

THE STATEMENT OF THE ADMINISTRATOR ON PERSONAL DATA PROCESSING

According to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) in regards to the processing of personal data and instructing the subjects of data (hereinafter "GDPR")

I. Personal data administrator

The administrator of personal data:

GAS Familia, LLC Stará Ľubovňa

With the headquarters at Prešovská 8, 064 01 Stará Ľubovňa, Company reg. number: 31 691 552, registered in the Commerce registry of the District court Košice I., section Sro, insert number 1766/P

email contact: noreply@gasfamilia.com (hereinafter the "**Administrator**");

by this in accordance with the article 12 of the GDPR informs the subjects of data about the processing of their personal data and about their rights.

II. The amount of personal data processing

Personal data are processed in the scope in which it is provided to the administrator in relation to the establishment of a contractual or other legal relationship with the administrator, or the administrator obtained legitimately from a third party or collected legally in other ways, and processes them in accordance with enforceable legal enactments or to fulfill legal obligations of the administrator.

III. The sources of personal data

- Directly from the subjects of data (mainly in the scope of appropriate contracts conclusion, on the basis of order, registration and purchases through e-shop, e-mail, by phone, by chat, through web pages, contact web form, through social media, handing over business card, on the basis of acquired consent, acquired audio or video record obtained through technical device of the administrator etc.)
- By a third person (mainly contractual parties in regards of the concrete contractual relation fulfillment)
- From public records
- Other records in appropriate legal regulations

IV. Personal data categories that are the subject of the administrator's processing

The administrator processes (by himself or through processor) following personal data categories:

- Name and headquarters
- Commerce company (activity of natural persons) • address, delivery address • date of birth • personal identification number • e-mail address • phone number –private, services • phone – fax number • company registration number • ID card number • passport number • VAT identification number • VAT company number • bank connection • www pages • data inbox ID • password, login • photos • video record • audio (phone) record • IP address • localization data (GPS, CCS) • insurance card number • number of contract under which the subject is recorded with the administrator • personal number, employee number • education • employment income (salary, retirement income) • personal data of children or wives respectively partner • cookies • signature.

V. The subjects of data category

The subject of data is a natural person that the personal data is connected with and that namely

- employee administrator (on the basis of employment contract, contract of work performance, agreements on labour activities) • candidate for the employment with the administrator • an employee of the administrator's agency • contractual partner of the administrator (natural person – entrepreneur, non-entrepreneur) - client – customer – purchaser – order party – subscriber – supplier, transporter – maker – order party – renter – leaser – renter – authorized – obliged – creditor – debtor – user – next contractual state (on the basis of contract conduction on the future or measurements accepted before the contract conduction on the basis of the subject of data appeal),

- the subject in a pre-contractual relation with the administrator (order party before accepting the order, applicant etc.)

- juristic person • ancillary juristic person • aggrieved person, interested person • applicant • inquirer • payer • receiver • authorized • obliged • aggrieved

VI. Personal data processors and receivers category

- external subject that provides services to the administrator, first and foremost provides:

- Services in the area of health at work safety and protection, fire prevention
- Transporters, deliverers
- Commerce representatives
- Suppliers performing for the administrator so called direct distribution of the goods to the customers of the administrator
- Accounting services, services of tax advisors and auditors
- IT services, cloud storages
- Promotional services, marketing
- Services in the tutoring area, education

- Services based in the ensuring of donations and subventions
- further:
 - Bodies of the state administration
 - Bodies of the local administration
 - Bank institutions
 - Insurance companies

VII. Aim and reasons for personal data processing

The personal data processing takes place with the administrator:

- On the basis of given consent of the subject of data
- In contract fulfillment with the subject of data
- In performance of the precautions accepted before the contract conclusion on the basis of the subject of data appeal
- For the reason of fulfilling the legal obligations applied to the administrator
- For the reason of eligible interest of the administrator or the third party (inclusive of archiving on the basis of eligible interest of the administrator)
- For the reason of protecting the interests important to the life of the subject of data or other natural persons

VIII. Method of processing and protecting personal data

The processing of personal data is being done by the administrator. The processing is being done in the administrator's premises, branches and headquarters of individual authorized employees of the administrator, or the processor if appropriate. The processing is performed through the computing technology, if appropriate even manually in cases of personal data in the physical form if all the safety principles for the administration and processing of personal data are fulfilled. Under these conditions the unlawful and unsuitable processing of personal data cannot be prevented, nor can be prevented their changes, destruction, loss, unauthorized transfer, unauthorized processing or any other misconduct of personal data. The public subjects that have access to personal data, are properly checked, contractually secured to respect the rights of subjects of data for the purpose of protecting personal data and privacy and are obliged to follow every step of legal regulations connected with the protection of personal data.

IX. The period of personal data processing

In accordance with deadlines stated in appropriate contracts, with internal directives of the administrator or with appropriate legal regulations, in all the cases of personal data processing relation is to the period necessary for ensuring the rights and responsibilities derivable from the contracts on authorized interests, as well as appropriate legal regulations.

X. Instruction

The administrator processes the data with the consent of subject of data with the exception of lawfully stated cases, if the processing of personal data does not require consent of the data subject. In accordance with the article 4 section 6 paragraph 1 of the GDPR, the administrator can process these data without required consent:

the subject of data has given consent with one or more concrete purposes, the processing is necessary for contract fulfillment of which the subject of data is contractual party or is necessary for the execution of precautions accepted before the conduction of contract based on the appeal of this subject of data, processing is necessary for the purposes of protection of authorized interests of appropriate administrator or a third party, with the exception of cases, when the interests or basic rights and liberties of the subject that require personal data protection have precedence over the interests vital to the subject of data being ensured.

XI. The rights of the subjects of data

In accordance with the article 12 of the GDPR the administrator **informs the subject of data** about the right for access to personal data and to following information:

- Purpose of processing,
- Aggrieved personal data categories,
- Receivers or receiver category in which personal data are or will be published,
- Planned period of storing personal data,
- All available information on personal data sources,

Each administrator or processor performing personal data processing that is at variance with the protection of private and personal life of the subject of data and in conflict with the law, mainly if personal data are inaccurate in regards to their purpose of processing, can:

- Request an explanation from the administrator
- Require the administrator to remove the state thus originated. Mainly it may be blocking, correction, filling in or deleting personal data.

If the request of the subject of data is found justifiable, the administrator will remove the error state immediately. If the administrator does not oblige to the request of the subject of data, the subject of data has the right to turn directly to the Authority which is the Personal Data Protection Commission. The subject of data has the right to turn with the claim to the Authority directly without any previous steps.

The administrator has the right to ask an appropriate commission for providing information that does not exceed expenses necessary for providing information.

XII. Final provisions

In a case of any questions regarding the personal data processing of the subjects of data contact the administrator in written form or electronically using these contact information:

GAS Familia, LLC Stará Ľubovňa, with the headquarters at Prešovská 8, 064 01 Stará Ľubovňa, company registration number: 31 691 552

Email contact: noreply@gasfamilia.com (hereinafter the “**Administrator**”):

The statement is publicly available on the web pages of the administrator www.gas-familia.sk

The last update of this statement has been done on May 23, 2018.