

PERSONAL DATA PROCESSING TERMS

In compliance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and Section 19 par 1 of the Act No 18/2018 Coll., TAJPAN s.r.o. (hereinafter only referred to as “the Operator” or “the Company”) provides information pertaining to the rules of personal data processing.

FUNDAMENTAL CONCEPTS AND BASIC INFORMATION

1. Identification data of information system operator:

Entity: **TAJPAN s.r.o.**
Office: **Vážska 1, 821 07 Bratislava**
ID No.: **35 910 828**
Registration: **Trade Register of the District Law Court Bratislava I, part: Sro, Insert No. 34109/B**
e-mail: **tajpan@tajpan.com**

Our company has not appointed an authorised person. You and protection of your personal data is important to us. Therefore, should you have any questions or uncertainties concerning personal data protection, please contact Ing. Stanislav Nevláčil via email at: tajpan@tajpan.com or send regular mail addressed to our office: TAJPAN s.r.o., Vážska 1, 821 07 Bratislava. Office hours: 8 am to 4 pm.

2. Who are the persons involved in data processing?

We shall process your personal data if you are participating in the event forming part of continuous training of healthcare professionals; a specialised event that is not related to the continuous training of healthcare professionals or if you are participating in other than specialised event /such as teambuilding, cycle meeting/, which is co-organised by our company (hereinafter also referred to as “the person concerned”).

3. What type of personal data will be processed by us and how do we acquire them?

When you apply for a specialised event, we require following data to be filled: title, first name, last name, home address, date of birth, medical profession, registration number in the Slovak Medical Chamber, data concerning your workplace, possibly your office address if you are a health care provider (name of the workplace, street, number, city and postcode), email address and telephone contact.

This information can also be provided to us by a third party, which is the entity /partner of a specialised event / in case that they invite and register you for a specialised event.

Should you participate in other than a specialised event, we shall process your personal data in a following extent: name, surname, telephone number, email address, which can be provided to us by a third party, such as event contractor.

4. Purpose, legal basis and period of personal data storage

Below you will find out for what purpose, on what legal basis and how long we keep your personal data.

Purpose: Evidence of participation in accredited specialised events and processing of credits assigned to the electronic credit system (EKS CME).

Legal basis set out in GDPR: fulfilling our statutory obligations under specific legislation, in particular:

- Act No 578/2004 Coll. on Healthcare Providers, Healthcare Professionals, Healthcare Professional Organizations and on amendments to certain acts

Shelf life: 10 years

In case of failure to provide your personal data, you will not be able to receive credits within the framework of continuous training.

The extent of the personal data collected and the person providing the personal data is set out in par. 2 of the document herein.

Purpose: Organisation of specialised events not related to ongoing training of healthcare professionals

Legal basis set out in GDPR: performance of contract in line with Article 6 par 1b) of the GDPR (Section 13 par 1b) of the Act No 18/2018 Coll. on Personal Data Protection)

Shelf life: 10 years

In case of failure to provide your personal data, it will not be possible to satisfy your order (fulfil the contract) concluded between our company and you as person concerned.

The extent of personal data collected and the entity providing the personal data is described in item 3 of the document herein.

Purpose: Promotion of events

Legal basis set out in GDPR: performance of the contract pursuant to the Article 6 par 1b) of the GDPR (Section 13, par 1b) of the Act No. 18/2018 Coll. on the Personal Data Protection).

Shelf life: 1 year

In case of failure to provide your personal data, it will not be possible to fulfil the contract concluded between our company and you as person concerned.

Purpose: Concluding copyright and licensing contracts for copyrighted work presented at specialised event and subsequent use of this work. Conclusion of contracts on consulting.

Legal basis set out in GDPR: performance of a contract to which the person concerned is a party pursuant to the Article 6 par 1b) of the GDPR (Section 13, par 1b) of the Act No. 18/2018 Coll. on the Personal Data Protection)

We shall process your personal data in this information system only if you have concluded a copyright agreement and a license or consulting agreement with us.

Shelf life: duration specified in the copyright and license agreement, in case of contracts on consulting is 10 years.

In case of failure to provide your personal data, it will not be possible to fulfil the contract concluded between our company and you as person concerned.

Purpose: Submission of a notification of monetary and non-monetary benefits by the entity providing monetary/ non-monetary benefits. Notification of the amount of non-monetary benefits to the tax administrator. Notification of the amount of tax deducted and paid to the tax administrator.

