

Privacy Policy of Partura Quality Group s.r.o.

(in accordance with EU Regulation 2016/679 – GDPR and Slovak Act No. 18/2018 Coll. on Personal Data Protection)

1. Introduction

Partura Quality Group s.r.o. recognizes the importance of protecting personal data and ensures that all data processing is carried out in full compliance with applicable legislation of the Slovak Republic and the European Union. This policy sets out the rules and principles by which the company handles personal data of data subjects.

2. Data Controller Identification

- **Company Name:** Partura Quality Group s.r.o.
- **Registered Office:** Farská 1342/50, 949 01 Nitra, Slovak Republic
- **Company ID (IČO):** 56530722
- **Phone:** +421 944 651 050
- **Email:** info@parturaquality.sk
- **Website:** www.parturaquality.sk

3. Data Subjects and Categories of Personal Data

The company processes personal data of the following categories of data subjects:

- Employees and job applicants
- Customers and business partners
- Suppliers
- External service providers

Processed personal data includes:

- Identification: name, surname, title, address
- Contact: email, phone number
- Employment: position, CV, attendance records
- Accounting and payroll: bank account, remuneration, reporting
- Technical: IP address, logs, cookies (via website)
- Audiovisual: CCTV footage (if used)

4. Purpose of Data Processing

Personal data is processed for the following purposes:

- Fulfillment of contractual obligations
- Employment and HR management
- Accounting and tax record-keeping
- Internal HR and attendance system
- Compliance with legal obligations (OHS, ISO, GDPR audit)
- Monitoring premises via CCTV
- Marketing (only with explicit consent)

5. Legal Bases for Processing

Data is processed on the basis of:

- **Consent** of the data subject (Art. 6(1)(a) GDPR)
- **Performance of a contract** (Art. 6(1)(b))
- **Legal obligation** (Art. 6(1)(c))
- **Legitimate interest** (Art. 6(1)(f)), e.g. protection of property and safety

6. Data Retention Periods

Data is retained:

- For the duration of a contract and up to 10 years after termination (accounting records)
- During employment and up to 5 years after termination
- Until the withdrawal of consent
- CCTV footage: maximum 30 days
- Job applicants: 6 months after recruitment process ends

7. Data Subject Rights

Data subjects have the right to:

- Access their personal data
- Rectify inaccurate data
- Erasure of data (“right to be forgotten”)
- Restrict processing

- Data portability
- Object to processing
- Withdraw consent at any time
- Lodge a complaint with the **Office for Personal Data Protection** (www.dataprotection.gov.sk)

8. Data Security Measures

The company applies appropriate measures, including:

- **Technical:** backups, encryption, antivirus protection, firewalls
- **Organizational:** employee training, internal policies, GDPR audits
- **Personnel:** confidentiality agreements, access restrictions
- **Physical:** entry controls, CCTV monitoring, secure archiving

9. Data Sharing with Third Parties

Personal data may be shared with:

- Accounting firms, legal counsel, IT administrators
- Public authorities: Tax Office, Social Insurance Agency, courts
- Data processors under contract with GDPR-compliant safeguards
- No data is transferred outside the EU without valid safeguards and standard contractual clauses

10. CCTV Monitoring (if applicable)

If premises are monitored by CCTV:

- Areas are visibly marked with signs
- Recordings are stored for a maximum of 30 days
- Access is restricted to authorized personnel
- Processing complies with § 15 of Act No. 18/2018 Coll.

11. Data Protection Officer (DPO)

Due to the scope of data processing, the company is not obliged to appoint a Data Protection Officer. Inquiries may be addressed to company management at: **info@parturaquality.sk**

12. Policy Updates

This policy is valid from **01 January 2025** and will be updated regularly in line with legal developments. The latest version is available at: www.parturaquality.sk