

Information about personal data protection

prepared in accordance with 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 “**GDPR**”) and Act No. 18/2018 Coll. on the Protection of Personal Data (hereinafter referred to as the “**Act on the Protection of Personal Data**”)

1. Introductory provisions

KNB Real Estate Agency, s.r.o., with its registered office at Galvaniho 29 821 04 Bratislava, Company ID: 44435959 (hereinafter referred to as “**KNB Real Estate Agency, s.r.o.**” or also as “**our company**”) respects the privacy of all data subjects with whom it comes into contact; regardless of whether it processes personal data itself or through third parties. It is extremely important for our company that each data subject understands which personal data we process about them, why we do it and what their rights are. We may process the personal data of data subjects in different ways and in different situations depending on the type of data subject. In this document below you will find general information such as:

- **identification and contact details of our company** (part 1 of this document),
- **Your rights in relation to the processing of your personal data** (part 2 of this document),
- **information about automated individual decision-making, including profiling** (part 3 of this document);

while More information on the processing of personal data in your specific case can be found in section 4. of this document, depending on whether you are:

- **visitor to our website,** (part 4.1. of this document)
- **client or person interested in the product,** (part 4.2. of this document)
- **job applicant,** (part 4.3. of this document)
- **supplier (or business partner)** (part 4.4. of this document)

On behalf of KNB Real Estate Agency, s.r.o., we would like to ask you to always provide us with only current and correct personal data, which our company will subsequently process. In the event that your personal data changes, we also ask you to notify us of this fact without undue delay.

To protect your personal data from unauthorized persons and against unlawful processing, unforeseen loss, destruction and damage, both in online and offline environments, we use physical, electronic and organizational measures to prevent such situations from occurring in accordance with our internal rules on personal data protection.

2. Identification and contact details of KNB Real Estate Agency, s.r.o.

The identification and contact details of KNB Real Estate Agency, s.r.o. are:

business name:	KNB Real Estate Agency, s.r.o.
headquarters:	Galvaniho 29 821 04 Bratislava
ID number:	44435959
registered in:	Commercial Register of the Municipal Court Bratislava III, section: Ltd., file no.: 54852/B
correspondence address:	Galvaniho 29, 821 04 Bratislava
email:	info@knba.sk
phone number:	+421 903 308 186

The company KNB Real Estate Agency, s.r.o. does not have a designated responsible person (our company is not obliged to appoint a responsible person in accordance with the GDPR and the Personal Data Protection Act).

3. Rights of the data subject

If our company processes your personal data, you, as the data subject, have the following rights:

- Withdraw consent - where we process your personal data based on your consent, you have the right to withdraw this consent at any time. You may withdraw your consent electronically, at the address provided in Part 1 of this document, in writing, by notifying us of your withdrawal of consent (or in another appropriate manner). Withdrawing consent does not affect the lawfulness of the processing of personal data we have processed about you based on it.
- Right of access - you have the right to be provided with a copy of the personal data we hold about you, as well as information about how we use your personal data. In most cases, your personal data will be provided to you in electronic form where technically feasible.
- Right to rectification - we take reasonable steps to ensure the accuracy, completeness and timeliness of the information we hold about you. If you believe that the data we hold about you is inaccurate, incomplete or out of date, please do not hesitate to ask us to correct, update or supplement this information.
- Right to deletion (to be forgotten) - you have the right to ask us to delete your personal data, for example, if the personal data we have obtained about you is no longer necessary to fulfill the original purpose of processing. However, your right must be assessed in light of all the relevant circumstances. For example, we may have certain legal obligations which mean that we will not be able to comply with your request.
- Right to restriction of processing - in certain circumstances you have the right to ask us to stop using your personal data. This includes cases where you believe that the personal data we hold about you may be inaccurate or where you believe that we no longer need to use your personal data.
- Right to data portability - in certain circumstances, you have the right to ask us to transfer the personal data you have provided to us to another third party of your choice. However, the right to portability only applies to personal data that we have obtained from you based on consent or on the basis of a contract to which you are a party.
- Right to object - you have the right to object to data processing that is based on our legitimate interests. If we do not have a compelling legitimate reason for the processing and you object, we will no longer process your personal data.
- The right to file a motion to initiate proceedings on the protection of personal data - if you believe that your personal data is being processed unfairly or unlawfully, you may file a complaint with the supervisory authority, which is the Office for the Protection of Personal Data of the Slovak Republic, Hraničná 12, 820 07 Bratislava 27; tel. number: +421 /2/ 3231 3214; email: statny.dozor@pdp.gov.sk, <https://dataprotection.gov.sk>. In the case of submitting a motion electronically, it is necessary that it meets the requirements under Section 19, paragraph 1 of Act No. 71/1967 Coll. on Administrative Procedure (Administrative Procedure Code).

