

**Information under § 19 resp. 20 of Act no. 18/2018 Coll. on the Protection of Personal Data
and Amendments to Certain Acts
(hereinafter referred to as the "Act")**

1. Who are we?

Your personal data is processed by the provider:

JK Universal Consulting s.r.o.

Identification Company Number: 51 261 341

Tax Identification Number : 212 064 7870

VAT Number : SK212 064 7870

Registered at : Ľudovíta Štúra 2045/7, 026 01 Dolný Kubín, Slovakia
(hereinafter referred as „provider“).

Contact:

e-mail: goodpersonnel@gmail.com

phone.: +421948671125

2. What is the processing of personal data and what terms are associated with it?

We do everything to make you feel safe with us. Here you will find all the necessary information on how we protect your privacy and personal data. To begin with, we would like to familiarize you with the basic terms outlined in this Information that will help you better understand this guideline. These are concepts that are defined in the relevant legislation, and we try to "translate" them into a more accessible and understandable form:

- personal information - any information concerning an identified or identifiable natural person, such as name, surname, birth number, telephone number, email address, IP address, etc.,
- the person concerned - the natural person to whom the personal data relate,
- processing of personal data - an activity carried out by a provider or an intermediary with personal data,
- provider - a natural person or a legal entity that determines the purpose and means of processing personal data; intermediary can also be entitled to process the data;
- the intermediary - a natural person or a legal person, a public authority, an agency or other entity that handles personal data for the operator on its behalf,

- purpose - the reason the operator processes personal data,
- individual categories of personal data - a sensitive personal data that has a specific character, health or biometric data to identify the person,
- legitimate interest - the interest of the provider or any other entity that results in the need for the processing of personal data if it prevails over the interests of the person concerned, for example when the person involved is the provider's client,
- cookies - are small data files that are stored in a special browser mailbox on the user's computer and are necessary for some website features such as login and are often used to track user behavior on the web site; they can be disabled in most Internet browsers,
- recipient - natural person, legal person, public authority or other entity to whom personal data are provided,
- service - any of the services we offer for you.

3. Which personal data do we process?

We only process personal information to provide you with our services and support to comply with our legal obligations and to protect our legitimate interests.

We mainly process the following categories of personal data:

■ **Basic identification data**

Basic identification data is part of every contract that you conclude with us. These include, for example, a first and last name, an academic title, a bank account number. If you are a natural person - entrepreneur or legal person, you can also find the ID, VAT number, VAT ID and place of business/domicile.

■ **Contact details**

The contact information includes, for example, email, phone number and contact address (delivery address).

■ **Service information**

This information includes information about our services for job mediation.

■ **Transaction data**

Primarily payment information, billing information.

■ **Personal data collected through social networks**

Our Website contains some social networking features like "Share". Keep in mind that your personal data has already been provided to Facebook Ireland Ltd. 4 Grand Canal Square, Grand Canal Harbor, Dublin 2 Ireland or Google Inc. based at 1600 Amphitheater Parkway, Mountain View, CA 94043, United States. In no way do we process your personal information, such as your photo, age, and others shared through social networks.

4. What is the purpose to process your personal data?

We process your personal data based on the following legal bases:

a) **Contract performance**

We handle your personal data to fulfill the pre-contractual relationship and consequently the contractual relationship under §13 sec. (1) b) of the Act, i.e., the personal data specified in the contract are processed to fulfill the pre-contractual and contractual rights and obligations and the Act no. 5/2004 Coll. on Employment Services and Amendments to certain Acts.

b) Performance by law

We process your personal data to fulfill a statutory duty imposed on the basis of generally binding legal regulations, for example for the purposes of invoicing and bookkeeping, the Archives and Records Act for the purposes of archiving, the Labor Code for the purposes of personnel registration, the sending of marketing information to provide job offers, promotional materials and other offers related to the services or campaigns of an intermediary in accordance with the Electronic Communications Act, the Employment and Human Resources Employment Services Act and others.

c) Performance based on the legitimate interest

Section 5.

d) Performance by consent

Section 6.

