

## **Personal Data Processing Policy and Data Protection System under GDPR Regulation**

The controller (data administrator) of your personal data according to Article 4, point 7 of the Regulation of the European Parliament and of the Council (EU) 2016/679 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 GDPR) is the company: MP Tools, s.r.o., Južná trieda 78, 040 01 Košice, Company ID: 45 464 987

### **Contact details of the data controller:**

**Email:** [mptools@mptools.sk](mailto:mptools@mptools.sk)

**Phone:** 0915 384 521

### **What is personal data?**

Personal data means any information relating to an identified or identifiable natural person, who can be identified directly or indirectly, in particular by reference to an identifier such as a name, surname, identification number, location data, or online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that person.

### **What is the processing of personal data?**

Processing of personal data means any operation or set of operations performed on personal data or sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

The controller (data administrator) is not required to appoint/designate a Data Protection Officer.

### **Sources and categories of personal data:**

The controller processes personal data (directly from you) that you have provided or personal data obtained in connection with fulfilling your order.

Your identification and contact details and data necessary for the performance of the contract.

## **Legal Basis and Purpose of Processing**

### **Legal basis for processing:**

Performance of the contract between you and the controller, in accordance with Article 6(1)(b) of the GDPR.

The legitimate interest of the controller in providing direct marketing, in accordance with Article 6(1)(f) of the GDPR.

Your consent to the processing of personal data for the purpose of direct marketing, in accordance with Article 6(1)(a) of the GDPR.

**Purpose of processing personal data:**

The purpose of processing personal data is to fulfill your order and to exercise rights and obligations arising from the contractual relationship between you and the controller. For the order, personal data necessary for its successful processing are required (name, surname, address, contact information, and, if applicable, company details) under Article 6(1)(b) of the Regulation. This also includes subsequent actions such as payment processing, delivery of goods or services, handling complaints, etc.

Processing of customer personal data is carried out without explicit consent, as the legal basis for processing personal data for order fulfillment is the specific contract between the customer and the controller. Provision of personal data is a necessary requirement to conclude and execute the order; without providing such data, it is not possible to create the order or for the controller to fulfill its terms.

The provision of the agreed service in the field of mechanical engineering production and sale of components.

The controller declares that the records are not used in any other way and are not provided to third parties or entities.

**Retention period:**

The controller retains personal data:

For the period necessary to exercise rights and obligations arising from the contractual relationship between you and the controller and to enforce claims arising from these contractual relations.

Until consent for processing personal data for marketing purposes is withdrawn.

After the retention period required by Act No. 395/2002 Coll., on archives and registries, and on the amendment of certain laws, the controller will delete the personal data.

**Recipients of personal data**

**Who is a recipient?**

A recipient is any entity to whom personal data is provided, regardless of whether it is a third party. Public authorities processing personal data under a specific legal provision are not considered recipients.

There are entities involved in the delivery of goods, provision of services, and processing of payments under the contract.

The controller does not provide, disclose, or make personal data accessible to third countries.

### **Conditions for Securing Personal Data**

**The controller declares that appropriate personnel, technical, and organizational measures have been taken to ensure the protection of personal data.**

**The controller has implemented technical measures to secure data storage systems and storage of personal data in physical records.**

**The controller declares that access to personal data is granted exclusively to authorized personnel.**

### **Your Rights**

Under the conditions set forth in the GDPR, you have the following rights:

- The right to access your personal data (Article 15 GDPR)
- The right to rectify your personal data (Article 16 GDPR)
- The right to restrict processing
- The right to erasure (“right to be forgotten”) (Article 17 GDPR)
- The right to object (Article 21 GDPR)
- The right to data portability (Article 20 GDPR)
- The right to withdraw consent (electronically or by correspondence)
- The right to lodge a complaint with the data protection authority if you believe your personal data rights have been violated.

