

## PRIVACY NOTICE

### for representatives of existing customers

We would like to inform you regarding processing of your personal data by company Industry & Project Engineering, s.r.o. (hereinafter referred to as “we” or “IPE”), i.e. data of customers’ representatives. This notice explains how your privacy is respected and the personal data we process about you are protected. We do processing of your personal data in accordance with The General Data Protection Regulation (EU) 2016/679 (“GDPR”), Act No. 18/2018 Coll. on Personal Data Protection and other applicable laws.

#### Who is collecting personal data?

Personal data is collected by: Industry & Project Engineering, s.r.o.

Address: Štefana Kukuru 14, 07101 Michalovce, Slovakia

E-mail: [ipe@ipe.sk](mailto:ipe@ipe.sk)

Telephone number: +421 56 286 2003

#### What personal data is being collected?

Personal data means any information that can be applied to identify directly or indirectly a specific individual. As you are the representatives of one of our customers, I&PE has collected and will process information about you such as your name and surname, title, business email address, business telephone number, business fax number, job position within the company you represent, name of the company you represent as well as information regarding receipt of marketing material we may send to you in your capacity as representative of a customer. We collect personal data you give us directly. Your data can be provided to I&PE by personal, email, mail, telephone or other interaction.

#### What purpose is personal data used for?

We process your personal data for specific purposes only. The processing is necessary for the administration of the customer relationship and to some extent for customer care and direct marketing.

#### What is the legal basis of personal data processing?

We lawfully process your personal data for:

- a) the administration of the customer relationship,
- b) customer care and
- c) marketing activities.

We process your personal data to perform a contract to which you as a representative of customer company are or will be a party. For example, we need to process your personal data to deliver a fulfilment of a contract with customer company or to take steps necessary to sign such a contract upon request of customer company.

If appropriate, we will ask for your consent to process your personal data. If once given, you have the right to withdraw your consent for processing activities at any time.

We also rely on legitimate interest for your personal data processing. This ground will only be used when necessary to achieve our interest and at the same time does not outweigh your rights as an individual. When legitimate interest is applied as a ground for your personal data processing, we take into consideration any potential impact on you and your rights, i.e. your personal data is and will be kept to a minimum.

We also process your personal data when there is a legal obligation for such processing.

#### Will personal data be shared with any third parties?

Appropriate technical and organisational measures for a protection of your personal data against loss or unlawful access have been implemented. There is a limited number of persons with access to your personal data. We assure you that only individuals associated with I&PE that need to process your personal data in accordance with the purposes mentioned above have and will have access to it. We share your personal

data with suppliers and partners that carry out services on our behalf. We share your personal data with third-party service providers that carry out for I&PE legal and accounting services.

In respect to delivery of ordered product or services, we may need to transfer your personal data outside the EU/EEA to such country where you are based in or to our sub-suppliers to the extent necessary in order to deliver the products or services. If such transfer happens, we will make sure that similar level of protection of your personal data will be provided as if it was being used in the EU/EEA.

All third parties are required to respect the security and credibility of your personal data and to process them in accordance with the law. We do not allow third-party service providers to use your personal data for their own purposes.

We may sell or purchase assets or business units. When such transactions happen, your personal data generally is one of the transferred business assets but remains subject to the promises made in this Privacy Notice. If another entity acquires us, our businesses or part or all of our assets, your personal data will be revealed and transferred to such entity as one of the transferred assets.

### **How long do we keep your personal data for?**

We keep your personal data for as long as it is necessary to meet the purpose for which we have processed it. Your personal data will be stored for a longer period than mentioned above in order to comply with any legal, accounting or reporting requirements. Your Personal Data processed for direct marketing will be processed for such purpose unless you consent otherwise by contacting us at *ipe@ipe.sk*.

### **What are your rights?**

In accordance with GDPR and applicable law regarding your personal data you are entitled to:

- The right to access and rectification,
- The right to restriction of processing,
- The right to erasure („to be forgotten“),
- The right to object,
- The right to data portability,
- The right to withdraw consent by contacting us at *ipe@ipe.sk*.

You have the right to lodge a complaint with a supervisory authority in the EU or with local data protection supervisory authority, if you consider that the processing of personal data relating to you infringes the GDPR.