

## **Information about the processing of personal data**

### **For filling system : Filling system-personnel management and wage administration**

**Information about the processing of data subject's personal data under Paragraph 19 and Paragraph 20 of the Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts (hereinafter referred to as the "Act") and Article 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the "Regulation")**

This information aims to provide knowledge about what personal data we process, how we deal with it, for which purposes we use it, to whom we can provide it, where you can obtain information about your personal data and enforce your rights in the processing of personal data.

#### **Identity and contact data:**

The Controller that processes your personal data is: company Unique People, s. r. o., Pražská 2, 040 01 Košice, IČO: 46 789 146, e-mail: [uniquepeople@uniquepeople.net](mailto:uniquepeople@uniquepeople.net)

#### **1. Purpose of personal data processing and legal basis for processing**

**The purpose of the personal data processing is:** fulfillment of the employer's obligations related to the employment relationship or related to similar employment relationship based on non-employment agreements (further referred to as "labour-law relations"), including pre-contractual relations, negotiation of a contract change and processing of a Controller's business administration, which includes in particular personal data related to the qualifications, professional experience of the employee and the data that may be significant in terms of work that an employee should perform, or performed in the past, in particular:

- processing of the personal data of the personnel and the work administration of the data subjects in accordance with special laws for the duration of the labour-law relations for the purpose of keeping the personnel and work administration of the employees and the storage of such personal data during the period of archiving under special laws,
- keeping the wage administration of the data subjects,
- keeping the records of work attendance, checking the time worked, recording the right to meal, taking over and paying for meals (meal vouchers),
- processing of personal data of job applicants, inclusion of the job applicant to the employment register for assessment of suitability for the given job position,
- the assessment of the data subjects in order to ensure the effective operation of the Controller for the duration of the labour-law relation,
- processing and providing personal data of the data subjects in accordance with special laws for the duration of the employment relationship for the purpose of conducting the work safety administration (e.g. instructions on work safety regulations) under special laws (Act No. 124/2006 Coll. On Occupational Safety and Health - Paragraph 17),
- processing of medical documents (stored in the personal file of the data subject) in order to ensure the safety and health service administration pursuant to Act No. 124/2006 Coll. On Occupational Safety and Health as amended and Act No. 355/2007 Coll. on Protection, Support and Development of Public Health and on amendments and supplements to certain Acts,

- processing or disclosure of the personal data of the data subjects - employees to the extent of title, name, surname, job title/position, function, employee's personal number or employee's number, professional department, place of work, telephone number, fax number, e-mail to the workplace and the employer's identification data for the purpose of fulfilling the occupational and operational duties of the data subject,
- provision of personal data of the data subjects to the Social Labour Inspectorate or other organizations (e.g. supplementary pension companies, courts, etc.) according to the special laws
- provision of personal data of the employees or persons in similar labour-law relationship to the training organizations for the purposes of issuing a certificate, certificate under the relevant special laws or standards,
- provision of personal data of the employees or persons in similar labour-law relationship to the contractors and to the Processors to ensure the obligations of the Controller,
- processing and provision of personal data of the data subjects to the managing authority and the paying unit/agency within the scope of the contract for non-returnable financial subsidy and special laws of the Slovak Republic and the EU for the purpose of refunding wage and personnel expenses, based on the consents of the data subjects- business trips. The purpose of the processing of personal data is record keeping of business, respectively private journeys, compensation of the travel allowances according to the special laws and for the purpose of refund of the travel allowances in accordance with the non-refundable financial subsidy contract (travel orders including attachments, overview of the business trips, statements of the payment of the travel allowances),
- processing of the extract from the criminal records (data subjects) for the purpose of its presentation within the public procurement based on the requirement of the contracting authority according to the Act 343/2015 Coll. on Public Procurement,
- the provision of personal data to the contractors for the purpose of participation in public, commercial or other competitions in order to prove the professional competence of the data subjects under the Act on Public Procurement, the Commercial Code or according to the documents presented by the organizer of the competition. Processing of the certificates of the professional competencies of the data subjects for the purpose of passing it to third parties (contractors, organizers of the competitions, certification organizations) when submitting documents in public and commercial competitions, in order to prove the competence and activities of the Company,
- processing of personal data of the data subjects – drivers of the company vehicles according to the Act No. 725/2004 Coll. on Conditions of Vehicle Operation in the Road Traffic and on the amendments of some Acts for the purpose of record keeping of the driver trainings and the operation of the vehicles, processing of the records on the payment of foreign or domestic business journeys according to Act No. 283/2002 Coll. on Travel Allowances, as amended,
- information about personal data of the employee send out for the performance of work during the provision of services of the Controller pursuant to Paragraph 4, Act No. 351/2015 Coll. on Cross-border Cooperation in the Posting of Employees for the Performance of Work during the Provision of Services, as amended.

