

## Overview of the processing of personal data of visitors (of persons entering the premises of the controller)

according to the Regulation of the European Parliament and the Council (EU) 2016/679 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR regulation") and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws (hereinafter referred to as the "Law on Personal Data").

The aim of this overview is to provide you with basic information about the processing of your personal data, if you are entering our premises.

**Complete information is available upon request at the contact address below.**

### Identification and contact data

The controller processing your personal data is the company INVESTMENT SERVICES, a. s., Mlynské nivy 5, 821 09 Bratislava, company ID number: 50615211, e-mail: office@investmentservices.sk (hereinafter referred to as the "controller").

In case of ambiguities, questions regarding the processing of your personal data, suggestions, or complaints, if you believe that we process your personal data illegally or unfairly, or in case of exercising any of your rights, you can contact us at any time by sending an email to: office@investmentservices.sk or in writing to the controller's address.

Contact details of the Data Protection Officer: Ing. Martin Pilka, MBA, e-mail: dpo2@proenergy.sk.

### Basic overview of processing activities

We may process your personal data as part of the following processing activities (IS):

Name and description of the processing activity - purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Deadline for erasure	Category of recipients (external)
<b>Control of entry to the premises</b> - visitors - if you enter our premises once, we can register your entry and verify your identity, as well as your eligibility for entry, based on legitimate interest. visits entering the controller's premises.	visits entering the controller's premises	• personal data (ordinary - identification)	3 years	(1) police force, other authorized entity
<b>Video surveillance</b> - if you move in our monitored premises, which are marked with a camera pictogram at the entrance, you will be recorded on a camera recording, the purpose of which is to maintain safety (including crime detection), protect life, health, property and financial interests of the controller and protection of life, health and property of natural persons moving in the monitored area. The records can be used to infer responsibility towards you in case of violation of internal regulations and/or legal regulations related to endangerment or damage to property, life, health, safety, or financial interests. Processing is a legitimate interest of the controller or a third party.	persons moving in the monitored space	• personal data (ordinary - captured on camera)	7 days	(1,5) police force, other authorized entity
<b>Technical and organizational measures</b> - we can process records with your personal data, as part of the implementation of technical and organizational measures taken by the controller to ensure an adequate level of security, compliance with the requirements of the GDPR and prevention, or elimination of adverse consequences for the affected persons and the controller. It can be e.g. o records of employee training, confidentiality of persons who come into contact with personal data,	employees, the data protection officer, applicants for the exercise of rights, persons towards whom the controller fulfills obligations arising from the GDPR regulation,	• personal data (ordinary - identification, contact data, which, however, may be supplemented with other necessary data of a different nature, depending on the nature of the matter - e.g. login data,	According to the chapter "keeping records, archiving" of the Personal Data Protection Policy and the Personal Data Security Policy	(1a,5) Data Protection Officer, the Office for Personal Data Protection of the Slovak Republic, (1b,5) Police, Prosecutor's Office of the Slovak Republic,

Name and description of the processing activity - purpose and legal basis, other important facts	Categories of data subjects	Categories of personal data	Deadline for erasure	Category of recipients (external)
<p>records of your consent to the processing of personal data, records related to the processing of your requests for the exercise of rights, records related to the resolution of security incidents and violations of personal data protection, records from control activities, audits that you were a part of, records on allocation/removal of assets, access rights, records related to the use of allocated assets, etc. The processing is in the legitimate interest of the controller and at the same time an obligation arising from the GDPR regulation. The records can be used to infer responsibility towards you and as evidence to prove, exercise or defend the legal claims of the controller or a third party (especially in connection with a threat/violation of security, including the protection of human life and health, property, financial or property damage, interruption of activity, damage to reputation, leakage of know-how, etc.)</p>	<p>persons involved in or resolved within the framework of a security incident, processors, other external entities (such as if persons were invited to the resolved issue - consultants, auditors, lawyers,) employees of bodies on the basis of special legal regulations (e.g. employees of a supervisory body as part of consulting, control activities) and so on</p>	<p>data related to the behavior of the user/perpetrator (e.g. logs of logins, logouts, activities), data necessary to verify the identity of the person who requested the exercise of the right, data resulting from violations of internal regulations (e.g. circumvention of security settings, etc.), etc.</p>	<p>(most records are kept for 3 years or less, records on deletion or containing contracts for 5 years, some records are permanent - e.g. related to the resolution of security incidents, impact assessment, informing data subjects, etc.).</p>	<p>courts of the Slovak Republic, (1c) other authorized entity</p>

Data from some of the aforementioned processing operations may be used in the applicable case and to the extent necessary to prove, exercise or defend our legal claims, or the legal claims of a third party (for example, providing data to law enforcement authorities, bailiffs, lawyers, etc.) as part of judicial or extrajudicial proceedings, debt collection, etc. Some personal data obtained (e.g. confirmations, records, other documents confirming the fact, etc.) may be stored and used as "evidence" for the purposes of audits, control activities by third parties, as part of the verification of the proper fulfillment of the controller's obligations in terms of legislative requirements, or other requirements (contractual, sectoral, etc.).

## Your rights

As a data subject about whom we process personal data, you have rights in connection with the processing of personal data in accordance with the GDPR regulation and the Act, namely the right to request from the controller access to the personal data that is processed about you, the right to correction (or addition) of personal data, the right to delete or limit 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 portability of personal data, the right to withdraw consent to the processing of personal data. If you decide to exercise some of your rights, you can use our request form, which is available in the complete information on the processing of your personal data. In case you are not satisfied with our answer, or you believe that we have violated your rights, or we are processing your personal data unfairly, illegally, etc. you have the opportunity to file a complaint - a proposal to initiate proceedings to the supervisory authority, which is the Office for Personal Data Protection of the Slovak Republic.