5. What is our legitimate interest?

Keeping your primary personal information (name, surname, title and contact details (email and phone number) through legitimate interest are considered a legal basis for enforcing legal claims, preventing fraud, abusive protection, and mutual contacting purposes.

6. How to provide us with permission?

Your consent to the processing of your personal data is requested only in the following cases:

- Contact form
- Send CV
- Newsletter

The contact form to send a direct message collects the following personal information: an email address and a message body that may contain personal information if the visitor indicates it. Personal data from the submitted form is kept for a certain period and necessary to meet the requirement.

Newsletter collects personal information: email address. The e-mail address is kept for ten years or until appealed.

The CV is processed by personally identifiable information: the e-mail address and the body of the CV containing the personal data provided by the sender. These data are retained for ten years or until appealed.

You can provide us with your permission to process your personal information by one of the following ways:

- a) ticking the appropriate box with the processing of the personal data (checkbox)
- b) a written statement sent to our e-mail address.

Your consent will also be accompanied by a consent to the use of Cookies on our Website. Your consent is, of course, voluntary!

7. How can you revoke your consent?

Consent to the processing of personal data is based on the principle of voluntary. It means that you can appeal it at any time in writing, electronically or by phone.

What should the revocation contain?

- Who appeals (please provide your name and surname to identify who you are)
- Indicate who you submit the appeal to.
- Expressly state that you do not wish us to further process your personal data by us
- Your handwritten signature (in the case of a written form of appeal).

How can I deliver the appeal?

Revocation of consent to the processing of personal data may be sent in written form to the company's postal address, to have a proper record of your appeal (please do not forget to sign the appeal) or electronically to the email address above.

8. To whom do we provide your data?

When processing your personal information, we also use the services of verified and contractually-bound business partners to help us process and protect your personal data in case of agreement. To provide our services, we provide personal information to

- the external accounting company
- bodies responsible for criminal proceedings, state authorities, financial administration, tax office, and the court, if necessary
- the legal representative of the company in the case of debt recovery or litigation
- directly to the future employers, business partners within job placement, tax refund companies, landlords, carriers and other entities in connection with the performance of the contract (i.e., solely to ensure rights and obligations or to provide other ordered services).

With intermediaries, we have a personal data processing agreement (Intermediary Contract), and they are also bound by strict data protection rules, including adherence to confidentiality, to comply with the highest standards of legal protection that meet the requirements of applicable laws in the Slovak Republic

9. How long do we keep your data?

Accounting

- a) Accounting documents are legally kept for ten years.

Recovery of claims/Litigation

- a) Documents relating to litigation shall be kept for five years.

Registration

- a) The registry is legally kept for a maximum of 10 years. Personal data that is not part of the registry records are retained in the fulfillment of the purpose of the processing of personal data.

Cookies

- a) For a maximum of 24 months.

Client registration

- a) The information about you, including CVs sent, is kept for ten years.

E-mail

- a) we keep your e-mail address connected with the newsletter for ten years.

Contact

- a) The e-mail address and body of the message you have sent to us when contacting are kept only until your application has been processed.

10. Where do we transfer your personal data?

We do not transfer personal data that we process for the above purposes to third countries and international organizations.

11. Not satisfied?

If you are not satisfied with our processing of your personal information, you can share it with us by email: info@goodpersonnel.com or by phone: +421948671125

You also have the option of filing a complaint to the Office for personal data protection if you believe that your personal data is being processed illegally.

12. How do we process your personal data?

We process your personal data in electronic and paper form, and we do not use the means of automated individual decision-making or profiling. The written form of processing of your personal data is performed only for bookkeeping, processing of contractual documents, records of clients and for the need to administer the recovery of claims/litigation.