**Personal data are processed pursuant to:**

- Act No. 311/2001 Coll. Labour Code (hereinafter referred to as "Labour Code"),
- Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts, as amended,
- Act No. 461/2003 Coll. on Social Insurance and on the amendment of certain other Acts (e.g. 231, Paragraph 232)
- Act No. 580/2004 Coll. on Health Insurance and on the amendments of the Act (e.g. Paragraph 24),
- Act No. 595/2003 Coll. on Income Tax and on the amendment of certain other Acts (e.g. Paragraph 36, Paragraph 37, Paragraph 38, Paragraph 39),
- Act No. 462/2003 Coll. on Compensation of Earnings during an Employee's Temporary Incapacity for Work and on the amendment of certain other Acts
- Act No. 5/2004 Coll. on Employment Services and on the amendment of certain other Acts,
- Act No. 152/1994 Coll. on Social Fund,
- Act No. 650/2004 Coll. on the Supplementary Pension Scheme, as amended,
- Act No. 43/2004 Coll. on the Old-Age Pension Scheme, as amended,
- Act No. 283/2002 Coll. on Indemnities for Travel, as amended,
- Act No. 124/2006 Coll. on Occupational Safety and Health, as amended,
- Act No. 355/2007 Coll. on Protection, Support and Development of Public Health and on amendments and supplements to certain Acts
- Act No. 725/2004 Coll. on Conditions of Vehicle Operation in the Road Traffic and on the amendments of some Acts
- Act No. 283/2002 Coll. on Travel Allowances, as amended ,
- Act No. 351/2015 Coll. on Cross-Border Cooperation in the Posting of Employees for the Performance of Work during the Provision of Services as amended,
- Act No. 404/2011 Coll. on Stay of Aliens and on the amendment of certain other Acts,

**Legitimate interests of the Controller or a third party**

The processing of personal data is necessary for the purpose of the legitimate interests of the Controller or a third party:

- monitoring the area by using camera system for security, crime detection, protection of property and health,
- transfer of personal data within a group of enterprises for internal administrative purposes, including the processing of employees' personal data.

**2. Identification of processed personal data of the data subjects**

**Data subjects, whose personal data are processed are:** job applicants, employees, persons in labour-law relations, spouses of employees, dependent children of employees, parents of dependent children of employees, close persons, former employees,

**The extent of processed personal data:**

- Personal identification number (date of birth),
- name, surname, title,
- maiden name, place of birth, status,
- personal number, job title/position,
- photograph,
- ID number,
- personal data on education, qualifications and coursework, the level of linguistic competence and knowledge, or other data on education and qualification, necessary for the assessment or proof of qualifications for the specific job

