

## Records of the processing activities of the controller\*

### Annex to the Privacy Policy and information obligation of the controller

Controller

*BPS Tax, s.r.o., Plynárenská 1, 821 09 Bratislava - mestská časť Ružinov, Identification No. (IČO): 51 983 397 (hereinafter as "controller")*

Purpose of the processing	Legal requirement / Contractual requirement / Legitimate Interest / Consent	Legal basis of the processing activity	Categories of data subjects	Categories of personal data	Retention period
<b>selection procedure</b>	<i>processing of personal data is performed when fulfilling the contract (pre-contractual relations)</i>	<i>Article 6 (1) b) of the Regulation</i>	<i>natural persons - job candidates</i>	<i>name, surname, e-mail, information on job experience, other personal data stated in the CV and / or in the cover letter</i>	<i>during the selection procedure, no later than 30 days from the date of delivery of the CV and / or the cover letter, if an employment relationship or a similar labour relationship does not arise</i>
<b>keeping the data subjects in the records of the job candidates for the purpose of subsequent addressing of registered job candidates in case a job position becomes available at the controller</b>	<i>processing of personal data is performed on the basis of a consent of the data subject</i>	<i>Article 6 (1) a) of the Regulation</i>	<i>natural persons - job candidates who have not been successful in the selection procedure and have granted their consent</i>	<i>name, surname, e-mail, information on job experience, other personal data stated in the CV and / or in the cover letter</i>	<i>2 years from the date of granting the consent or until its withdrawal, whichever occurs first</i>

<b>processing of accounting documents</b>	<i>processing of personal data is a legal requirement</i>	Article 6 (1) c) of the Regulation, Act No. 431/2002 Coll. on Accounting as amended, Act No. 595/2003 Coll. on Income Tax as amended, Act No. 222/2004 Coll. on Value Added Tax as amended, Act No. 311/2001 Coll. the Labour Code as amended	<i>natural persons – employees and members of the bodies of the controller, natural persons – suppliers of goods and services, their employees and representatives, processors, employees and representatives of suppliers of goods and services, natural persons – clients, their employees and representatives, natural persons – employees and representatives of the clients</i>	<i>common personal data necessary for fulfilment of legal requirements (name, surname, residence address/address of the place of business, address of the place of delivery of the service, contact details - telephone number, e-mail address, bank connection)</i>	<i>10 years following the year to which they relate</i>
<b>administration of the registry, recording and processing of received and sent mail (including electronic communication with the relevant institutions)</b>	<i>processing of personal data is a legal requirement</i>	Article 6 (1) c) of the Regulation, Act No. 395/2002 Coll. on Archives and Registries and amending and supplementing certain acts as amended, Act No. 305/2013 Coll. on Electronic Form of Exercising Powers of Public Authorities and amending and supplementing certain acts (Act on e-Government) as amended	<i>natural persons - consignors and recipients of official correspondence</i>	<i>common personal data</i>	<i>5 years following the year to which they relate</i>
<b>fulfilment of legal obligations when providing tax advisory services</b>	<i>processing of personal data is a legal requirement</i>	Article 6 (1) c) of the Regulation, Act No. 78/1992 Coll. on Tax Advisors and the Slovak Chamber of Tax Advisors as amended, other relevant legal regulations	<i>natural persons - clients and their representatives, other natural persons whose personal data are processed within the activity of the controller</i>	<i>common personal data</i>	<i>10 years following the year to which they relate</i>

<b>fulfilment of contractual obligations of the controller on the basis of the concluded contracts on providing tax advisory services (including pre-contractual relations)</b>	<i>processing of personal data is a contractual requirement</i>	<i>Article 6 (1) b) of the Regulation</i>	<i>natural persons - clients and their representatives</i>	<i>common personal data</i>	<i>during the term of the contractual relationship and after the termination of the contractual relationship until the full settlement of legal and other claims arising from the contractual relationship, unless the relevant legislation provides for otherwise</i>
<b>fulfilment of obligations in the performance of care for the client and in the detection of an unusual business operation</b>	<i>processing of personal data is a legal requirement</i>	<i>Article 6 (1) c) of the Regulation, Act No. 297/2008 Coll. on Protection against Money Laundering and Protection against Terrorist Financing and amending and supplementing certain acts as amended</i>	<i>natural persons - clients, their employees and representatives, natural persons - employees and representatives of the clients, ultimate beneficial owners of the clients</i>	<i>name, surname, date of birth, personal number, address of permanent residence or other residence, nationality, type and number of the identification document</i>	<i>5 years from the termination of the contractual relationship or from the performance of the transaction</i>
<b>fulfilment of other obligations arising from the relevant legal and professional regulations (e.g. insurance of liability for performance of activities by the employees, proving and recovery of damages, etc.)</b>	<i>processing of personal data is a legal requirement</i>	<i>Article 6 (1) c) of the Regulation, Act No. 78/1992 Coll. on Tax Advisors and the Slovak Chamber of Tax Advisors as amended</i>	<i>employees (tax advisors and assistants to tax advisors), other natural persons whose personal data are processed in accordance with the relevant legal or professional regulations</i>	<i>common personal data</i>	<i>5 years following the year to which they relate, unless the relevant legislation provides otherwise in a specific case</i>

