# Information on the rights of the data subject	**Edition: 1**
Controller: **Nadácia Habitat for Humanity International**, with its registered office at Mlynské nivy 18890/5, 821 09 Bratislava-Ružinov, ID No.: 37925601, registered in the Register of Non-Governmental Non-Profit Organizations maintained by the Ministry of the Interior of the Slovak Republic, under the registration number 203/Na-2002/871 (hereinafter referred to as "**Habitat**“)	**Pages: 5**

Revision			
No.	**Release date**	**Description of the action performed**	**Done**

Nadácia Habitat for Humanity International, with its registered office at Mlynské nivy 18890/5, 821 09 Bratislava-Ružinov, ID No.: 37925601, registered in the Register of Non-Governmental Non-Profit Organizations kept by the Ministry of the Interior of the Slovak Republic, under registration number 203/Na-2002/871 (hereinafter referred **to as the "Controller**"), hereby provides you as a data subject with regard to 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 free the movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter **referred to as the "Regulation**") and Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Acts, as amended (hereinafter referred to as the "**Act**")

information on the rights of the data subject,

which you derive from the aforementioned legal regulations, because as the Controller, it processes your personal data.

01 Right to information (Article 13 of the Regulation)

In order to fulfil the Controller's information obligation, which corresponds to your right to information, the Controller provides you as a data subject with the following information in accordance with the provision of Article 13 of the Regulation:

1.1 Identification data and contact details of the Operator:

Name	:	**Nadácia Habitat for Humanity International**
Seat	:	Mlynské nivy 18890/5, 821 09 Bratislava-Ružinov
Company ID	:	37925601
Registration	:	Register of non-governmental non-profit organizations maintained by Ministry of the Interior of the Slovak Republic, under the registration number 203/Na-2002/871
Tel. no.	:	
E-mail	:	

1.2 List of processed personal data:

1.2.1 title, first name, surname,
1.2.2 business name in the case of natural persons – entrepreneurs,
1.2.3 place of business in the case of natural persons – entrepreneurs,
1.2.4 employment or other position in a company that is a business partner,
1.2.5 the employer/company on whose behalf the data subject acts;
1.2.6 signature,
1.2.7 phone number
1.2.8 email.

1.3 Purpose of the processing of personal data of the data subject by the Controller:

1.3.1 **conclusion and performance of the cooperation agreement (provision of services) and obligations of the Controller as a contracting party related to the contractual relationship in question, including pre-contractual relations**

The legal basis for the processing of your personal data for this purpose is Article 6(1)(b), (c) and (f) of the Regulation, i.e. the performance of the concluded contract and the fulfilment of the Controller's legal obligations in the field of commercial law arising in particular from:

1.3.1.1 Act No. 513/1991 Coll., the Commercial Code, as amended,

1.3.1.2 Act No. 595/2003 Coll. on Income Tax, as amended,

1.3.1.3 Act No. 395/2002 Coll. on Archives and Registries and on Amendments to Certain Acts,

1.3.1.4 Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Acts,

1.3.1.5 Act No. 431/2002 Coll. on Accounting, as amended.

In the event that you are an employee or statutory body of a company that is our contracting party, or with which we are still negotiating cooperation, the legal basis for the processing of your personal data for this purpose is the provision of Article 6(1)(f) of the Regulation, i.e. the legitimate interest of the Controller, which is the possibility of communicating on matters related to the contract in question and its performance.

Processing under this clause also includes pre-contractual negotiations between the parties.

1.3.2 **inclusion in the contact database for possible further cooperation**

The legal basis for the processing of your personal data for this purpose is Article 6(1)(a) of the Regulation, i.e. your explicit consent. Consent is granted for a period of 4 years and you have the option to withdraw it at any time.

1.4 Personal data retention period

1.4.1 Your personal data will be processed by the Controller for the duration of the business relationship, 11 years after its termination in the event of claims arising from contractual relationships (if you were directly a party to the contract), or for the duration of the consent granted, depending on the purpose for which the personal data were obtained.

1.5 Obligation to provide personal data

1.5.1 If you are a natural person – entrepreneur, the provision of your personal data is a legal requirement and at the same time a requirement that is necessary to conclude a cooperation agreement. If you are a statutory body or employee, we have obtained your personal data from your employer or the company on whose behalf you act for the purpose of fulfilling or negotiating a contract.

1.5.2 Failure to provide these personal data may lead to the prevention of achieving the purpose of personal data processing, to the impossibility of fulfilling the legal obligations of one of the contracting parties, and thus to the impossibility of establishing a business relationship.

1.6 Disclosure of personal data to recipients and third parties

1.6.1 All your personal data will be stored in the Controller's internal systems and will be further provided and made available to recipients to the extent specified in this point, which are:

1.6.1.1 legal representatives, auditors, tax advisors, processors who ensure the processing of personal data on the basis of a contract with the Controller,

1.6.1.2 companies belonging to the Habitat Group, insofar as it is necessary for cooperation under the concluded contract,

1.6.1.3 third parties to whom personal data will be provided in connection with the fulfilment of the Controller's obligations under special regulations; such recipients are the tax office, authorized public authorities to perform control and supervision, the Statistical Office of the Slovak Republic, courts, law enforcement authorities, bailiffs.

1.6.2. The Controller approaches the selection of recipients of your personal data with due diligence and in the event that these recipients are not bound by a legal obligation of confidentiality in relation to the personal data provided, it will bind them to this obligation by means of a special written contract.

1.7 Transfers to third countries

1.7.1 Where relevant when necessary for the performance of a contract entered into with you or a company on whose behalf you are acting, we may transfer your personal information to the United States, but only to our parent company, Habitat for Humanity International, Inc., located at 285 Peachtree Center Ave NE, Suite 2700, Atlanta, GA 30303, USA. Standard contractual clauses have been entered into between the companies for the purpose of this transfer.

