

Our GDPR Policy - Privacy System within Novitech Partner s.r.o.

GDPR Privacy Statement

The protection of your personal data is important to us. In Novitech Partner s.r.o. with registered office at Moyzesova 58, 04001, company ID 36203360 (hereinafter referred to as "NOVITECH PARTNER"), we undertake to protect the provided personal data. On this site you will find information about why, when, how, and what personal data we are processing in NOVITECH PARTNER. You will also find a way to contact us in case of your questions regarding the processing of your personal data or how to make a correction or deletion of your personal data. We may change the privacy statement in some circumstances and update it.

Therefore, we encourage you to regularly visit this website and make sure you always have up-to-date information about its content. We undertake to take all measures to prevent the misuse of personal information you provide to us. We will process your personal data only if there is a legal title for the processing of personal data.

Basic terms and information

Personal information

Personal information is any information about an identified or identifiable natural person (subject of the data). An identifiable natural person is a natural person who can be identified directly or indirectly, in particular by reference to a particular identifier (name, surname, number, network identifier) or one or more specific elements of physical, physiological, generic, psychological, economic, the social identity of that individual.

Special categories of personal data

This is only a new indication of sensitive personal information. It is such personal information that may harm you in society, employment, school, or it may cause you to be discriminated against. Such personal details usually disclose racial or ethnic origin, political opinions, religion or philosophical beliefs or trade union membership, or the processing of genetic data, biometric data for the purpose of unique identification of a physical person and health or sex life data, or sexual orientation of a natural person.

When can personal data be processed?

For lawful processing of your personal data, at least one of the conditions specified in Article 6 of GDPR must be fulfilled. In the case of special categories of personal data, at least one of the conditions set out in Article 9 of the GDPR must be fulfilled. In both cases, the data processing principles in Article 5 of the GDPR must be followed.

Processing of personal data in NOVITECH PARTNER

Why NOVITECH PARTNER processes personal data?

For over 22 years, NOVITECH PARTNER has been providing TeleDom with comprehensive educational and related support services (such as lodging and boarding). Some personal information is unnecessary for these services. You do not have to entrust us with others, but if you decide to share them with us, we can inform you about our current services.

Purpose of processing of personal data

1. Processing of contractual and pre-contractual obligations
2. Processing the staff and salary agenda of our employees and our external lecturers
3. Processing the accounting agenda
4. OSH security, OPD of the TeleDom operating complex
5. Protect property and security of TeleDom

- 6. Selling our educational, accommodation and restaurant services
- 7. Interim marketing of these services

Which personal data we process

In the table below, you'll learn what personal information we need about you when using a specific service.

Activity	Scope of processed personal data
Sending offers and information about interesting events and events of our company	<ul style="list-style-type: none"> • Address (if you have voluntarily provided it to us, or we register it from a previous communication) • Name and Surname (in case you have voluntarily provided it to us or we register it from a previous communication)
Activity	Scope of processed personal data
	<ul style="list-style-type: none"> ▪ Your employer's name and your job position (if you have voluntarily provided it to us or we register it from a previous communication) ▪ Email address to the job ▪ Your employment telephone number (if you have voluntarily provided it to us or we register it from previous communications)
Registration for a learning event, or a meeting organized or co-organized by the centers TeleDom	<p>The list of processed personal data may vary according to the fields of the registration form for each event. However, these are typically the data needed to identify the person entitled to enter the event and needed to issue the tax document or refund</p> <ul style="list-style-type: none"> ▪ Name, Surname and Address, Your Job Position ▪ Name and address of your employer ▪ Email address to the job ▪ Telephone number for work ▪ Information about a special diet / diet (it may reveal your health, the input of these data is usually optional and does not need to be specified when ordering)
Accommodation services of the Hotel TeleDom	Personal information to the extent required by the law on accommodation services applicable to domestic and foreign guests.
Restaurant services	Personal contact information necessary for ordering the stock as well as for issuing a tax document
Other business activities - general purchase and sale of goods and services	Processing of the necessary personal data needed for the conclusion of supply and subscription contracts and processing of company invoices. We reserve the right to destroy unwanted personal data. We will inform you about this process

Processing of personal data for another purpose

In some cases, personal data may be processed further than the purpose for which the personal data were collected. An example may be registration for an event, but we also have an obligation to archive the invoice, according to the relevant legislation.

Place of storage of personal data

The e-mail address registration for the purpose of sending information emails is located in the Novitech a.s. - Infrastructure Manager of Novitech Partner s.r.o. We use GDPR in accordance with GDPR: Money S3 and Microsoft Office 365 and our own Microsoft Sharepoint farm.

Sharing personal information

Contract partners

Partner	Scope of personal data sharing
Novitech a.s.	<ul style="list-style-type: none">IT Infrastructure Manager. Manage SharePoint Farm
Fy Vlasta Sokolová IČO: 41033639	<ul style="list-style-type: none">Processing the wage and personnel agenda of the company
Lawyer's office JUDr. Beáta Pitoráková	Legal representative of the company. Reach for personal data required for contractual relationships (contact persons in contracts)

In the event that your personal information is processed in the provision of the ordered service, we will always inform you about this on the pages dedicated to the ordered service or by email.