4. Automated decision-making and profiling

Your personal data **will not be used** for automated individual decision-making, including profiling.

5. Information on the processing of personal data according to the persons concerned

The provisions of this point 4. do not apply to data subjects who have been specifically instructed in writing by KNB Real Estate Agency, s.r.o. in accordance with Sections 19 and 20 of the Personal Data Protection Act if the data subject has personally signed such instructions, from the moment of such personally signing of the instructions.

5.1. Visitor to the website of KNB Real Estate Agency, s.r.o.

KNB Real Estate Agency, s.r.o. is the operator of the website located at www.vilarogoznica.sk (hereinafter referred to as the “**website**”).

In connection with the processing of cookies through the website, KNB Real Estate Agency, s.r.o. has prepared a special document that contains all necessary information regarding the cookies processed and which is accessible directly on the website.

5.2. Client (or interested in the product)

A *product* of KNB Real Estate Agency, s.r.o. is understood to mean any service provided by KNB Real Estate Agency, s.r.o. and/or any goods sold by KNB Real Estate Agency, s.r.o..

5.2.1. Purpose of processing personal data

In order to enter into and perform a contract with you or the company you represent, it is necessary to process your personal data. We may also process personal data about visitors to our websites (section 4.1 of this document) or physical locations, depending on how you have chosen to communicate with our company in relation to your interest in our company's product(s).

Source of personal data. Contact personal data is provided to our company by the person interested in the product, voluntarily, or our company obtains it from publicly available sources (registers and databases of people interested in products similar to our company's products).

5.2.2. Legal basis

We only process your personal data if we have a legal basis to do so.

- This means that the processing must be necessary for the performance of a contract to which you or the company you represent is a party or in order to take steps at your request prior to the conclusion of a contract (the legal basis is therefore the contract, including pre-contractual relations).
- In accordance with our legitimate interest, we may also use your data for the proper conduct of our company's business activities, to provide you with information about our products, prospects, analyses that may be in your best interest or to perform necessary or required tasks arising from the business relationship you represent (the legal basis is therefore the legitimate interest of our company).
- We are legally obliged to provide your personal data for inspections by authorized institutions and for the prevention, monitoring and detection of fraud and other criminal offenses (the legal basis is therefore also the law in selected cases).

5.2.3. Scope of personal data processing

KNB Real Estate Agency, s.r.o. processes "ordinary personal data" to the extent necessary to fulfill the purposes specified in point 4.2.1 of this document, in particular to the following extent:

- name, surname, title
- permanent address, correspondence address
- date of birth (if necessary for the purpose of unambiguous and unmistakable identification of the client, especially in the case of a written contract)
- ID number
- VAT number
- telephone number, e-mail
- account numbers (for sending any contractual payments)

5.2.4. Beneficiary categories

Personal data is processed directly by our company, in written and electronic form. Personal data may be made available to entities authorized under special regulations, which are mainly: criminal law enforcement agencies, courts, bailiff offices, etc.

Certain activities for our company are carried out by subcontractors. For the purpose of performing these activities, it is required that such subcontractor be provided with your personal data to the extent necessary for the purpose of fulfilling the subcontractor's tasks. Such external subcontractors are mainly external accounting, tax and other consulting companies, companies operating web hosting and server and/or data storage management, legal representatives, etc. Specific companies and activities may be subject to change, according to the current needs of KNB Real Estate Agency, s.r.o..

