

## PRINCIPLES OF DATA PROCESSING AND DATA PROTECTION

prepared in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ( hereinafter referred to as the "GDPR") and Act No. 18/2018 Coll. on the Protection of Personal Data (hereinafter referred to as the "Personal Data Protection Act")

### Introductory provisions

Company BIOM-R, s. r. o., Nad lúčkami 41, 841 05 Bratislava, ID No: 36 666 092  
(hereinafter referred to as the "Controller")

respects the privacy of all data subjects with whom it is in contact; regardless of whether it processes personal data itself or through third parties. It is extremely to the Controller that each data subject understands what personal data we process about him or her, why we do it and what his or her rights are. We may process the personal data of data subjects in different ways and in different situations depending on the type of data subject. In this document below you will find general information such as:

- the identification and contact details of the operator (Part 1 of this document),
- Your rights in relation to the processing of your personal data (Part 2 of this document),
- information about automated individual decision-making, including profiling (Part 3 of this document)

more information about the processing of personal data in your specific case, please refer to section 4 of this document, depending on whether you are:

- visitor to our website (section 4.1 of this document)
- client or product seeker (section 4.2 of this document)
- jobseeker (section 4.3 of this document)
- supplier (or business partner) (section 4.4 of this document)

On behalf of the company, we would also like to ask you to always provide us with only up-to-date and correct personal data, which will then be processed by our company. In the event of a change in your personal data, we also ask you to notify us of this without undue delay. To protect your personal data from unauthorised persons and against unlawful processing, unforeseen loss, destruction and damage, both online and offline, we use physical, electronic and organisational measures to prevent such situations from occurring in accordance with our internal privacy policy.

### 1. Identification and contact details:

Identification and contact details of the Company are:

business name: BIOM-R, s. r. o.

Headquarters: Nad lúčkami 41, 841 05 Bratislava

ICO: 36 666 092

entry in the Commercial Register of the District Court Bratislava I, Section Sro, Insert No. 41958/B

Email: [kubes@biom-r.com](mailto:kubes@biom-r.com)

tel: 0915 626 699

The company does not have an appointed responsible person (our company is not obliged to appoint a responsible person in accordance with the GDPR and the Data Protection Act).

## 2. Rights of the data subject

If our company processes your personal data, you have the following rights as a data :

Withdraw consent - we process your personal data on the basis of your consent, you have the right to withdraw that consent at any time. You may withdraw your consent electronically, at the address set out in Part 1 of this document, in writing, by notice of withdrawal (or by any other appropriate means). Withdrawal of consent does not affect the lawfulness of the processing of personal data we have processed about you on the basis of that consent.

Right of access - you have the right to be provided with a copy of the personal data we hold about you, as well as information about how we use your personal data. In most , your personal data will be provided to you in electronic form where technically possible.

Right to rectification - we take reasonable steps to ensure that the information we hold about you is accurate, complete and up to date. If you believe that the information we hold is inaccurate, incomplete or out of date, please do not hesitate to ask us to correct, update or complete the information.

Right to erasure (to be forgotten) - you have the right to ask us to erase your personal data, for example, if the personal data we have collected about you is no longer necessary for the fulfilment of the original purpose of the processing. However, your right must be considered in light of all the relevant circumstances. For example, we may have certain legal obligations which mean that we may not be able to comply with your request.

Right to restriction of processing - in certain circumstances you are entitled to ask us to stop using your personal data. These include, for example, where you believe that the personal data we hold about you may be inaccurate or where you believe that we no longer need to use your personal data.

Right to data portability - in certain circumstances, you have the right to ask us to transfer the personal data you have provided to us to another third party of your choice. However, the right of portability only applies to personal data that we have obtained from you on the basis of consent or on the of a contract to which you are a party.

Right to object - you have the right to object to the processing of data that is based on our legitimate legitimate interests. If we do not have a compelling legitimate ground for processing and you object, we will no longer process your personal data.

Right to bring a data protection action

---

you believe that your personal data protection rights have been violated, you have the right to file a complaint with the supervisory authority, the Office for Personal Data Protection, at the following address

Hraničná 12  
820 07 Bratislava 27 Slovak  
Republic

Id:

ID: 36064220

VAT NUMBER: 2021685985

Secretariat of the Authority:

+4213231 3214

E-mail [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)

In view of the epidemiological situation in the Slovak Republic, the Office recommends making submissions by mail or electronic services ([www.slovensko.sk](http://www.slovensko.sk)). Personal submissions from 29.11.2021 can only be made in unavoidable cases no later than 12:00.