Legal basis set out in GDPR: fulfilment of our statutory duties is governed by special legal regulations, namely:

- Act No 362/2011 Coll. on Drugs and Medical Devices and amendments to certain acts
- Act No 595/2003 on Income Tax

Shelf life: 10 years

In case of failure to provide your personal data, it will not be possible to provide you with monetary/non-monetary benefits.

The extent of the personal data collected and the entity providing the personal data is described in item 3 of this document.

Purpose: Production of camera and picture recordings from the events

Legal basis set out in GDPR: justified interests of the operator

Shelf life: 10 years

Although production of the abovementioned documentation is not subject to the prior consent of the person concerned, we respect your discretion as to whether or not to make recordings of you. In this case, please inform one of our referrals upon registration or send us your disapproval back to the email address: tajpan@tajpan.com. In case of your disapproval, your image will be anonymized in our recordings.

Purpose: Archive of incoming and outgoing mail records

Legal basis set out in GDPR: fulfilment of our statutory obligations under specific legislation, in particular:

- Act No. 395/2002 Coll. on Archives and Registries and amendments to certain laws

Shelf life: 10 years

We process your personal data in this information system only if you have communicated with us via email or regular mail.

Purpose: Property protection, prevention and protection of the rights and legally guarded interests of the operator via camera system.

Legal basis set out in GDPR: justified interests of the operator

Shelf life: 14 days

We shall process your personal data only if you visit the premises of our main office.

Purpose: Register of complaints for the purpose of the settlement of complaint and application of claim procedure

Legal basis set out in GDPR: the fulfilment of our statutory obligations under specific legislation, in particular:

- Act No 40/1964 Coll. Civil Code as amended
- Act No 250/2007 Coll. on Consumer Protection and on amendment of the Act of the Slovak National Council No 372/1990 Coll. on Offences as amended, and other relevant generally binding legal regulations
- Act No 395/2002 Coll. on Archives and Registries as amended
- Act No 18/2018 Coll. on Personal Data Protection

Shelf life: 5 years

In case of failure to provide your personal data, we shall not be able to proceed with claim procedure.

Purpose: Processing and registration of accounting documents

Legal basis set out in GDPR: fulfilment of a contractual obligation; fulfilment of our statutory obligations under specific legislation, in particular:

- Act No 431/2002 Coll. on Accounting as amended
- Act No 222/2004 Coll. on Value Added Tax as amended
- Act No 40/1964 Coll. Civil Code as amended
- Act No 152/1994 Coll. on the Social Fund and on the amendment of Act No 286/1992 Coll. on Income Taxes, as amended

Shelf life: 10 years

In case of failure to provide your personal data, we shall not be able to fulfil our legal duties.

Purpose: Proving, applying, advocating or defending legal claims in litigation

Legal basis set out in GDPR: justified interests of the operator

Shelf life: in case of event participants, a period during which legal claims deriving from contractual relations can be applied

In case of failure to provide your personal data, it will not be possible to satisfy your claims.

Purpose: To exercise the rights of person concerned

Legal basis set out in GDPR: processing is necessary under a separate regulation pursuant to the Article 12, par 1) and the following of the GDPR (Section 29, par 1) and the following of the Act No 18/2018 Coll. on Personal Data Protection)

Shelf life: 3 years

Your personal data in this information system shall only be processed if our company has been involved in a court proceeding with you.

5. Personal data provision

The operator shall not provide personal data to third countries outside EU.

6. Recipients with access to personal data

Your personal data shall always be accessible only to the necessary extent, while maintaining confidentiality of data recipients, mainly:

- a) The Slovak Accreditation Commission for Continuous Medical Education of Health Professionals, Dobšinského 12, 811 05 Bratislava
- b) Company LEKÁR a.s., Dobšinského 12, 811 05 Bratislava, ID No.: 35 947 349, as administrator of electronic credit system of Slovak Medical Chamber a Slovak Medical Association
- c) An entity providing monetary/non-monetary benefits
- d) Partner of the specialised event
- e) Respective medical chamber
- f) An entity providing boarding
- g) An entity providing transport
- h) An entity providing accounting services
- i) Company Allio s.r.o, Buková 27, Šamorín 93101, ID No.: 35 776 684
- j) Tax Office
- k) The Slovak Trade Inspection
- l) Inspectors of the Office for Personal Data Protection of the Slovak Republic
- m) Law courts, law enforcement agencies
- n) Other authorised entities