13. How do we provide the security of your personal data?

The security of your personal data is of prime importance for us. To protect your personal data, we have taken the necessary technical and organizational measures. The technical means for the processing of personal data are adequately secured by passwords known only by authorized persons. These technical resources are stored in our premises and are not transferred or shared. Access is restricted to authorized persons who are properly instructed, to our internal regulations and guidelines governing the handling of personal data. Your data is placed in a protected database so that none of the data is shared. The website is secured by SSL from a world-recognized certification authority, that is that the communication between you and our website is encrypted with a security key so that no third party can read it.

14. Social media

Our Website contains social media features such as the "Share" Facebook button. The provider may receive comments or links shared by the user on Facebook's Web site. Also, the provider may collect the information provided in the user's public profile on Facebook and any information shared by the Facebook user with the services of the provider. Keep in mind that your interactions with these features are governed by the company's privacy policy that provides these features, such as https://www.facebook.com/about/privacy/update?ref=old_policy, a

15. What are your rights as of GDPR?

a) The right of access to data

You have the right to know if we process your personal information. If we process it, you can ask us to access the data. Based on your request, we will issue a confirmation about our company's process of your personal information.

b) Right of correction

You have the right to have your personal data processed, correct, complete and up to date. If your personal information is inaccurate or out of date, you can ask us for a correction or addition.

c) Right to deletion

Under certain circumstances, you have the right to delete your personal information. You can request deletion of your data at any time. We will delete your personal information if

- we no longer need your personal information for the purpose you provided us with;
- you withdraw your consent;
- object to the processing of your personal data;
- we process your personal data illegally;
- personal information must be deleted so that the statutory obligation is met;

d) Right to limit the processing

You may ask us to restrict the processing of your personal data. If we accept your request, we will only keep your personal information and process it further. The processing of your data will be limited if

- you inform us that your personal details are incorrect until we have verified their correctness;
- we process your personal data against the law, but you do not agree to delete them, and in this case, you ask us to limit the processing of your personal data only;
- we do not need your data anymore, but you need them to prove, enforce or defend your rights;
- refuse to process your personal data until we verify whether our legitimate interests outweigh your reasons.

e) Right to data portability

You have the right to request that we provide you with your personal data in electronic form that will allow you to transfer your data to another company easily. We will grant your request if you have provided us with personal information and have given us your consent.

f) Right to object

You have the right to object that we process your personal data. Based on the objection, we will delete your personal information. If we process your personal information in the following cases:

- by consent,
 - because of our legitimate interest,
- you may object to processing if you have personal reasons for doing so.

16. IP Address and Cookies

The number file uniquely identifies the device in the computer network. The IP address may be considered to be data concerning the identifiable person considering the personal data protection aspect.

An IP address becomes personal data if:

- An IP address is personal data if the ISP processes it along with another identification (name, email ...)
- static IP addresses used by natural persons/individuals should be considered as personal data,
- the dynamic IP address will be viewed as a personal data when the online service provider will process other identifiers that are considered personal data (such as name, surname, e-mail, etc.) together with the dynamic IP address.

During your visit, temporary non-personal information is stored on our server and is necessary for the proper functioning of the website (e.g., when you came to the website and from where you came) and for our marketing strategy targets.

We also use **cookies** on our servers. These are small text files that can be sent to your browser when you visited our website and stored on your device (your computer or another device with Internet access, such as a smartphone or tablet). Where any of the cookies implemented by us process personal data, this processing is performed in accordance with Article 6 (1) (f) of the General Data Protection Regulation (GDPR) to protect our legitimate interests at the optimal and ensure that our site is user-friendly and efficient, or is it your consent, in accordance with Article 6 (1) (f) (a) of the GDPR Regulation. Cookies are stored in the folder for your browser's files.

More information on cookies available on the following websites:

AboutCookies.org - <http://www.aboutcookies.org/>

Wikipedia - http://en.wikipedia.org/wiki/HTTP_cookie

Most internet browsers receive cookies automatically, but you can change your browser settings to delete cookies or not to accept them if this is your preferred setting.