### 3. Automated decision-making and profiling

Your personal data will not be used for automated individual decision-making, including profiling.

### 4. Information on the processing of personal data by data subjects

The provisions of this point 4. shall not apply to data subjects who have been specifically instructed in writing by the company in accordance with Sections 19 and 20 of the Personal Data Protection Act in the event that the data subject has signed such an instruction in his or her own handwriting, as from the moment of signing such an instruction in his or her own handwriting.

#### *4.1. visitor*

The Company is the operator of a website - an online shop located at [www.aweage.sk](http://www.aweage.sk) (hereinafter also referred to as the "e-shop").

What are Cookies?

If you visit a site (including our company's website) that writes cookies, a small text cookie will be created on your computer. A cookie is a short text file that a website stores on your computer or mobile device (including tablet) browser when you browse it. If you visit the same site next time, it will make you connect faster. In addition, the site will "get to know" you and offer you the information you prefer, ensure that you do not repeat an advertisement that has already been displayed, or allow you to enter or offer to fill in the data filled in during previous visits to the web environment and, following this information, display relevant content and offers of estimated activities and services that we assume you could use. Cookies can be used for statistical data about

use of the website without personally identifying individual visitors. If you set your browser to block the entry of cookies, it is possible that some parts of websites that use cookies (including our website) may not function without some problems or slowdowns. Cookie Settings. You can control or delete cookies at your discretion. Please visit [www.allaboutcookies.org](http://www.allaboutcookies.org) for details. You can delete all cookies stored on your computer and you can set most browsers to prevent them from being stored. If you don't trust cookies, you can delete them from your hard drive periodically. Instructions for deleting all cookies, even incorrect ones, can be found below:

Internet Explorer	<a href="http://www.windows.microsoft.com">www.windows.microsoft.com</a>
Safari	<a href="http://www.support.apple.com">www.support.apple.com</a>
Opera	<a href="http://www.help.opera.com">www.help.opera.com</a>
Mozilla Firefox	<a href="http://www.support.mozilla.org">www.support.mozilla.org</a>
Google Chrome	<a href="http://www.support.google.com">www.support.google.com</a>
Brave	<a href="http://www.support.brave.com">www.support.brave.com</a>

#### 4.1.1. Purpose of processing personal data

The Company processes personal data provided by you or personal data obtained by the Company as a result of the fulfilment of your order.

The Company may process your data for the following purposes:

- the company processes your identification and contact data and the data necessary for the performance of the contract.
- optimising website display and ad targeting using ,
- sending marketing materials and offers at the request of the data subject (so-called. "mailing") or after expressing your consent to the processing of your personal data for such purpose. **Note:** in the case of filling in the contact form on our company's website for the purpose of return contact by our company due to interest in our company's services, section 4.2 of this document entitled "*Client or Product Seeker*" applies to you instead of this section 4.1.

#### 4.1.2. Legal basis

If our company is able to identify the person of the website visitor during the recording, this will constitute processing of personal data. We must have a legal basis for such processing.

(i) The legal basis monitoring and evaluating activities is

- the legitimate interest of the operator, i.e. our company, to offer you the best possible specific service settings or support for your activities on the website, including direct advertising,
- the performance of a contract between you and the company pursuant to Article 6(1)(b) of the GDPR, the company's legitimate interest in providing direct marketing (in particular, to send commercial communications and newsletters) pursuant to Article 6(1)(f) of the GDPR,
- Your consent to processing for the purpose of providing direct marketing (in particular for sending commercial communications and newsletters) pursuant to Article 6(1)(a) GDPR

in conjunction with Section 7(2) of Act No. 480/2004 Coll. on Certain Information Society Services in the event that no order for goods or services has been placed,

- Your consent as a data subject, and in connection *with consent* as the legal basis for the processing of personal data, our company declares that the nature of the products provided by our company implies that they are not intended for or directed to children under 16 years of age, and therefore our company is not subject to the obligation to verify whether the legal representative has provided consent to the processing of personal data of a person under 16 years of age (pursuant to § 15 of the Personal Data Protection Act).