- position,
- work evaluation,
- evaluation of the quality of work,
- data about the child benefits,
- medical expenses insurance (European health insurance card),
- data concerning work attendance,
- data concerning charges for meal,
- business travel records (travel data- refunds of travel expenses),
- records of journeys/ business trips by company car,
- records of drivers (driver's card, driving license, qualification card, health and psychological capability),
- personal data concerning occupational safety and health,
- CV,
- sex/gender,
- signature,
- personal data concerning extract from the police records,
- records of occupational injury and occupational diseases,
- personal data concerning wages and taxes according to the special laws,
- phone and fax machine number,
- advance tax deduction and tax allowances,
- tax allowances on the spouse (wife, husband),
- employee bonus and tax bonus,
- annual account,
- insurance and retirement security,
- taxable income,
- identification number of social security,
- temporary address, if applicable,
- contributions to the pension savings,
- period of employment relationship,
- type of the work performed,
- data concerning the wage for the work, on the payment of wage compensation and compensation for work stand-by, on deducted advances on income tax,
- information on wages paid for performed work, on the payment of wage compensation and compensation for work stand-by, on deducted advances on income tax, and on other matters,
- data concerning redundancy payment,
- bank account data,
- base of access of health insurance,
- health insurance prepayment,
- other remunerations for work,
- amounts affected by the decision ordered by a court or administrative body,
- financial penalties and fines as well as compensation imposed on the employee by an enforceable decision of the competent authorities,
- wrongly received amounts of social security benefits and pension savings or their advance payments, state social benefits,
- annual sum of paid pension,
- data concerning incapacity of work,
- data concerning important personal obstacles at work,
- data concerning changed ability of work,
- data concerning employers,
- data of family members to the extent of their name, surname, address, date of birth, - details of spouse, children, parents of children in the scope of name, surname, date of birth, personal identification number, address,
- name of workplace, type of work, duration of exposure, factors of work and working environment and results of health risk assessment ,
- data on keeping an employee in the register of unemployed citizens,
- data concerning maternity leave and parental leave.

### 3. Identification of recipients, categories of recipients

The Controller may provide personal data to authorized entities, such as institutions and organizations, under specific legal regulation or to the contractors (especially the data Processors) who have undertaken to accept reasonable safeguards for the protection of the processed personal data, as follows:

Social Insurance Agency	Act No. 461/2003 Coll. on Social Insurance and on the amendment of certain other Acts Act No. 43/2004 Coll. on the Old-Age Pension Scheme, as amended
Health insurance companies	Act No. 580/2004 Coll. on Health Insurance and amendment to the Act No. 95/2002 Coll. on insurance and on amendments to certain Acts.
Foreign Police of Slovak Republic	Act No. 48/2002 Coll. on Stay of Aliens and on amendments and modifications to some other Acts
Tax Office	Act No. 595/2003 Coll. on the Income Tax and on the amendment of certain other Acts
Supplementary pension society	Act No. 650/2004 Coll. on the Supplementary Pension Scheme, as amended
Pension agencies	Act No. 461/2003 Coll. on Social Insurance and on the amendment of certain other Acts - Act No. 43/2004 Coll. on the Old-Age Pension Scheme, as amended
Public authorities to exercise control	Act No. 311/2001 Coll. Labour Code, as amended Act No. 125/2006 Coll. on Labour Inspection and on amendment of the Act No. 82/2005 Coll. on Illegal Work and Illegal Employment and on amendment of certain Acts Act No. 355/2007 Coll. on Protection, Support and Development of Public Health and on Amendments and Supplements to Certain Acts Act No. 124/2006 Coll. on Occupational Safety and Health, as amended,
Slovak Bar Association	Act No. 586/2003 Coll. on the Legal Profession and on amending Act No. 455/1991 Coll. on the Business and Self Employment Services (Business Licensing

	Act)
courts, law enforcement agencies	Act No. 99/1963 Coll. on Civil Procedure, as amended Act No. 301/2005 Coll. Criminal Procedure Code, as amended
executors	Act No. 233/1995 on Court Executors and Execution Activities (Execution Order) and on the amendment of certain other Acts
Other authorized entity	Generally binding legal regulation pursuant to Paragraph 13 point 1(c) of the Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts
Contractor (based on a contract)  MT Finance & Trade, 44119364 Edenred Slovakia s.r.o., 31328695 Be-soft, a.s., 36191337 Benefit Plus, a.s., 36319091	Paragraph 34 of the Act No. 18/2018 Coll. on Personal Data Protection and on the amendment of certain other Acts  - personnel and wage agenda administrator - provider of Occupational Health and Safety and fire precaution services - provider of work health services - training companies/ instructors - provider of meal voucher - provider of a benefit program

Personal data may be provided to other recipients if the data subject consents or orders to provide his/her personal data to them, for example:

- Providers of accommodation services for the purpose of providing accommodation,
- Travel agencies, carriers and airlines for the purpose of ensuring the transportation services,
- Insurance companies for the purpose of providing travel insurance,
- provision of a benefit program to employees within the operator's legitimate interest,
- processing a private phone numbers for the purpose of carrying out work duties within the the consent of the data subject.

