

INFORMATION FOR THE DATA SUBJECTS

pursuant to Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the "Regulation") and

pursuant to Act No. 18/2018 Coll. on personal data protection and on the amendments to certain acts (hereinafter referred to as the "Act")

1. Controller and Data Subjects

1.1. VISIBILITY s.r.o., with its registered office at Panská 14, 811 01 Bratislava, Company ID No.: 44 927 991, Tax ID No.: 2022883170, VAT No.: SK2022883170, registered in the Business Register of Bratislava I District Court, Section: Sro, Insert No. 60074/B (hereinafter referred to as "VISIBILITY") is the controller of filing systems and in conducting its activities, it processes personal data of natural persons, namely:

- a. its employees using the "MultiSport Card" employee benefit,
- b. its employees using the employee benefit of English language courses, (hereinafter referred to as the "data subject").

1.2. Pursuant to the Regulation and the Act, VISIBILITY provides the data subjects with the following information relating to the terms of processing of their personal data in the filing systems of VISIBILITY, as well as information on the rights of the data subjects.

2. Processors

2.1. VISIBILITY may use processors in connection with the processing of personal data.

2.2. Where VISIBILITY uses processors for the collection and/or processing of personal data (or provides personal data to other controllers in this respect), it does so solely on the basis of a written contract with the processor and only after thorough assurance that the processor meets all the technical, organisational and personnel security requirements applicable to personal data collection and processing.

2.3. The list of VISIBILITY's processors is provided on the website www.visibility.sk.

3. Purpose and Legal Basis for Personal Data Processing

3.1. VISIBILITY processes personal data of data subjects for the following purposes:

- a. performance of accounting, tax and other statutory obligations related thereto;
- b. addressing requests, complaints, initiatives connected with the utilisation of a benefit and keeping records thereof;
- c. exercising rights and claims under legal regulations.

3.2. VISIBILITY processes personal data of data subjects for the following purposes and on the following legal bases:

| Purpose | Legal basis |
|---|--|
| the use of an employee benefit provided by VISIBILITY to its employees and accompanying persons (close persons of a VISIBILITY employee), particularly for the following purposes: (1) implementation of the MultiSport programme, the use of the agreed non-monetary sport benefits, issuance of the MultiSport Card and administration of its life cycle, the use of the MultiSport Card including the use of services that are made available exclusively to the MultiSport Card holders, and (2) provision of English language courses (hereinafter collectively the "benefit") | agreement on the provision of an employee benefit concluded with the data subject pursuant to Art. 6 (1) (b) of the Regulation |
| performance of accounting, tax and other statutory obligations related thereto | fulfilment of legal obligations pursuant to Art. 6 (1) (c) of the Regulation |
| addressing requests, complaints, initiatives connected with the utilisation of a benefit and keeping records thereof | legitimate interest of VISIBILITY pursuant to Art. 6 (1) (f) of the Regulation |
| exercising rights and claims under legal regulations | |

3.3. The legitimate interests of VISIBILITY as the controller, within which it processes personal data of data subjects, include demonstrating, exercising or defending legal claims of VISIBILITY.

3.4. For the given purposes, VISIBILITY shall process personal data of the data subject to the following extent: academic degree, name, surname.

4. Disclosure, Transfer and Storage of Personal Data

4.1. VISIBILITY may provide personal data of the data subjects to third parties, in particular the company providing the implementation of the Multisport programme, Benefit Systems Slovakia s.r.o., with its registered office at Ružová dolina 6, 821 08 Bratislava, Company ID No.: 48059528, as well as the entity providing implementation of the benefit of English language course; to the public authorities, to the extent and for the purposes laid down by special regulations (e.g. courts, law enforcement authorities, health insurance companies), other recipients, e.g. lawyers, accountants, tax advisors, auditors, carriers or intermediaries of VISIBILITY, and persons who ensure the operation, service and security of filing systems and technologies, the operation and service of technical equipment, and the activities relating to the protection of property and individuals, as well as the transport of consignments. A recipient of personal data of the data subjects may also be a person who is defined as a recipient in a special legal regulation.

4.2. VISIBILITY may disclose personal data of the data subjects to its contractual partners, with whom VISIBILITY has concluded a personal data processing agreement and who have been authorised by VISIBILITY to fulfil VISIBILITY's contractual or legal obligations, including the exercise of rights under contractual relations between VISIBILITY and the data subject, and to third parties, in order to provide the required business or use additional services offered by VISIBILITY through third parties.

- 4.3. VISIBILITY may disclose personal data of the data subject to third parties providing VISIBILITY with web services, i.e. cloud solutions and accounts (Google Drive) and online web tools (e.g. Odo, Hotjar, Data studio, Google AdWords, Google Analytics, Google Webmaster Tools, Google Optimize, GTM, Majestic, ActiveCampaign).
- 4.4. Personal data processed by VISIBILITY may be subject to cross-border flow of personal data to European Union Member States as well as to third countries guaranteeing adequate personal data protection, in accordance with clause 4.3 above.
- 4.5. VISIBILITY stores personal data in individual filing system in the form that enables identification of a data subject for no longer than it is necessary for the purpose of processing such personal data. In the course of storing personal data, VISIBILITY proceeds as follows:
 - a. agreements are archived for the period of 10 years after the expiry of their validity and settlement of all claims arising therefrom;
 - b. accounting and tax documents are archived for the period of 10 years after the year to which they relate;
 - c. documentation constituting the agenda of requests, complaints and initiatives is archived for 3 years from resolving thereof;
 - d. documentation relating to the exercise of rights and claims is stored for the period of 10 years from the valid decision of the respective authority and settlement of all claims;