#### 4.1.3. Scope of processing of personal data

Our company., processes "ordinary personal data" to the extent necessary to fulfil the purposes set out in point 4.1.1. of this document, in particular to the following extent:

-email (if you wish to receive newsletters)

-if our company is able to identify the person of the website visitor when recording, the following types of cookies:

Strictly necessary cookies: Strictly necessary cookies guarantee functions without which you would not be able to use the website and ensure, among other things, that when you call up the website functions, a version is displayed which has a data volume corresponding to the broadband internet connection you are using. In addition, cookies of this type store your decision to use cookies on our site. The strictly necessary cookies that we use are mainly:

-, which are used solely to secure the transmission of data over the internet; and

-cookies that are strictly necessary to provide you with the service you have expressly requested (i.e. if these cookies are disabled, we will not be able to provide you with the service you have expressly requested).

Social network cookies: these cookies collect information about your use of social networks for the purpose of creating your profile (without directly storing your personal data, but based on the unique identification of your browser and the device through which you visited the website).

#### 4.1.4. Categories of beneficiaries

Personal data is processed directly by our company in electronic form. Certain activities are carried out for our company by subcontractors. In order to carry out these activities, it is required that your personal data is provided to such subcontractor to the extent necessary for performance of the subcontractor's tasks. Such external subcontractors are in particular external companies providing IT services to our company, companies operating web hosting and server and/or data storage management or other consultancy companies. The specific companies and activities may be subject to change according to the company's current needs. Personal data may also be disclosed to entities authorised under special regulations (e.g. law enforcement authorities, etc.).

#### 4.1.5. Transfer of personal data



Our company may also process some personal data (e.g. name, surname and email) through service providers, electronic systems and data storage operated by persons (intermediaries) outside the European Union. Our company will always check that they ensure the highest possible protection of personal data under the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

#### 4.1.6. Period of processing of personal data

Browsing data stored according to the cookie settings are not stored in our systems. The information we associate with cookie data is stored according to the consent you have given us or the duration of the contractual relationship between us and you. We will retain the combined data from cookies and our systems for as long as necessary for the purpose for which it was collected, but for no longer than 2 years. Personal data collected for the purpose of sending marketing materials and offers at the request of the data subject and after the data subject's consent has been given will be processed for a period of 5 years or until the data subject's consent is withdrawn (see the first bullet point of point 2. of this document).

#### 4.2. *Client (or seeker)*

Company Product means any service provided by the Company and/or any goods sold by the Company.

##### 4.2.1. Purpose of processing personal data

In order to enter into and perform a contract with you or the company you represent, it is necessary to process your personal data. We may also process personal data about visitors to our website (section 4.1 of this document) or physical locations, depending on how you have chosen to interact with our company in relation to your interest in our company's product(s).

Order processing for goods ordered via our website, telephone customer service line or by communicating with customer support via email and social networks. The legal reason for this is the necessity for the fulfilment of the requirements of the purchase contract (accounting documents).

Communication and customer support: personal data is used for the purpose of communicating with you. For example, we may contact you for the following reasons:

- help with completing your order,
- providing information on the current status of your request, order or complaint
- obtaining other necessary information.

Marketing offers: if you have agreed to receive our newsletter by e-mail ("Newsletters") we use your contacts to send you advertising or commercial communications. This involves processing the following data:

- IP address
- Name
- last name

- City
- e-mail address

Contact form: the customer has the option of contacting us on our e-shop. Registration and login: the customer has the opportunity to register in the e-shop, the registered customer has the opportunity to use the benefits offered by the e-shop. Social networks: Promotion of the company through Facebook, Instagram Source of personal data. Contact personal data is provided to our company by the person interested in the product, voluntarily or our company obtains it from publicly accessible sources (registers and databases of people interested in products similar to our company's products).

#### 4.2.2. Legal basis

We only process your personal data if we have a legal basis to do so.