<b>fulfilment of contractual obligations of the controller (on the basis of the concluded contracts with the suppliers of goods and services and other business partners), including pre-contractual relations</b>	<i>processing of personal data is a contractual requirement</i>	Article 6 (1) b) of the Regulation	<i>natural persons – suppliers of goods and services, their employees and representatives, processors, employees and representatives of suppliers of goods and services, natural persons – clients, their employees and representatives</i>	<i>common personal data (name, surname, residence address/address of the place of business, contact details - telephone number, e-mail address, bank connection, membership in the organization)</i>	<i>during the term of the contractual relationship and after the termination of the contractual relationship until the full settlement of legal and other claims arising from the contractual relationship, unless the relevant legislation provides for otherwise</i>
<b>keeping records of suppliers, other business partners, clients, who are provided with tax advisory services and their contact persons (in case of business partners or clients – legal persons), concluded contracts and conduct of an appropriate communication</b>	<i>processing of personal data is performed on the basis of the legitimate interest of the controller which is the need to keep an overview of suppliers, business partners and clients of the controller, respectively their contact persons in contractual relations for the proper fulfilment of contractual obligations, potential proving of legal claims and conduct of an appropriate contractual communication</i>	Article 6 (1) f) of the Regulation	<i>natural persons – suppliers of goods and services, their employees and representatives, processors, employees and representatives of suppliers of goods and services, natural persons – clients, their employees and representatives, and contact persons (representatives and employees) of the clients – legal persons</i>	<i>common personal data (name, surname, residence address/address of the place of business, contact details - telephone number, e-mail address, bank connection, membership in the organization)</i>	<i>5 years after the expiry of the contract</i>
<b>handling with the exercised rights of the data subjects</b>	<i>processing of personal data is a legal requirement</i>	Article 6 (1) c) of the Regulation, Act No. 18/2018 Coll. on Personal Data Protection and amending and supplementing certain acts	<i>natural persons who have filed or exercised the rights of data subjects with the controller</i>	<i>common personal data contained in the application</i>	<i>until the exercised rights are finally dealt with</i>

<b>records of the exercised rights of the data subjects</b>	<i>processing of personal data on the basis of the legitimate interest of the controller, which is the registration of the exercised rights of data subjects due to be able to prove fulfilment of the obligations arising from legal regulations</i>	<i>Article 6 (1) f) of the Regulation, Act No. 18/2018 Coll. on Personal Data Protection and amending and supplementing certain acts</i>	<i>natural persons who have filed or exercised the rights of data subjects with the controller</i>	<i>common personal data contained in the application</i>	<i>5 years from the day of exercising the rights</i>
<b>responding to messages and handling inquiries / requests from messages delivered to the controller via the contact form on the website or messages on the social network</b>	<i>processing of personal data is performed on the basis of the legitimate interest of the controller which is responding to messages on social networks and received in another form for the proper conduct of business communication and the quality of services</i>	<i>Article 6 (1) f) of the Regulation</i>	<i>natural persons sending a message / an inquiry</i>	<i>name, surname, e-mail, telephone number, other data stated in the report</i>	<i>30 days from the date of delivery of the request or until the processing of the request (fulfilment of the purpose), whichever occurs first</i>
<b>making photographs of employees, members of the bodies of the controller and other cooperating persons and their publishing on the communication channels of the controller (website, social networks) and at the premises of the company</b>	<i>processing of personal data is performed on the basis of the consent of the data subject</i>	<i>Article 6 (1) a) of the Regulation</i>	<i>natural persons - employees, members of the bodies, other cooperating persons who have granted their consent</i>	<i>photographs, in case of members of the bodies of the controller and cooperating persons also the title, name, surname and function</i>	<i>5 years from the date of granting the consent</i>
<b>sending information about the controller's activities and its current offer (direct marketing - newsletter)</b>	<i>processing of personal data is performed on the basis of the consent of the data subject</i>	<i>Article 6 (1) a) of the Regulation</i>	<i>natural persons who have subscribed to the newsletter and have granted their consent</i>	<i>e-mail address</i>	<i>3 years from the date of granting the consent or until its withdrawal, whichever occurs first</i>

<b><i>sending information about the controller's activities and its own services to existing and former clients</i></b>	<i>processing of personal data is performed on the basis of the legitimate interest of the controller which is the interest in maintaining the existing clientele and its regular informing about the services provided</i>	<i>Article 6 (1) f) of the Regulation</i>	<i>natural persons - clients and representatives of the clients and subjects to which the controller provided the services in the past</i>	<i>name, surname, function, e-mail address</i>	<i>3 years from the date of providing the service or until unsubscribing from the newsletter, whichever occurs first</i>
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**\*These records of processing activities serve only for the purposes of fulfilling the controller's information obligation and form an annex to the controller's Privacy Policy through which the controller fulfils its information obligation towards data subjects and they are not a complete records of processing activities.**