

PERSONAL DATA PROCESSING POLICY AND DATA PROTECTION SYSTEM UNDER THE GDPR

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, within the meaning of Articles 13 and 14 of the Regulation (hereinafter "GDPR") and Act No. 18/2018 Coll. on the Protection of Personal Data (hereinafter the "Personal Data Protection Act").

Controller:

ICTS Logistic s.r.o.
Tučkova 16396/9
821 05 Bratislava – mestská časť Ružinov
IČO: 46434216
Tel.: +421 917 839 368
E-mail: info@icts-logistic.eu
(hereinafter the "Controller")

What is personal data?

Personal data means data relating to an identified or identifiable natural person who can be identified, directly or indirectly, in particular by reference to a generally applicable identifier, another identifier such as a name, surname, identification number, location data or an online identifier, or by reference to one or more characteristics or features constituting their physical, physiological, genetic, mental, economic, cultural or social identity.

What is personal data processing?

Processing of personal data means any processing operation or set of processing operations performed on personal data or sets of personal data, in particular obtaining, recording, organising, structuring, storing, modifying, retrieving, consulting, using, disclosing by transmission, dissemination or otherwise making available, aligning or combining, restricting, erasing, regardless of whether performed by automated or non-automated means.

The Controller is not required to appoint/designate a Data Protection Officer.

Role of our company

Our company acts in the role of **controller** – when we process data of our employees, suppliers, our own counterparties and data necessary for the performance of our internal obligations (accounting, taxes, etc.);

and in the role of **processor** – when we process data on the instructions of our clients (e.g. data of consignees, contacts, delivery addresses) provided to us for the performance of a transport order. In such cases, our client determines the purposes and means of processing as the controller.

Sources and categories of personal data

The Controller processes personal data (directly from you) that you have provided, or we may obtain your personal data otherwise, e.g. from your employer or from the company in connection with which we process your personal data, or personal data obtained on the basis of fulfilling your order.

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

LEGAL BASIS AND PURPOSE OF PROCESSING

The legal basis for processing is:

Your consent to the processing of personal data for the purpose of providing direct marketing pursuant to Art. 6(1)(a) GDPR. Performance of a contract between you and the Controller pursuant to Art. 6(1)(b)

GDPR. Processing necessary for compliance with a legal obligation of the Controller pursuant to Art. 6(1)(c) GDPR.

Processing is also based on the legitimate interest of the Controller pursuant to Art. 6(1)(f) GDPR, in particular for the purposes of arranging transport, communication with customers and consignees, protection of property and enforcement of legal claims.

The purpose of processing personal data is:

Processing your order and exercising the rights and obligations arising from the contractual relationship between you and the Controller. When ordering services, personal data necessary for the successful performance of the contract of carriage pursuant to Art. 6(1)(b) GDPR are required (including subsequent payment, service delivery, complaint handling, etc.); processing of the customer's personal data takes place without the customer's consent, as the legal basis for processing their personal data for the purpose of performing the contract is the specific contract between the customer and the Controller. Providing personal data is a necessary requirement for concluding and performing the contract; without providing personal data, it is not possible to conclude the contract or for the Controller to fulfil its conditions.

In the interests of full transparency, we wish to inform you that we will verify the accuracy of the personal data provided (where circumstances permit). If incorrect personal data or information stored in our information system is discovered, we will promptly rectify, restrict processing of or erase the personal data. If such data has been disclosed, we will inform all parties involved.

The Controller does not carry out automated individual decision-making within the meaning of Art. 22 GDPR.

The personal data processing procedures described in this document correspond to the organisational structure and technical measures of ICTS Logistic s.r.o. and are adapted to the scope of its business activities.

RETENTION PERIOD

The Controller does not provide services through an e-shop or distance selling. Contractual terms are agreed individually or through separate terms and conditions and transport rules.

The Controller retains personal data for the period necessary to exercise the rights and obligations arising from the contractual relationship between the Controller and the data subject and to enforce claims arising from such contractual relationships. For the period until consent to the processing of personal data for marketing purposes is withdrawn.

Indicative retention periods:

- accounting and tax documents: 10 years (Act No. 431/2002 Coll. on Accounting);
- contractual and transport documentation: 10 years from the end of the contractual relationship;
- personal data processed on the basis of consent (marketing): until consent is withdrawn;
- website data (cookies): depending on type, maximum 12 months.

After the expiry of the retention period arising from Act No. 395/2002 Coll. on Archives and Registries, the Controller shall erase the personal data.