7. Rights of the person concerned

a) The right to request access to personal data under Article 15 of the Regulation

The person concerned has the right to ask the operator whether personal data are being processed. If so, the person concerned has the right to access this data (copy of the processed personal data). The confirmation will be provided in written form, either by post or electronically.

b) The right to rectify personal data under Article 16 of the Regulation

The persons concerned have the right to have the operator rectify any incorrect personal data related to them and complete any incomplete personal data without undue delay.

c) The right to delete personal data under Article 17 of the Regulation

The persons concerned have the right to require that the operator erases any personal data related to them, for example, in a situation where personal data are not needed for the purposes for which they were acquired or processed, or withdraws consent to the processing of personal data under the Article 21, par 1) of the Regulations or if personal data are being processed unlawfully. The operator shall erase such personal data without undue delay. The operator shall not delete these personal data if the personal data processing duty continues, e.g. due to legal duty, public interest in the field of healthcare or for the purpose of public archiving, for scientific or historical research or for statistical purposes; and the exercise of the right of deletion would seriously impair the attainment of the objectives of such processing (for more details, see Article 17 of the Regulation) .

d) The right to limit the processing under Article 18 of the Regulation

If the person concerned objects to the correctness of the personal data during a period allowing the Operator to verify the accuracy of the personal data, the processing is illegal and the person concerned objects to the deletion of the personal data and asks for the restriction of their use, the Operator no longer needs personal data for processing but the person concerned needs them for the purpose of establishing, applying or defending legal rights, or where the person concerned objects to the processing of personal data under the Article 21, par 1), until it is established that legitimate reasons on the part of the Operator outweigh the legitimate reasons of the person concerned, the person concerned has the right to require a limitation on the processing of personal data.

e) The right to data portability under Article 20 of the Regulation

The person concerned has the right to obtain personal data provided to the Operator in a structured, commonly used and machine-readable format, moreover the person concerned has the right to transfer these data to another operator if the processing is based on the consent of the person concerned with personal data processing or if processing is necessary for performance of the contract to which the person concerned is a party. By exercising this right, the right to delete personal data is not affected.

f) The right to object to the processing of personal data under Article 21 of the Regulation

In case that processing of personal data is based on legitimate interest of the Operator or if the personal data is processed by the Operator for the purpose of direct marketing, the persons concerned have a right to object to the processing of personal data pertaining to them. In case the Operator fails to prove a legitimate interest, or if the person concerned objects to the processing of personal data for the purpose of direct marketing, the Operator will no longer process the personal data.

g) The right to unenforceability of automated individual decision-making including profiling under Article 22 of the Regulation

We do not make automated decision-making or profiling when processing your personal data.

h) The right to file a motion to initiate the procedure for the personal data protection under Section 100 of the Act and Article 77 and 79 of the Regulation

If the persons concerned believe that their personal data are being processed in violation of the law or the Regulation, they have a right to file a motion with the Office for Personal Data Protection of the Slovak Republic to initiate the procedure for personal data protection. Contact details: Office for Personal Data Protection, Hraničná 12, 820 07 Bratislava 27, Slovak Republic.

8. Changes in privacy terms

Privacy is not a one-off issue for us. The information we are obliged to provide you as a result of our personal data processing may change or cease to be up to date. Therefore, we reserve the right to modify and change these conditions at any time and extent. Should we substantially change these terms, we shall make you aware of this change, for example, by general notification at a professional event.

9. Website security and use of cookies

Our website uses encrypted TLS connection in relation to any user connection and data transmission to prevent third parties from accessing or altering data during their transmission via Internet by third parties. User login is protected by password encryption of the database.

Our site uses cookies. Cookies are small text files that put our websites on your computer or other devices with Internet access. Cookies provide us with information on how often you visit our site and what do you look at, which allows us to constantly improve our services. Cookies are not dangerous. Cookies themselves contain no personal information, but if you provide us with personal information, they can be linked to data stored in cookies. We do not collect your personal data and information through cookies, nor do we provide personal data to personal data intermediaries or to third parties (only a unique identifier is stored to retrieve the profile and preference of the person concerned at the next visit). Receiving cookies can be declined by adjusting your internet browser settings.

If you wish to exercise the rights mentioned above, please contact us at the email address: tajpan@tajpan.com, or use a regular post and send a request to the Operator's address given in the introduction to this document

These Personal Data Processing Terms will take effect on 25 May 2018.