

Information on the processing of personal data - Accounting

Operator: HOLLEN, s.r.o.

Contact details of the operator: Kosatcová 24 / A, 841 07 Bratislava, ID number: 35 804 505, registered in the Commercial Register OS Bratislava I, Section: Sro., File No .: 23309 / B

Contact details of the responsible person: the responsible person is not authorized

Purpose of processing: Processing of accounting documents.

Legal basis of processing: The processing is necessary to fulfill the legal obligation of the operator under Art. 6 par. 1, par. (c) Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data (generally the Data Protection Regulation), in particular as follows:

- Act on Accounting
- The Value Added Tax Act
- Income Tax Act
- The Local Taxes Act and the Local Waste Charge Act
- The Civil Code
- The Commercial Code
- Social Fund Act
- Labour Code
- Travel Compensation Act

Beneficiaries / Beneficiary category: Social Insurance Agency, Health Insurance Companies, Tax Office, Municipal and Municipal Authorities.

Retention period:

- Invoices for 10 years
- A book of received and sent invoices or other evidence tool for 10 years
- Order book 10 years
- Bank documents (including statements and multiple payment orders) for 10 years
- Accounting, annual accounts, general ledger for 10 years

Requirement to provide personal data and possible consequences of not providing it: Providing personal data is a legal requirement. The data subject is obliged to provide personal data, otherwise the proper processing of accounting documents is not possible.

Transfer of personal data to a third country or international organization: Not applicable.

Automated decision making, including profiling: Not applicable

Rights of the data subject:

The data subject **shall have the right of access to personal data, the right to rectify, erase, restrict processing and the right to lodge a complaint with the Supervisory Authority, the Office for Personal Data Protection of the Slovak Republic.**

Detailed information on the rights of the persons concerned and the way they are exercised can be found on the operator's website at www.hollen.sk/en