Securing personal information

Technical, organizational and other measures

We strive to ensure that the data you are entrusted with is at maximum safety. To that end, we have put in place technical and organizational measures that protect your personal data against unauthorized or unlawful processing and unintentional loss, destruction, or damage. In NEW PARTNER we honor the principle of minimizing personal data. We only treat you with the information we absolutely need or with the information you provide us with your consent beyond the necessary processing.

We've customized all of our site interfaces to set the highest possible level of privacy. As mentioned above, in some cases we hand over personal data to third parties. In such cases, we choose trusted partners who are confident that they will adhere to at least the same level of privacy as that we provide in NOVITECH PARTNER.

Time of processing of personal data

The retention period of personal data is determined by the purpose of the processing of personal data and the requirements of individual regulations. Specific time of retention is prescribed by the internal regulation of the Company's Registered Plan drawn up in accordance with the Act on Archives and Registers. The company will, in a prescribed manner, liquidate those personal data whose processing purpose and retention period is over. At the end of the defined purpose, the company is authorized to process personal data to the extent necessary for research or statistical purposes in an anonymous form.

If we use your personal information to deliver a commercial communication to your e-mail address, or in other cases where you have given us consent, we will keep this information until you have recourse to us. In cases of use of your data based on our legitimate interest described in chapters Purpose of processing your personal data What personal data we process the Sharing of personal data, we will store your data as

standard until the reason for processing does not expire. However, we must alert you that even if one of the processing reasons is dropped, it may not always result in the retention of your personal data. We sometimes need to process these personal data for another purpose with a different legal basis.

Cookies and standard tracking technologies

Cookies are small text files that store websites on your computer or mobile device when you start using them. They're used to map your preferences and actions you've done (such as language selection, font size, and other display preferences). You do not have to enter this information anytime you next visit. Our cookies do not identify the individual user by themselves, only identify the devices you use, using a randomly generated identification code.

Why NOVITECH PARTNER uses cookies and other tracking technologies

Cookies and other tracking technologies can be used on our site in a variety of ways, for example, for the purpose of running a website or analyzing traffic. We use cookies and other tracking technologies in particular to be able to improve and streamline our services and offer the right content.

Cookies and other tracking technologies used by NOVITECH PARTNER

The list of cookies and other tracking technologies that are used on our website and their purpose is available at [marketing @ Novitech Partner.sk](mailto:marketing@NovitechPartner.sk).

Learn more about cookies, disable cookies

For more information on how cookies work, how to manage them, or how to delete them, visit www.allaboutcookies.org. You can set cookies and other tracking technologies to set up some internet browsers (Internet Explorer, Safari, Chrome). More options for managing cookies are available at <http://www.youronlinechoices.com/en/quick-tours>. If you choose to disable some cookies, you may experience a limitation of functionality or use of the services offered through our website.

Other forms of tracking:

Google Analytics - Traffic information, analytical view of visitor behavior.

Google Adwords - remarketing codes Search console Basic demographic segmentation

Applying the data subject's rights

Right to information

We respect the principle of transparency of the processed personal data. In line with this principle, we are always committed to providing data subjects with information about what personal data they are processing. If you wish to find out which personal data you are processing, you can request it at info@teledom.sk or by phone on +421 553274401. Calculate the information you are entitled to find in Article 13 and 14 of the GDPR. If you do not give us your specific requirements, we will look at your request as a general one under the previous paragraph. Please note that if we are unable to verify your identity electronically or there will be reasonable doubt about your identity, we will ask you to submit a receipt at NOVITECH PARTNER. We can only exclude that we will not provide your personal information to a person who only publishes you. We will handle your requests in the shortest possible time. Depending on the complexity and the range, it may take a few days or weeks, however, 30 days.

Right to repair

If you find that some of the personal data we process about you are incorrect or out of date, please notify us at info@teledom.sk. Even in this case, we may request the submission of an identity document at NOVITECH PARTNER. This is the only way to ensure that your personal data is not tampered with. In some

cases, we can not repair personal information. This applies in particular to cases where your incorrect information is contained on a tax document that we archive by law.

Revocation of consent to the processing of personal data and the right to be forgotten

Further processing of your personal data, which is performed on the basis of consent to the processing of personal data, can be avoided at any time. All you have to do is approve of such processing. You can withdraw your approval at any time and you can do so by sending an email to info@teledom.sk or by calling 00421 553274401. You can also use your right to be forgotten. In this case, we will delete all personal data we process about you. Exceptions include cases where processing is due to a statutory duty or due to our legitimate interest. In this case, we also require identification of the data subject until we do the deletion.

Privacy policy updates

We keep the privacy policy up-to-date and in compliance with the law. For this reason, they may change from time to time. Please check our Privacy Policy regularly on our site.

Responsibility for the processing of personal data

The NOVITECH PARTNER is responsible for the lawful processing of your personal data. The Office for Personal Data Protection is the administrative authority responsible for supervising the processing of personal data in Slovakia.

Need more information? Contact us at info@teledom.sk and send us your comments.