

# Privacy Statement

We are committed to protecting your privacy. Our company andrej.it s.r.o., with its registered office at Agátová 1009/26, 900 33 Marianka, company ID: 50 022 695, registered in the Municipal Court of Bratislava III, section: Sro, insert No.107254/B (hereinafter the "Company" or "We") commits to protect your personal data.

In this document, you will find information on why, when, how and what personal data we process about you. You will also find the ways you may contact us with any questions concerning the processing of your personal data.

We may amend this Privacy Statement from time to time.

## Legal framework

All personal data are processed in accordance with General Data Protection Regulation ("GDPR") and Slovak Act No. 18/2018 Coll. on Personal Data Protection as amended.

## What personal data do we process?

We process the following personal data:

- a) basic information, such as name, surname, the company you work for, title or position;
- b) contact information, such as e-mail address, postal address, phone number;
- c) financial information, such as payment-related information;
- d) any other information which you may provide to us.

## Why do we process your personal data?

We may collect personal information directly from you in the course of our business including through your use of our website, when you contact or request information from us or when you engage our translation or other services. We process your personal data under one of the following legal grounds:

- a) to perform our contractual obligation, such as engaging with a client to provide translation or other services;
- b) to fulfil our legal obligation.

## Processing of personal data based on a performance of a contract

### Provision of translation services

We may process your personal information when we provide you translation or other services. We use that information to provide and improve our services to you and to manage and administer our business relationship with you.

## Processing based on the fulfilment of legal obligations

We must comply with certain statutory duties. If we process your personal data when complying with these statutory duties, we do not need to obtain your consent for such processing which may be given by statutory acts such as:

- Act No. 222/2004 Z. z. on Value Added Tax, as amended
- Act No. 431/2002 Z. z. on Accounting, as amended.

Personal data may be processed for these purposes for a period of ten (10) years.

## Who we share your personal data with?

We may share your personal information with certain trusted third parties such as professional advisors, accountants and auditors according to our contractual arrangements with them.

We may be asked to share your personal information with regulatory authorities, courts, tribunals or government authorities. While it is unlikely, we may be required to disclose your information to comply with legal or regulatory requirements. We will use reasonable endeavours to notify you before we do this, unless we are legally restricted from doing so.

## Do we transfer your personal data?

No, we do not transfer your personal data unless we are required to do so by law.

## What are your rights regarding your personal data?

You enjoy certain rights with regard to the processing of your personal data. These may include:

### Right of access

You have the right to know what data we process about you, for what purpose, for how long, where we collect it, to whom we disclose it, who processes your personal data apart from us and what your other rights related to the processing of your personal data are. You may request a copy of the personal data that we process.

### Right to rectification

If you believe that your personal data we process is inaccurate or incomplete, you have the right to have them rectified or completed.

### Right to erasure

In certain situations, you have the right to have your personal data erased. We will erase your personal data as soon as our contract under which we provide you with translation or other services is terminated. Please be aware that even if our translation services contract is terminated, we still may be able to continue to process your personal data to the extent required or permitted by law, in particular in connection with exercising and defending our legal rights or meeting our legal or regulatory duties.

## Right to restriction of processing

You may also have the right that we restrict the processing of your personal data. Such right allows you for a determined period of time to request that your personal data is identified and not subject to any further processing operations.

## Right to portability

You have the right to receive from us all personal data disclosed by you to us which we process as a result of a performance of our contract. We will provide you with the personal data concerning you in a structured, machine-readable format. In order to be able to easily transmit the data at your request, these may only include data we process by automated means in our electronic database.

## Right to object to processing

You have the right to object to the processing of your personal data.

## Right to lodge a complaint

You may also have the right to lodge a complaint in relation to our processing of your personal data with a local supervisory authority which is the Personal Data Protection Office of the Slovak Republic, with its registered office at Hraničná 12, 820 07 Bratislava, ID: 360 642 20.

## How can I claim any of the rights?

In all matters regarding the processing of your personal data, whether it is a request for information, exercising of any of your rights, or lodging a complaint, you may contact our data protection officer.

We will handle your request without undue delay which may take up to one (1) month. In exceptional circumstances, such as a complexity of your request, we may extend this period by another two (2) months. We will notify you of any possible extension of that period and the grounds therefor.

## Data protection officer

You may contact our data protection officer in all matters regarding the processing of your personal data at [gdpr@andrej.it](mailto:gdpr@andrej.it).