

## **REGISTRY ADMINISTRATION - PRIVATE SECTOR**

### **1. The purpose of processing personal data:**

Personal data are processed for the purpose of:

- a) archiving of the operator's documents within the registry administration,
- b) records of received and sent mail in paper and electronic form within the use of the state web application [www.slovensko.sk](http://www.slovensko.sk),
- c) access to archival documents.

### **2. Legality of personal data processing:**

For the purposes listed in points a) to c), personal data shall be processed pursuant to article 6, subparagraph 1 type c) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (Data Protection Regulation).

### **3. The legal obligation to process personal data:**

- a) archiving of the operator's documents within the registry administration:
  - Act no. 395/2002 Coll. on archives and registries and on amendments to certain acts, as amended,
- b) records of received and sent mail in paper and electronic form within the use of the state web application [www.slovensko.sk](http://www.slovensko.sk):
  - Act no. 305/2013 Coll. Act on the electronic form of the exercise of powers of public authorities and on amendments to certain laws (the e-Government Act),
- c) access to archival documents:
  - Act no. 395/2002 Coll. on archives and registries and on amendments to certain acts, as amended.

### **4. List of personal data:**

- a) archiving of the operator's documents within the registry administration:  
title, first and last name, address of permanent residence of a natural person or name, registered office and identification number of a legal person.
- b) registration of received and sent mail in paper and electronic form within the framework of the use of the state web application [www.slovensko.sk](http://www.slovensko.sk):  
natural person - title, first name, surname, address, legal entity - name and address of the registered office.

- c) access to archival documents:  
first and last name, social security number, permanent address and address of temporary residence, identity card number; the applicant proves identity card, travel document, military card, navy book or residence document, details of the required archival document known to him/ her, purpose of use, name, surname and address of natural person or name, registered office and identification number of the legal person, for the needs of which it requests access to archival documents, a statement as to whether it is the originator of the archival documents, its legal successor or the owner of the archival documents.

**5. Data subjects:**

- a) the statutory body and persons whose personal data are contained in the archives,  
b) senders and recipients of correspondence,  
c) applicant for access to archival documents.

**6. Date for the storage of personal data:**

- Normal correspondence - 2 years,
- Records of business meetings and business trips - 5 years,
- Registry administration (registration aids, decommissioning of documents, etc.) - 10 years,
- Inbox and outbox book - 2 years
- Correspondence data that are part of the client's file - 10 years.

**7. Legitimate interests by the controller:**

The processing of personal data is not based on the legitimate interest of the controller.

**8. Procedure of personal data to third countries:**

Personal data shall not be transferred to third countries.

**9. Technical and organizational security measures:**

Organizational and technical measures for the protection of personal data are processed in the internal regulations of the controller. Security measures are implemented in the areas of physical and object security, information security, cipher information protection, personal, administrative security and sensitive information protection, with precisely defined competences and responsibilities set out in the security policy.

**10. Categories of personal data:**

Ordinary personal data.

**11. Disclosure of personal data:**

Personal data is not disclosed.

**12. Automated decision making, profiling included:**

Not performed.

**13. Recipients of personal data:**

Ministry of the Interior of the Slovak Republic (relevant archive)	Act no. 395/2002 Coll. on Archives and Registries and on Amendments to Certain Acts, as amended
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**14. Other authorised body:**

Other authorized entity	On the basis of a general binding legal regulation within the meaning of § 13 par. 1 type c) of Act no. 18/2018 Coll. on the protection of personal data and on amendments to certain laws
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**15. Rights of data subjects:**

The data subject has the right to request access to the personal data processed about him or her from the controller, the right to rectification of personal data, the right to erasure or restriction of the processing of personal data, the right to object to the processing of personal data, the right to the ineffectiveness of automated individual decision-making, including profiling, the right to the portability of personal data, as well as the right to submit a petition to the supervisory authority. Where the controller processes personal data on the basis of the data subject's consent, the data subject shall have the right to withdraw his or her consent to the processing of personal data at any time. The withdrawal of consent shall not affect the lawfulness of the processing of personal data based on consent prior to its withdrawal. The data subject may exercise the rights by sending an email to the controller's address or by writing to the controller's address. The processing of the data subject's rights shall be carried out individually by the responsible person.