5.2.5. Transfer of personal data

The Operator may also process some personal data (e.g. name, surname and e-mail) through electronic systems and data repositories operated by persons (processors) outside the European Union. The Operator will always check that they ensure the highest possible protection of personal data in accordance with the relevant legal regulations (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program, if they are located in the USA, etc.).

5.2.6. Personal data processing period

Our company stores your data for as long as necessary to fulfill the purpose of processing according to special regulations and the purpose for which they were obtained (see point 4.2.1 above), if we have a legitimate interest in keeping them, e.g. until the termination of the contractual relationship. After the termination of the contractual relationship and the settlement of all obligations arising from or related to such contractual relationship, our company stores your personal data for the necessary time, namely for the period required by the relevant legal regulations. If such a period is not stipulated by law, our company is entitled to store your personal data for at least two years from the date of termination of the contractual relationship. In the event of a lawsuit with you (as the data subject), for at least two years from the date of the final termination of the lawsuit.

5.3. Job seeker

5.3.1. Purpose of processing personal data

KNB Real Estate Agency, s.r.o. will process your data for the following purposes:

- Recruitment. We process your data to determine whether you are a qualified candidate for the position you are applying for.

- Dispute resolution. Our company may process personal data for the purpose of resolving disputes, complaints or legal proceedings.
- Compliance with the law. Our company may need to process your personal data to comply with the law or to comply with a court order.

Source of personal data. Personal data is provided to our company by the job seeker himself, voluntarily, or our company obtains it from publicly available sources (registers and databases of job seekers on the labor market).

5.3.2. Legal basis

Our company processes your personal data because the processing is necessary for the purposes of our company's legitimate interest. Our legitimate interest in this case is to recruit qualified candidates. In some cases, we will process your personal data in order to fulfill our legal obligations (i.e. on a statutory legal basis) or we will process them on the legal basis of pre-contractual relationships (whereas, in the event of concluding an employment contract, you, as an employee of our company, will be specifically instructed in writing in connection with the protection of personal data).

5.3.3. Scope of personal data processing

If you are interested in employment with our company, we will collect the following information from you:

- Contact details: such as your name, surname, title, permanent address, temporary address, private email address, telephone number.
- Information from your CV/Resume: such as your previous jobs, education, skills, language skills and any other information you choose to include in your CV.
- Cover letter: any information you choose to include in your cover letter.
- Eligibility for work: you may need to demonstrate that you are legally eligible to work for our company, e.g. education, language skills, medical fitness for selected types of positions, etc.
- References: We may choose to obtain references from people who have worked with you in the past. Generally speaking, we will only contact these people if you provide us with their names and contact details.

5.3.4. Beneficiary categories

Personal data is processed directly by our company, in written and electronic form. Our company may share your data with third parties in the following circumstances:

- If we obtain information from third parties (as set out above), we will provide them with your name and surname and any other information necessary to provide us with relevant information about you.
- If required by law or court order, we may share your personal data, for example, with law enforcement agencies or other authorized authorities of the Slovak Republic.
- We may also provide your personal data to companies with economic or personal connections to our company in the event of a legitimate interest of our company.

Certain activities for our company are carried out by subcontractors. For the purpose of performing these activities, it is required that such subcontractor be provided with the personal data of the data subject to the extent necessary for the purpose of performing the tasks of the subcontractor. Such external subcontractors are mainly external personnel agencies, accounting, tax and other consulting companies, companies operating data storage and server management. Specific companies and activities may be subject to change according to the current needs of our company.

5.3.5. Transfer of personal data

The Operator may also process some personal data (e.g. name, surname and e-mail) through electronic systems and data repositories operated by persons (processors) outside the European Union. The Operator will always check that they ensure the highest possible protection of personal data in accordance with the relevant legal regulations (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program, if they are located in the USA, etc.).