Your consent to the processing of your personal data for the purpose of providing direct marketing pursuant to Article 6(1)(a) of the GDPR

Performance of the contract between you and the controller pursuant to Article 6(1)(b) of the GDPR

The processing is necessary for compliance with a legal obligation of the controller pursuant to Article 6(1)(c) of the GDPR

#### 4.2.3. Scope of processing of personal data

The Company processes "ordinary personal data" to the extent necessary to fulfil the purposes set out in point 4.2.1 of this document, in particular to the following extent:

- name, surname, title
- permanent , correspondence address
- date of birth (if necessary for the purpose of unambiguous and unmistakable identification of the client, in particular in the case of a written contract)
- ID
- phone number, e-mail
- account numbers (for sending any contractual benefits)

#### 4.2.4. Categories of beneficiaries

Personal data is processed directly by our company in written and electronic form. Personal data may be disclosed to entities authorised under specific regulations, which are in particular: law authorities, courts, bailiff's offices, etc. Certain activities are carried out for our company by subcontractors. In order to carry out these activities, it is required that your personal data is provided to such subcontractor to the extent necessary for the purposes of performing the subcontractor's tasks. Such external subcontractors include, in particular, external accounting, tax and other consultancy companies, web hosting and server and/or data storage management companies, courier or transport companies (in the case of delivery of goods by courier or other transport company), legal representatives, etc.

Specific companies and activities may be subject to change according to the company's current needs.

#### 4.2.5. Transfer of personal data

Our company may also process some personal data (e.g. name, surname and email) through electronic systems and data storage operated by persons (processors) outside the European Union. Our company will always check that they ensure the highest possible protection of personal data under the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

#### 4.2.6. Period of processing of personal data

Your data will be kept by our company for as long as is necessary to fulfil the purpose of the processing according to the special regulations and the purpose for which it was collected (see point 4.2.1 above), if we have a legitimate interest in keeping it, e.g. until the termination of the contractual relationship. After the termination of the contractual relationship and the settlement of all obligations arising out of or in connection with such contractual relationship, our company will retain your personal data for the time strictly necessary and for the period required by the relevant law. In the absence of such a period of time provided for by law, our company is entitled to retain your personal data for at least three years from the date of termination of the contractual relationship (up to a maximum of ten years, unless the applicable legislation provides for a longer retention period). In the event of a legal dispute with you (as the data subject) for at least three years from the date of the final conclusion of the legal dispute.

### 4.3. Jobseeker

#### 4.3.1. Purpose of processing personal data

The company will process your data for the following purposes:

- Recruitment. We process your data to determine whether you are a qualified candidate for the position you are applying for.
- Dispute resolution. Personal data may be processed by our company for the purpose of resolving disputes, complaints or legal processes.
- Compliance with the law. Our company may need to process your personal data in order to comply with the law or to comply with a court order.

#### Source of personal data.

Personal data is provided to our company by the job seeker himself voluntarily or our company obtains it from publicly accessible sources (registers and databases of job seekers on the labour market).

#### 4.3.2. Legal basis

Our company processes your personal data because the processing is necessary for the purposes of our company's legitimate interest. Our legitimate interest in this case is to recruit qualified candidates. In some cases, we will process your personal data in order to comply with our legal obligations (i.e. on a lawful legal basis) or we will process it on the legal basis of a pre-contractual relationship (whereby in the case of entering into a

the employment contract, you as an employee of our company will be specifically instructed in writing in connection with the protection of personal data).

#### 4.3.3. Scope of processing of personal data

In case of your interest in employment with our company, we will collect following information from you:

Contact details: for example, your name, surname, title, permanent address, temporary address, private email address, telephone number.

Information from your CV: such as your previous jobs, education, skills, language skills and any other information you choose to include in your CV.

Cover : any information you choose to include in your cover letter.

Eligibility for work: you may need to prove that you are legally eligible for employment with our company, e.g. education, language skills, medical fitness for selected types of positions, etc.

References: we may choose to obtain references from people who have worked with you in the past. Generally speaking, we will contact these people if you provide us with their names and contact details.

#### 4.3.4. Categories of beneficiaries

Personal data is processed directly by our company in written and electronic form. Our company may share your data with third parties in the following circumstances:

-if we obtain information from third parties (as set out above), we will provide them with your name and surname and any other information necessary for them to provide us with relevant information about you.

-if required by law or court order, we may share your personal information with, for example, law enforcement or other authorized authorities in the Slovak Republic.

-we may also disclose your personal data to companies with an economic or personal link to our company in the case of a legitimate interest of our company.

Certain activities are carried out for our company by subcontractors. In order to carry out these activities, it is required that the personal data of the data subject is provided to such subcontractor to the extent necessary for the performance of the subcontractor's tasks. Such external subcontractors are in particular external recruitment agencies, accounting, tax and other consultancy companies, data storage and server management companies. The specific companies and activities may be subject to change according to the current needs of our company.