**You also have the right to lodge a complaint with the Data Protection Authority if you believe that your personal data rights have been violated.**

### **How You Can Exercise Your Rights**

#### **Right of Access to Data**

You have the right to know whether we process your personal data. If we do, you may request access to them. Upon your request, we will provide a confirmation with information about the processing of your personal data. Requests can be submitted electronically to the email address [mptools@mptools.sk](mailto:mptools@mptools.sk) or by post to:

**MP Tools, s.r.o., Južná trieda 78, 040 01 Košice, Company ID: 45 464 987**

#### Right to Rectification

**You have the right to ensure that your personal data we process are accurate, complete, and up-to-date. If your personal data are incorrect or outdated, you may request their correction or completion electronically at [mptools@mptools.sk](mailto:mptools@mptools.sk) or by post to:**

**MP Tools, s.r.o., Južná trieda 78, 040 01 Košice, Company ID: 45 464 987**

#### Right to Erasure (“Right to be Forgotten”)

Under certain circumstances, you have the right to request that we delete your personal data. You may request the deletion of your data at any time. We will delete your personal data if:

- Your personal data are no longer necessary for the purpose for which you provided them,
- You withdraw your consent,
- You object to the processing of your personal data,
- We process your personal data unlawfully,
- Personal data must be erased to comply with a legal obligation,
- You are a child, or the parent of a child, who has consented to the processing of personal data online.

#### Right to Restrict Processing

You may request that we restrict the processing of your personal data. If we comply, your personal data will only be stored and not otherwise processed. Restriction of processing may apply if:

- You inform us that your personal data are inaccurate until we verify their accuracy,
- We process your personal data unlawfully, but you do not want them erased and instead request that processing be restricted,
- We no longer need your data, but you require them for the establishment, exercise, or defense of legal claims,
- You object to the processing of your personal data until it is verified whether our legitimate interests override your reasons.

#### Right to Data Portability

You have the right to request that we provide your personal data in a structured, commonly used, and machine-readable format (e.g., XML or CSV), allowing you to transfer your data to another company easily. You may also request that we directly transfer your personal data to a selected company. We will comply if you provided the data to us directly and consented to its processing.

#### Right to Object

**You have the right to object to the processing of your personal data. If we process your personal data in the following cases:**

- On the basis of our legitimate interest,
  - For the creation of a customer profile,
  - You may object to the processing of your personal data if you have personal reasons to do so.
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### **How You Can Exercise These Rights**

can contact us regarding your request in any of the following ways:

By email: [mptools@mptools.sk](mailto:mptools@mptools.sk), By post to the business address: **MP Tools, s.r.o., Južná trieda 78, 040 01 Košice, Company ID: 45 464 987.**

**If you believe that your personal data rights have been violated, you have the right to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection at the following address:**

Hraničná 12  
820 07 Bratislava 27  
Slovak Republic

### **Identification Details:**

Company ID: 36064220

Tax ID: 2021685985

### **Secretariat:**

+421 /2 3231 3214

**E-mail:** [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)

Due to the epidemiological situation in Slovakia, the Office recommends submitting requests via postal or electronic services ([www.slovensko.sk](http://www.slovensko.sk)). Personal submissions from 29 November 2021 can only be made in necessary cases, no later than 12:00 PM.

## Cookie Policy

### **What Are Cookies?**

As is common practice on almost all professional websites, this site uses cookies, which are small files downloaded to your computer to improve the services provided. This page describes what information we collect, how we use it, and why we sometimes need to store these files. We also provide information on how you can prevent the storage of cookies, although this may impair or “break” certain features and functionality of this website. For more general information about cookies, see the Wikipedia article on HTTP cookies.

### **How We Use Cookies**

We use cookies for various purposes, which are outlined below. In most cases, unfortunately, there are no standard options to disable cookies without completely blocking the functionality and features they provide on this site. It is recommended that you leave all cookies enabled if you are unsure whether you need them, in case they are used to provide a service you use.

### **Disabling Cookies**

You can prevent cookies from being set by adjusting the settings in your browser (please see the Help section of your browser for instructions). Please note that disabling cookies will affect the functionality of this and many other websites you visit. Disabling cookies usually results in the deactivation of certain functions and features of this site. Therefore, it is recommended not to disable cookies.

### **Cookies We Set**

When you submit data through forms, such as those found on contact pages or comment forms, cookies may be set to remember user information for future correspondence.

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Third-party analysis is used to monitor and measure the use of this site to continue offering you interesting content. These cookies may track, for example, how long you spend on the site and which pages you visit, which helps us determine how we can improve the site for you. In some cases, we may provide content tailored based on information you have given us either directly or indirectly through linking to a social media account. These types of cookies simply allow us to provide content that may interest you.

We also use social media buttons and/or plugins that allow you to connect in various ways with your social network. For these buttons and plugins to work, the following social media platforms, including **Facebook**,

## **More Information**

We hope this clarifies things for you, and as mentioned earlier, if there is something you are unsure whether you need or not, it is usually safer to leave cookies enabled in case they interact with a feature of our website. If you would like more information, you can contact us using one of our preferred methods.