02 Other rights of the data subject

Due to the fact that the Controller processes your personal data, the Regulation and the Act grant you several authorizations through which you can control or influence this processing.

2.1 Right of access to personal data (Article 15 of the Regulation)

2.1.1 You have the right to request and obtain confirmation from the Controller as to whether it processes your personal data.

2.1.2 If the Controller processes your personal data, you have the right to access this personal data (copies thereof), as well as the following additional information about:

2.1.2.1 the purposes of personal data processing,

2.1.2.2 the categories of personal data concerned;

2.1.2.3 the recipients or categories of recipients to whom your personal data have been disclosed;

2.1.2.4 the anticipated period of retention of personal data,

2.1.2.5 other authorisations specified in this Information.

2.1.3 Unless you request another method of providing a copy of your personal data and additional information according to the previous paragraph, the Controller will provide them to you in written paper form. If you request the provision of this information by electronic means, it will be provided to you electronically, if technically possible.

2.2 Right to rectification of personal data (Article 16 of the Regulation)

2.2.1 The Controller takes reasonable measures to ensure the accuracy, completeness and timeliness of the information it has about you. However, this right allows you to request the Controller to rectify your incorrect personal data without undue delay or to complete your personal data if they are inaccurate, incomplete or outdated.

2.3 Right to erasure of personal data (right to "be forgotten") (Article 17 of the Regulation)

2.3.1 You have the right to request the Controller to erase your personal data without undue delay after exercising this right, for example if:

2.3.1.1 your personal data are no longer necessary for the purpose for which they were obtained or processed by the Controller,

2.3.1.2 if you object to the processing of personal data pursuant to Article 21(1) of the Regulation, or

2.3.1.3 if your personal data is unlawfully processed.

2.3.2 However, this right of yours will be assessed in the light of all relevant circumstances. The Controller may have certain obligations under the law due to which it will not be able to comply with your request. In the event that it is not possible to comply with your request for these reasons, the Controller will inform you of this fact with the reasons why it cannot do so.

2.4 Right to restriction of the processing of personal data (Article 18 of the Regulation)

2.4.1 In cases stipulated by law, you have the right to request the Controller to stop processing your personal data if:

2.4.1.1 you contest the accuracy of the personal data that the Controller records about you (but only during the period allowing the Controller to verify the accuracy of your personal data),

2.4.1.2 the processing of your personal data is unlawful and you object to the erasure of your personal data, requesting instead the restriction of their use, or

2.4.1.3 the Controller no longer needs your personal data for the purposes of processing and wants to delete them, but you need them to establish, exercise or defend legal claims,

2.4.1.4 you have objected to the processing of personal data pursuant to Article 21(1) of the Regulation (see Article 2.6 of this Information), until it has been verified whether the legitimate reasons on the part of the Controller outweigh the legitimate reasons on your part.

2.5 Right to personal data portability (Article 20 of the Regulation)

2.5.1 You have the right to receive from the Controller your personal data that you have

previously provided to the Controller in a structured, commonly used and machine-readable format and you have the right to request that your personal data be transferred to another controller subject to the fulfilment of legal conditions; the exercise of this right is without prejudice to your right to erasure of personal data.

2.5.2 However, the right to portability applies only to personal data obtained from you by the Controller on the basis of a contract to which you are a party (in this case, a cooperation agreement / on provision of services).

2.6 Right to object to the processing of personal data (Article 21 of the Regulation)

2.6.1 If the processing of your personal data is based on the legitimate interest of the Controller, you have the right to object to their processing.

2.6.2 In the event that you file an objection and the Controller fails to demonstrate the necessary legitimate reasons for the processing of your personal data that outweigh your interests, rights and freedoms, or the reasons for proving, exercising or defending legal claims, your personal data will no longer be processed for these purposes.

2.7 Right to file a motion to initiate proceedings on the protection of personal data (Section 100 of the Act; Articles 77 and 79 of the Regulation)

2.7.1 If you believe that the processing of your personal data carried out by the Controller is contrary to the Act and the Regulation, you have the right to file a motion with the Office for Personal Data Protection, with its registered office at Galvaniho 7/B, 821 04 Bratislava, Slovak Republic, Company ID No.: 36 064 220 (hereinafter referred to as the "Office") or to another competent authority, in particular in the Member State of your habitual residence, place of provision of the services or place of alleged violation.

2.7.2 The application initiating proceedings (hereinafter referred to as the "*application*") must contain:

2.7.2.1 name, surname, correspondence address and signature of the applicant;

2.7.2.2 an indication of the natural or legal person against whom the application is directed, indicating the name, surname, permanent residence or business name, registered office and identification number, if assigned;

2.7.2.3 the subject of the proposal with an indication of the rights that were allegedly violated during the processing of personal data,

2.7.2.4 evidence to support the claims made in the proposal;

2.7.2.5 a copy of a document or other evidence proving the exercise of the right under Part Two of the Second Title of the Act or the Regulation, if such a right has been exercised by the data subject, or an indication of reasons worthy of special consideration for the non-exercise of the right in question, if the application was submitted by the data subject.

2.7.3 A template of the application to initiate proceedings before the Office is published on the website of the Office.

2.7.4 Without prejudice to your right to seek protection of your rights on the basis of a motion to initiate proceedings before the Office, you also have the right to assert your rights before the court of the Slovak Republic with substantive and territorial jurisdiction if you believe that your rights set out in the Regulation have been violated as a result of the processing of your personal data in violation of the Regulation.