#### 4. **Transfer of personal data to third county/ international organization**

Transfer of personal data to third countries or international organizations does not apply.

#### 5. **Identification of the source of which the data were collected**

Directly from the data subject, or his/her legal representative.

#### 6. **The retention period of personal data**

The Controller shall process the personal data for the period necessary to fulfill the purpose, as follows:

<b>WAGE AND SALARY ADMINISTRATION</b>	
Employees ledgers	50 years
Payrolls	10 years
Family allowances and maternity allowances	5 years
Income tax declaration	5 years
Wage deduction	5 years
Materials to calculate wage/salary	5 years
<b>HUMAN RESOURCES ADMINISTRATION</b>	
Personal files of the employees	70 years (from the birth of the employee)
Register of employees	3 years
Attendance	3 years
Holiday	3 years
Description of work duties	5 years
Contracts	5 years
Performance contracts	5 years
Documents (agreements) on material responsibility	3 years (after its expiration)
Records on trainings and on professional qualifications	10 years
Social welfare	5 years
Sickness insurance – benefits, applications, cancellations, changes	10 years
Incapacity for work – records, statistics	5 years
Maternity leave and unpaid leave- register	5 years
Provision of meals for the employees	5 years
Occupational safety and health at work	5 years
Contracts concerning personal data protection (such as service contracts, when the service company has the access to the personal data of the Controller, contracts of the Processor pursuant to Paragraph 34 point. 3, 5 and 7 of the Act No. 18/2018 Coll. Act on Personal Data Protection and on the amendments of certain other Acts (hereinafter referred to as the "Act"))	5 years (after its expiration)
Documents used for personal data protection (consents of the data subjects to the processing of personal data, other documents)	For the period of the purpose
Records on violation of the work discipline	3 years after termination of employment relationship with the employee
Records of the camera system with a record of violation of work safety, work discipline	3 years after termination of employment relationship with the employee
Records of technical security and surveillance system and automated information systems with the records of work discipline violation (log in- records of the user's activity in the automated information system, record of the entrance and exit to the Controller's building)	3 years after termination of employment relationship with the employee
Protocols on investigation of the security incidents with the	4 years after termination

results of violations of the employee's work discipline	of employment relationship with the employee
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## 7. Profiling

The Controller does not process the personal data by profiling, or by other similar means based on automated individual decision-making.

## 8. Rights of the data subject

The data subject shall have the right to request from the Controller the access to processed personal data concerning him/her, the right to rectification of personal data, the right to personal data erasure or restriction, the right to object to the processing of personal data, the right not to be subject to a decision based solely on automated processing, including profiling, the right to data portability as well as the right to initiate the proceeding to supervisory authority. When the Controller processes the personal data based on data subject's consent, the data subject shall have the right to withdraw his or her consent to processing at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The data subject can exercise his/her rights by sending an e-mail to e-mail address: [uniquepeople@uniquepeople.net](mailto:uniquepeople@uniquepeople.net), or by sending the letter to the address of the Controller.

## 9. Obligation to provide personal data

The provision of personal data in the case of the processing of personal data based on the consent of the data subject is voluntary (the provision is not a statutory / contractual requirement), in the event of disagreement, the Controller will respect the decision of the data subject and disagreement will not lead to any consequences.

The provision of personal data processed according to the Labour Code and special laws is a legal requirement / contractual requirement, respectively, the requirement that is needed to conclude the contract. The data subject has the obligation to provide personal data, if he/ she refuses to provide it, the Controller will not ensure the conclusion.