5. Other Conditions of Personal Data Processing and the Rights of Data Subjects

- 5.1. The personal data will be processed using partial and fully automated means of data processing within VISIBILITY's filing systems in a secured and protected manner in accordance with relevant security standards, the Regulation and with the Act.
- 5.2. The data subject has the right to request from VISIBILITY the access to personal data concerning him or her. In this regard, the data subject has the right to obtain from VISIBILITY confirmation as to whether or not the personal data concerning the data subject are being processed. If VISIBILITY processes such personal data, the data subject has the right to obtain access to such personal data and information about:
 - a. the purpose of personal data processing;
 - b. the categories of personal data processed;
 - c. identification of the recipient or on the category of the recipient to whom the personal data have been or will be disclosed, in particular on the recipient in a third country or on an international organisation;
 - d. where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e. the right to request from the controller rectification or erasure of personal data or restriction of the processing of personal data concerning the data subject or the right to object to personal data processing;
 - f. the right to initiate personal data protection proceedings;
 - g. the source of personal data, if the personal data have not been obtained from the data subject;
 - h. the existence of automated individual decision-making, including profiling.

Where personal data are transferred to a third country or to an international organisation, the data subject shall also have the right to be informed of appropriate safeguards relating to the transfer of his/her personal data. VISIBILITY shall be obliged to provide the data subject with his/her personal data being processed. For repeated provision of personal data requested by the data subject, VISIBILITY may charge a reasonable fee that corresponds with administrative expenses. VISIBILITY shall be obliged to provide the data subject with personal data in a manner according to the data subject's request. The data subject's right to obtain personal data pursuant to the previous sentence shall not adversely affect the rights of other natural persons.

- 5.3. Right to rectification – The data subject has the right to obtain from VISIBILITY the rectification of inaccurate personal data concerning the data subject without undue delay. Taking into account the purposes of personal data processing, the data subject shall have the right to have incomplete personal data completed.
- 5.4. Right to erasure (to be forgotten) – The data subject has the right to obtain from VISIBILITY the erasure of personal data concerning the data subject without undue delay. VISIBILITY shall be obliged to erase personal data without undue delay in case the data subject has exercised the right to erasure pursuant to the previous sentence, if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, or the data subject withdraws consent on which the processing of personal data is based and where there is no other legal ground for the processing of personal data.
- 5.5. Right to restriction of processing – The data subject shall have the right to restriction of processing by VISIBILITY, if
 - a. the accuracy of the personal data is contested by the data subject, for a period enabling VISIBILITY to verify the accuracy of the personal data;
 - b. the processing of personal data is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
 - c. VISIBILITY no longer needs the personal data for the purpose of personal data processing, but they are required by the data subject to demonstrate, exercise or defend a legal claim; or
 - d. the data subject objects to the processing of personal data, pending the verification whether the legitimate grounds of VISIBILITY override those of the data subject.

Where processing has been restricted, the personal data shall, with the exception of storage, only be processed by VISIBILITY with the data subject's consent or for the purpose of the establishment, exercise or defence of legal claims or for the protection of the rights of other persons or for reasons of public interest. A data subject who has obtained restriction of processing shall be informed by VISIBILITY before the restriction of processing is lifted.

- 5.6. Right to portability – The data subject has the right to receive the personal data concerning him or her, which he or she has provided to the controller, in a structured, commonly used and machine-readable format and has the right to transmit those personal data to another controller where technically feasible, provided that the legal basis of personal data processing is the consent of the data subject, or the performance of a contract to which the data subject is party and the processing of personal data is carried out by automated means. Exercising the right to portability of personal data shall be without prejudice to the right to erasure of personal data. The right to personal data portability shall not adversely affect the rights and freedoms of others.
- 5.7. Right to object – The data subject has the right to object to the processing of his/her personal data on grounds relating to his or her particular situation, which is carried out for the purpose of legitimate interests of VISIBILITY. VISIBILITY may not continue processing the personal data, if it does not demonstrate necessary legitimate interests for personal data processing, which override the rights or interests of the data subject, or the grounds for the establishment, exercise or defence of a legal claim. Also, the data subject has the right to object to the processing of personal data concerning him or her

for the purpose of direct marketing, including profiling, to the extent that it is related to such direct marketing. If the data subject objects to personal data processing for the purpose of direct marketing, the controller shall not continue processing the personal data for the purpose of direct marketing. VISIBILITY hereby informs the data subjects that it does not process personal data for the purposes of direct marketing, including profiling.

- 5.8. Right to refuse automated individual decision-making, including profiling – The data subject has the right not to be subject to a decision based solely on automated processing of personal data, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her. VISIBILITY hereby informs the data subject that it does not take decisions based solely on automated processing of personal data, including profiling.
- 5.9. Right to lodge a complaint – The data subject may initiate personal data protection proceedings. The competent authority to act is the Office for Personal Data Protection of the Slovak Republic, Hraničná 12, 820 07 Bratislava 27.
- 5.10. Prior to the further processing of personal data, VISIBILITY shall be obliged to provide the data subject with information on another purpose and other relevant information, if VISIBILITY intends to further process the personal data for a different purpose than the purpose for which such data were obtained.
- 5.11. The data subject may contact the data protection officer of VISIBILITY with questions and requests relating to the processing of his/her personal data and to exercise his/her rights. Contact details of the data protection officer of VISIBILITY: info@visibility.sk
- 5.12. VISIBILITY hereby provided you as a data subject with information relating to the processing of your personal data in the filing systems of VISIBILITY and informed you of your rights relating to the protection of your personal data to the extent laid down by relevant legal regulations.

Bratislava, 25 May 2018 (updated on 1 January 2022)