#### 4.3.5. Transfer of personal data

Our company may also process some personal data (e.g. name, surname and email) through electronic systems and data storage operated by persons (processors) outside the European Union. Our company will always check that they ensure the highest possible protection of personal data within the meaning of the relevant legislation (i.e. they are

part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield programme if located in the US, etc.).

#### 4.3.6. Period of processing of personal data

We retain your personal data for a limited period of time and this data will be deleted when it is no longer necessary for the purposes of processing. This means that we will keep your data for the duration of the selection process and delete it on the last day of the year following the year in which we became aware of your personal data. The reason for this retention is to protect our interests in the event of dispute resolution. If we select you to fill a position, we will keep your personal data on file, in accordance with our internal basic principles for the processing of personal data (in the form of a directive). We may process your personal data for a longer period of time after the selection process has been completed in the event of a legal dispute or if you give us permission keep your personal data on file for a longer period of time.

#### 4.4. *Supplier (or business partner)*

##### 4.4.1. Purpose of processing personal data

The purpose of the processing of personal data is (i) the selection procedure for the position of supplier of services and/or goods of our company or a cooperating person of our company, regardless of whether it is a long-term supplier-customer relationship or a one-off supply (hereinafter also referred to as "supplier") and the subsequent registration of the supplier's administration of the pre-contractual/contractual relationship between the supplier and our company, (ii) the performance of our company's business activities as well as (iii) the protection of our company's property, and (iv) where applicable, any other purposes for which the supplier has given its consent. Source of Personal Data. Personal data is provided to our company voluntarily by the supplier itself or obtained by our company from publicly accessible sources (registers and databases).

##### 4.4.2. Legal basis

The legal basis for the processing of personal data is:

- the exercise of rights and performance of contractual obligations arising in particular from the contract between the company and the supplier and the related documentation, including pre-contractual relations (regardless of whether such a contract is concluded orally or in writing, including in the form of an order); and
- in certain cases, the legitimate interest of our company in the proper conduct of its business.

##### 4.4.3. Scope of processing of personal data

The Company processes "ordinary personal data" to the extent necessary to fulfil the purposes set out in point 4.4.1. of this document, in particular to the following extent:

- name, surname, title
- ID,
- place of business, registered office or place of business (which may be the same as the place of residence)
- phone number, e-mail

-account numbers (for sending any contractual benefits)

#### 4.4.4. Categories of beneficiaries

Personal data is processed directly by our company in written and electronic form. Personal data may be disclosed to entities authorised under special regulations, which are in particular: law enforcement authorities, courts, bailiff offices, etc. Certain activities are carried out for our company by subcontractors (or other suppliers and business partners). In order to carry out these activities, it is required that your personal data is provided to such subcontractor to the extent necessary for the performance of the subcontractor's tasks. Such external subcontractors include, but are not limited to, external accounting, tax and other consulting companies, web hosting and server and/or data storage management companies, legal counsel, and others. The specific companies and activities may be subject to change and as the company's needs change from time to time We may also share your personal information with our clients if you are a supplier who supplies our company with products (i.e. goods/services) that our company provides to such clients.

#### 4.4.5. Transfer of personal data

Our company may also process some personal data (e.g. name, surname and email), for example, through electronic systems and data storage operated by persons (processors) outside the European Union. Our company will always check that they ensure the highest possible protection of personal data in accordance with the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

#### 4.4.6. Period of processing of personal data

Your personal data will be processed by the company for the duration of the contractual relationship with you as a supplier. After the termination of the contractual relationship and the settlement of all obligations arising out of or in connection with such contractual relationship, our company will retain your personal data for the time strictly necessary and for the period required by the applicable law. In the absence of such a statutory period, our company is entitled to retain your personal data for at least three years from the date of termination of the contractual relationship (up to maximum of ten , unless the applicable law provides for a longer retention period). In the event a legal dispute with you (as the data subject) for at least three years from the date of the final conclusion of the legal dispute.

## 5. Final provisions

By submitting an order from the online order form, you confirm that you are aware of the privacy policy and that you accept it in its entirety. You agree to these terms and conditions by ticking the consent box via the online order form. By ticking the consent box, you confirm that you are aware of the privacy policy and that you accept it in its entirety. The Company is entitled to change these terms and conditions. It will post the new version of the Privacy Policy on its website.

These terms and conditions come into force on 25.08.2018 UPDATE  
08.04.2022