5.3.6. Personal data processing period

We store your personal data for a limited period of time and these data will be deleted when they are no longer required for the purposes of processing. This means that we will store your data for the duration of the selection procedure and will always delete it on the last day of the year following the year in which we became aware of your personal data. The reason for this storage is to protect our interests in the event of dispute resolution. If we select you for the position, we will store your personal data in a personal file, in accordance with our internal basic principles for the processing of personal data (in the form of a directive). We may process your personal data for a longer period after the selection process has ended, in the event of a legal dispute or if you give us permission to keep your personal data on file for a longer period.

5.4. Supplier (or business partner)

5.4.1. Purpose of processing personal data

The purpose of processing personal data is (i) the selection procedure for the position of a supplier of services and/or goods of our company KNB Real Estate Agency, s.r.o. or a cooperating person of KNB Real Estate Agency, s.r.o., regardless of whether it is a long-term supplier-customer relationship or a one-time delivery (hereinafter referred to as the "**supplier**") and subsequent registration of suppliers and management of the pre-contractual/contractual relationship between the supplier and our company, (ii) the performance of our company's business activities as well as (iii) the protection of our company's assets and (iv) possibly other purposes for which the supplier has given its consent.

Source of personal data. Personal data is provided to our company voluntarily by the supplier himself or our company obtains it from publicly available sources (registers and databases).

5.4.2. Legal basis

The legal basis for processing personal data is:

- exercise of rights and fulfillment of contractual obligations arising mainly from the contract between the company KNB Real Estate Agency, s.r.o. and suppliers and related documentation, including pre-contractual relationships (regardless of whether such a contract is concluded orally or in writing, including in the form of an order) and
- in certain cases, also the legitimate interest of our company in the proper performance of its business activity.

5.4.3. Scope of personal data processing

KNB Real Estate Agency, s.r.o. processes "ordinary personal data" to the extent necessary to fulfill the purposes specified in point 4.4.1. of this document, in particular to the following extent:

- name, surname, title
- IČO

- DIČ
- DPH IČ
- Place of business, registered office or operation (which may be the same as residence)
- telephone number, e-mail
- account numbers (for sending any contractual payments)
- signature

5.4.4. Beneficiary categories

Personal data is processed directly by our company, in written and electronic form. Personal data may be made available to entities authorized under special regulations, which are mainly: criminal law enforcement agencies, courts, bailiff offices, etc.

Certain activities for our company are carried out by subcontractors (or other suppliers and business partners). For the purpose of performing these activities, it is required that such subcontractor be provided with your personal data to the extent necessary for the purpose of performing the subcontractor's tasks. Such external subcontractors are mainly external accounting, tax and other consulting companies, companies operating web hosting and server and/or data storage management, legal representatives and others. Specific companies and activities may be subject to change according to the current needs of KNB Real Estate Agency, s.r.o..

We may also share your personal data with our clients if you are a supplier who supplies our company with products (i.e. goods/services) that our company provides to such clients.

5.4.5. Transfer of personal data

The operator may also process some personal data (e.g. name, surname and e-mail) for example through electronic systems and data repositories operated by persons (processors) outside the European Union. The operator will always check that they ensure the highest possible protection of personal data in accordance with the relevant legal regulations (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program, if they are located in the USA, etc.).

5.4.6. Personal data processing period

Your personal data will be processed by KNB Real Estate Agency, s.r.o. for the duration of the contractual relationship with you, as a supplier. After the termination of the contractual relationship and the settlement of all obligations arising from or related to such contractual relationship, our company stores your personal data for the necessary time, namely for the period required by applicable legal regulations. If such a period is not stipulated by law, our company is entitled to store your personal data for at least two years from the date of termination of the contractual relationship. In the event of a lawsuit with you (as the data subject), at least two years from the date of the final termination of the lawsuit.

This document has been prepared in Slovak, English, German and Croatian language versions. In case of any differences between the Slovak, English, German and Croatian language versions, the Slovak language version shall prevail.