

Certain activities for our company are performed by subcontractors. For the purpose of carrying out these activities, such subcontractor may be provided the personal data of the data subject to the extent necessary for the performance of the subcontractor's tasks. Such external subcontractors are, in particular, external staffing agencies, accounting, tax and other consulting companies, companies operating the management of data storages and servers. Specific companies and activities may be subject to change according to the current needs of our company.

4.3.5. Transfer of personal data

Our company may also process certain personal data (e.g. name, surname and e-mail) through electronic systems and data repositories operated by persons (intermediaries) outside the European Union. Our company always verifies that they ensure the highest possible protection of personal data in accordance with the relevant legislation (ie they are part of the European Commission's decision on adequacy, eg part of the EU-US Privacy Shield program if they are located in the US, etc.).

4.3.6. Time of personal data processing

We store your personal data for a limited time and this data will be deleted when it is no longer needed for processing purposes. This means that we will keep your data for the duration of the selection procedure and will always delete it on the last day of the year following the year in which we became acquainted with your personal data. The reason for this retention is to protect our interests in the event of disputes being resolved. If we select you to fill the position, we will store your personal data in a personal file, in accordance with our internal basic principles of personal data processing (in the form of a directive). We may process your personal data for a longer period of time after the selection process, in the event of a legal dispute or if you give us permission to keep your personal data in the records for a longer period of time.

4.4. Supplier - or business partner

4.4.1. Purpose of personal data processing

The purpose of the processing of personal data is (i) a tender for the position of supplier of services and / or goods to AUREUS + a.s. or cooperating person of the company AUREUS + a.s., regardless of whether it is a long-term supplier-customer relationship or one-time delivery (hereinafter also referred to as "supplier") and subsequent registration of suppliers and management of pre-contractual/contractual relationship between the supplier and our company, (ii) the performance of our company's business activities as well as (iii) the protection of our company's property and (iv) any other purposes for which the supplier has given his consent.

Source of personal data. Personal data is provided to our company by the supplier himself voluntarily or our company obtains them from publicly available sources (registers and databases).

4.4.2. Legal basis

The legal basis for the processing of personal data is:

- exercise of rights and fulfillment of contractual obligations arising in particular from the contract between AUREUS + a.s. and the supplier and related documentation, including pre-contractual relations

(regardless of whether such a contract is concluded orally or in writing, including in the form of an order), and

- in certain cases, the legitimate interest of our company in the proper performance of its business activities.

4.4.3. Scope of personal data processing

AUREUS + a.s. processes "ordinary personal data" to the extent necessary for the purposes set out in point 4.4.1. of this document, in particular to the following extent:

- **name, surname, title**
- **ID**
- **VAT number**
- **VAT**
- **Place of business, registered office or operation (which may be the same as the place of residence)**
- **phone number, e-mail**
- **account numbers (for sending possible contractual performances)**
- **signature**

4.4.4. Recipient categories

Personal data is processed directly by our company, in written and electronic form. Personal data may be made available to entities authorized under special regulations, which are in particular: law enforcement agencies, courts, enforcement authorities, etc.

Certain activities of our company are performed by subcontractors (or other suppliers and business partners). For the purpose of performing these activities, it is required that such subcontractor are provided with your personal data to the extent necessary for the purpose of performing the relevant tasks. Such external subcontractors include, in particular, external accounting, tax and other consulting companies, companies hosting web hosting and management of servers and / or data storages, lawyers and others. Specific companies and activities may be subject to change according to the current needs of AUREUS + a.s.

We may also share your personal information with our clients if you are a supplier who supplies our company with products (i.e. goods / services) that our company provides to such clients.

4.4.5. Transfer of personal data

Our company may also process certain personal data (e.g. name, surname and e-mail), for example, through electronic systems and data repositories operated by persons (intermediaries) outside the European Union. Our company always verifies that they ensure the highest possible protection of personal data in accordance with the relevant legislation (ie they are part of the European Commission's decision on adequacy, eg part of the EU-US Privacy Shield program if they are located in the US, etc.).

4.4.6. Time of personal data processing

Your personal data will be AUREUS + a.s. process for the duration of the contractual relationship with you as a supplier. Upon termination of the contractual relationship and settlement of all obligations arising from or related to such a contractual relationship, our company retains your personal data for the necessary time, for the time required by applicable law. Unless such a period is stipulated by law, our company is entitled to keep your personal data for at least three years from the date of termination of the contractual relationship (but for a maximum of ten years, unless the relevant legislation provides for a longer retention period). In the event of a legal dispute with you (as the person concerned) for at least three years from the date of the final termination of the legal dispute.