The links below will help you figure out how to work with your browser's cookie settings. Remember, if you turn off cookies in your browser, these settings will apply to all websites, not just to this one. However, disabling certain cookies may affect the functionality of our website.

Browsers

Internet Explorer: [Information on different versions of IE is to be found at
https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies](https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies)

Chrome: <https://support.google.com/accounts/answer/61416?co=GENIE.Platform=Desktop&hl=en>

Safari: <https://support.apple.com/en-gb/guide/safari/manage-cookies-and-website-data-sfri11471/mac>
for mobile versions
<https://support.apple.com/en-gb/HT201265>

Firefox: <https://support.mozilla.org/en-GB/kb/enable-and-disable-cookies-website-preferences>

Cookies usually contain the name of the website they come from, the validity and value. Upon another visit to the Web site, the web browser reloads the cookies and sends this information back to the website that created the cookie. The cookies we use do not harm your computer or other devices.

The information generated by the use of the cookie (including the IP address) is transmitted to Google. This information is then used to evaluate a visitor and compile statistics on activity on the site for us. The Google Analytics cookies collect standard information about visitor behavior in **anonymous form** on the Internet.

We will never (and will not allow any third party) to use a statistical analytics tool to track or collect your personal information on our site. Google will not associate your IP address with any other Google data. Neither we nor Google will connect or attempt to associate your IP address with your identity.

If you visit our Internet site and the browser accepts cookies, we consider it as acceptance of our cookie terms.

We use cookies for

- Google Analytics
- getting our site tailored to your needs by tracking your traffic, your activities on our website, and the features you use
- the fact whether you have agreed (or disagreed) that we would use the cookies on this website

17. Requests completion

We will deal with all of your requests, and we will inform you of the outcome of your request in the same way as you apply. When dealing with your GDPR claim, we may ask you to verify your identity in confidence.

Each of your requests for the exercise of the right of the individual concerned will be individually and competently assessed, and we will always inform you of the result no later than one month after receiving the request. The process of handling an application related to the exercise of the right of the person concerned under the GDPR is free of charge.

In the case that your request for exercise of the right of the person concerned is not successful, according to your opinion, by the GDPR, you have the option of filing a complaint to the supervisory authority (www.dataprotection.gov.sk).

18. How can the concerned person claim his right and what is the procedure of the provider when exercising this right?

As a person concerned, you can realize your rights by submitting your application, i.e.:

- Email or
- Phone call or
- Registered mail delivered to the registered office of the company

A provider shall provide to the person concerned, the cooperation in exercising his rights.

We may also ask you to provide additional information needed to verify your identity if we have any doubts about your identity.

If the request is visibly unreasonable or inappropriate, in particular for its recurring nature, we may refuse to act on your request, or we may request a reasonable fee, taking into account the administrative costs incurred in handling the application. Otherwise, information within the meaning of Article 12 sec. 5 GDPR and § 29 sec. 5 of the Act is provided free of charge.

Based on your request, we will provide you with information on the measures we have taken on request under Articles 15 to 22 of the GDPR and pursuant to § 21 to 28 of the Act without undue delay within one month of receipt of your request. The one month may, if necessary, be extended by a further two months, the complexity of the application and the number of applications being affected by the extension. We will notify you of any such extension within one month of receipt of the application together with the reasons for the missed deadline. If you have submitted a request by electronic means, the information will, if possible, be provided by electronic means if you do not request another means.

If we do not take any action at your request, we will inform you immediately of the reasons for the failure to act and of lodging a complaint with the supervisory authority and apply for a remedy in the sense of the GDPR, or within one month of receipt of the

application to file a motion to initiate the procedure for the protection of personal data in accordance with the Act.

Any correction, deletion or limitation of the processing of personal data made under Articles 16, 17 and 18 of the GDPR or §22, 23 and 24 of the Act shall be communicated to every recipient to whom personal data has been provided unless it is shown to be impossible or requires unreasonable efforts.