COOKIES

Cookies essential for the proper functioning of the website are used without your consent. You have the option to grant or withhold consent for cookies that improve website functionality and store certain data and information upon visiting the website.

We use cookies exclusively for ensuring the technical functioning of the website, measuring traffic and improving user comfort. The website does not enable the conclusion of contracts or online orders.

Where personal data is processed on the legal basis of consent, you have the option to withdraw your consent at any time, which, however, shall not affect the lawfulness of processing based on consent given prior to its withdrawal. The retention period for personal data corresponds to the duration of the legitimate interest or the validity of the consent.

All cookies that our website may store on your end device can be controlled and deleted. By appropriately setting your internet browser, it is possible to effectively and completely prevent the use of cookies. As a general rule, you need to enable the function commonly referred to as "Tracking Protection" in your internet browser.

RECIPIENTS OF PERSONAL DATA

Who is a recipient? A recipient is anyone to whom personal data is disclosed, regardless of whether they are a third party. A public authority processing personal data on the basis of special legislation is not considered a recipient. Recipients are persons involved in the delivery of goods, services or execution of payments under the contract. Personal data is not transferred to third countries or international organisations, except as stated in the Cookie Policy.

Categories of personal data recipients:

- entities providing accounting and tax advisory services;
- IT service and technical support providers;
- transport partners and subcontractors;
- insurance companies;
- public authorities to the extent prescribed by law;
- legal representatives.

Security of personal data:

The Controller declares that it has adopted appropriate personnel, technical and organisational measures to ensure the protection of personal data. The Controller has adopted technical measures to secure data storage facilities and personal data stored in paper form. The Controller declares that access to personal data is granted exclusively to persons authorised by the Controller.

YOUR RIGHTS

Right of access to your personal data pursuant to Art. 15 GDPR.

Under the conditions laid down in the GDPR, you have:

- the right to rectification of personal data pursuant to Art. 16 GDPR;
- the right to restriction of processing;
- the right to erasure pursuant to Art. 17 GDPR;
- the right to object pursuant to Art. 21 GDPR;
- the right to data portability pursuant to Art. 20 GDPR;
- the right to withdraw consent (electronically or by post);
- the right to lodge a complaint with the personal data protection authority if you believe that your personal data protection rights have been infringed.

How can you 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 it. On the basis of your request, we will issue a confirmation with information about the processing of your personal data. You may submit a request electronically to info@icts-logistic.eu or by post to: ICTS Logistic s.r.o., Tučkova 16396/9, 821 05 Bratislava – mestská časť Ružinov.

Right to rectification:

You have the right to ensure that the personal data we process about you is correct, complete and up to date. If your personal data is incorrect or outdated, you may request rectification or supplementation electronically at info@icts-logistic.eu or by post to the above address.

Right to erasure:

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

- we no longer need your personal data for the purpose for which you provided it;
- you withdraw your consent;
- you object to the processing of your personal data;
- we process your personal data unlawfully;
- the personal data must be erased to comply with a legal obligation; or if you are a child or the parent of a child who consented to the processing of personal data via the internet.

Right to restriction of processing:

You may request that we restrict the processing of your personal data. If we grant your request, we will only store your personal data and will not further process them. Restriction applies if:

- you notify us that your personal data is inaccurate, until we verify its accuracy;
- we process your personal data unlawfully, but you do not agree to their erasure and instead request restriction of processing;
- we no longer need your data, but you need them for the establishment, exercise or defence of legal claims;
- you object to processing, pending verification of whether our legitimate interests override your grounds.

Right to data portability:

You have the right to request that we provide your personal data in an electronic format (e.g. XML or CSV) that allows you to easily transfer the data to another company. You may also request that we transfer your personal data directly to a company of your choice. We will grant your request provided you have provided the personal data directly to us and have given consent for processing.

Right to object:

You have the right to object to the processing of your personal data. If we process your personal data on the basis of our legitimate interest, for customer profiling purposes, you may object to such processing if you have personal grounds for doing so.

How to exercise these rights:

You may contact us by e-mail at info@icts-logistic.eu or by post to: ICTS Logistic s.r.o., Tučkova 16396/9, 821 05 Bratislava, IČO: 46434216.

We will respond to data subject requests without undue delay, within 1 month of receipt of the request at the latest.

If you believe that your personal data protection rights have been infringed, you have the right to lodge a complaint with the supervisory authority:

Office for Personal Data Protection of the Slovak Republic

Námestie 1. mája 18

811 06 Bratislava

Slovak Republic

IČO: 36064220

DIČ: 2021685985

Secretariat: +421 2 32 31 32 14

E-mail: statny.dozor@pdp.gov.sk