

Accounting, Operational, Contract and Copyright Agenda

Instruction for the processing of personal data

According to Art. (13) of the Regulation no. 2016/679 of the European Parliament and of the Council (EU) from 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (hereinafter referred to as the "**Regulation**").

Operator:

Business name : **A4 – Associations for contemporary culture**
Registered office : Karpatská 2, 811 05 Bratislava, Slovak Republic

Company ID:	: 30 853 435
Contact info	
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In the information system accounting, operational, contract and copyright agenda, we process your personal data in order to:

- ♣ conclusion of the contract (including copyrights) between you and our civic association
- ♣ fulfilment of rights and obligations from the contract
- ♣ fulfilling our legal obligations

Personal data is processed without the consent of the person concerned (this is a contractual or statutory requirement).

As a result of the non-disclosure of personal data, it is impossible to conclude and perform the contract, or more precisely there is impossibility of fulfilling our legal obligations.

Legal basis governing personal data processing is based on:

- ♣ necessity to fulfil the contract pursuant to Article 6 1. b) GDPR regulations
- ♣ necessity to fulfil our legal obligations pursuant to Article 6 (1) (c) GDPR Regulations resulting from Act No. 431/2002 Coll. on Accounting as amended and Act No. 395/2002 Coll. on archives and registers and on amendments to certain laws as amended

your personal information we keep for the period of:

Type	Archiving period
Contracts, Agreements, Orders, Acceptance Badges	10 years
Invoices	10 years
Accounting documents and records	10 years
Extracts from official and professional registers and records	10 years
Bank statements	10 years
Common correspondence	2 years

An operator shall provide the personal data of the concerned person to the recipient or categories of recipients (excluding public authorities):

- * Intermediary - external accountant
- * Persons bound by professional secrecy (if professional assistance is necessary)
- * The Arts Support Fund (in connection with the copyright agreement and the associated agenda)

In connection to processing of personal data you have the right to:

- 1.) **get** from us **confirmation** on the processing of your personal data, along with information about the purpose of the processing, the categories of personal data, the recipients or categories of recipients of the personal data, the estimated duration of the retention of personal data, the right to cancel or restrict the processing of personal data, the existence of a right to object to the processing of personal data and the right of portability, the existence of the right to institute proceedings for the protection of personal data of the Office for the protection of personal data, information about the source of the personal data processed and the information on the existence of an automated decision making, including profiling;
- 2.) keep your personal information without undue delay **repaired** (if they are incorrect) or **added** (if they are incomplete);
- 3.) get **your personal information without unnecessary delay deleted** if: (i) they are no longer necessary for the purpose for which we obtained / processed them; (ii) you claim processing according to item 6 below, with no legitimate reason or interest on our part; (iii) we process them illegally or (iv) we are required to erase them in accordance with generally applicable legal standards;
- 4.) **limit processing**, if: (i) you challenge the accuracy of your personal data during a period of time to verify its accuracy, (ii) the processing is unlawful with no requiring the deletion of personal data, and instead requesting a "limitation" of their use; (iii) we no longer need your personal data for the purpose of processing, but you need them in connection with the application or defence of legal claims; (iv) if you initiate the processing of your personal data as set forth in paragraph 6 below, until we have verified that our legitimate interests / reasons prevail over your rights, interests and freedoms;
- 5.) **obtain personal data** provided according to the contracted requests (if they are processed by automated means) in a structured, commonly used and machine- readable format and law **to transfer these data** to another operator. **Applying the portability rights** it must not have an adverse effect on the rights and freedoms of others;

In relation to the processing of personal data, you have the right at any time:

- 6.) **to oppose the processing** for reasons related to your particular situation. In this case, we may not further process personal data unless we demonstrate a legitimate interest that overrides your rights, interests and freedoms, or unless we substantiate the grounds for proof, defence or exercise of the legal claim;
- 7.) **to file a motion to the Office for Personal Data Protection to initiate the procedure for the protection of personal data** pursuant to § 100 of Act no. 18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Acts.