# *Information on the Processing of Personal Data of Data Subjects – Participants of a Meeting with Meeting Assistant*

In ENVIEN GROUP, we ensure that all your personal data are processed in compliance with applicable legal regulations. The security of your personal data and its lawful processing is our top priority. Here you will find out what rights you have and what you may request from us.

**Who processes your personal data?**
The controller of your personal data is the company that is a member of ENVIEN GROUP and organizes the meeting using the Meeting Assistant:

The controller of your personal data is one of the following companies:
ENVIRAL, a.s.
Registered office: Trnavská cesta, 920 41 Leopoldov, Slovak Republic
Company ID (IČO): 36259233
Registration with the court (designation of court/section/insert): District Court Trnava, Section Sa, Insert No. 10293/T

MEROCO, a.s.
Registered office: Trnavská cesta, 920 41 Leopoldov, Slovak Republic
Company ID (IČO): 35775203
Registration with the court (designation of court/section/insert): District Court Trnava, Section Sa, Insert No. 10441/T

Poľnoservis, a.s.
Registered office: Trnavská cesta, 920 41 Leopoldov, Slovak Republic
Company ID (IČO): 35703156
Registration with the court (designation of court/section/insert): District Court Trnava, Section Sa, Insert No. 10488/T

ENAGRO, a.s.
Registered office: Trnavská cesta, 920 41 Leopoldov, Slovak Republic
Company ID (IČO): 43814808
Registration with the court (designation of court/section/insert): District Court Trnava, Section Sa, Insert No. 10469/T

BPS Hubice, s. r. o.
Registered office: Trnavská cesta 1050, 920 41 Leopoldov, Slovak Republic
Company ID (IČO): 46384014
Registration with the court (designation of court/section/insert): District Court Trnava, Section Sro, Insert No. 40447/T

If you are not sure which company is concerned, please contact the person who provided us with your personal data, or contact us at osobneudaje@enviengroup.eu.

**Where did we obtain your personal data?**
We obtained your personal data directly from you.

**What personal data do we process?**
We process the following personal data:

- first name and surname of the participant
- email address of the participants
- voice recording
- work-related or, as the case may be, personal opinions expressed and discussed during the meeting

- content of verbal communication during the meeting

**For what purpose do we process your personal data?**

We use your personal data for the following purpose:

Reducing the administrative burden and improving the availability of information arising from online work meetings organized via the Microsoft Teams platform, through the use of an automated digital assistant to capture the content of the discussion and create a working record identifying tasks, decisions and deadlines.

Legal basis:

Consent of the meeting participant. Knowing participation and remaining in the meeting constitute implied consent.

**What rights do you have?**

a) **Right of access to data**

You have the right to know whether we process your personal data. If we do process it, you may request access to the data. Upon your request, we will issue a confirmation with information on the processing of your personal data by our company.

**b) Right to rectification**

You have the right to have your personal data processed by us be accurate, complete, and up to date. If your data is incorrect or outdated, you may request that we correct or update it.

**c) Right to erasure**

Under certain circumstances, you have the right to have your personal data erased. You can request erasure at any time. We will erase your data if:

- it is no longer needed for the purpose for which it was provided;
- you withdraw your consent;
- you object to the processing of your personal data;
- we process your personal data unlawfully;
- the data must be erased to comply with a legal obligation.

If we process your personal data on the basis of a legal obligation, erasure is not possible.

**d) Right to restrict processing**

You may request that we restrict the processing of your personal data. If we grant your request, we will only store your data and will not otherwise process it. Processing will be restricted if:

- you inform us that your data is inaccurate, until we verify its accuracy;
- we are processing your data unlawfully, but you do not wish it to be erased and instead request restricted use;
- we no longer need your data, but you need it to establish, exercise, or defend legal claims;
- you object to the processing of your data, until it is verified whether our legitimate interests override your reasons.

**e) Right to data portability**

You have the right to request your personal data in an electronic format that allows you to easily transfer it to another company. Where technically feasible, you can also request that we transfer the data directly to the other company. This right applies if you have provided the data directly and consented to its processing or if we process it based on a contract with you.

**f) Right to object**

You have the right to object to the processing of your personal data. If we process your data based on our legitimate interest and you are entitled to object on personal grounds relating to your particular situation, we will no longer process your personal data if your rights and interests override our legitimate interests.

**g) Right to file a complaint**

If you believe your data is being processed in violation of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) or Act No. 18/2018 Coll. on the Protection of Personal Data, you have the right to file a complaint with the Office for Personal Data Protection of the Slovak Republic (https://dataprotection.gov.sk/sk/; statny.dozor@pdp.gov.sk). However, we would appreciate it if you contacted us first so that we can address and resolve any issues.

**h) Right to withdraw consent**

If the processing of your personal data is based on consent, you have the right to withdraw that consent at any time. Withdrawal of consent does not affect the processing carried out before the withdrawal.

**How can you exercise these rights?**
You can submit your request by mail to the address of the controller (if known) or by email to osobneudaje@enviengroup.eu. We will process all requests and inform you of the outcome in the same manner in which the request was submitted.

**Which entities have access to your personal data?**
In order to meet legal requirements and ensure the proper functioning of the companies, third parties also have access to your personal data. These are in particular law enforcement authorities and authorities in misdemeanour proceedings, other state authorities, courts, insurance companies, as well as our IT service providers, lawyers and companies that provide us with accounting, tax, advisory and other services, with whom we have concluded a proper data processing agreement. We always ensure that we do not provide more data than is necessary to achieve the given purpose of processing.

**How long do we retain your personal data?**
We retain your personal data for 90 days from the date of the particular meeting, after which it is automatically erased.

**Profiling / transfers to third countries**
Your personal data will not be used for automated individual decision-making, including profiling. Your personal data will not be transferred to a third country or an international organization.

**Technical and organizational security measures:**
We implement organizational and technical measures to protect your personal data in accordance with the GDPR. We implement security measures in the areas of physical and facility security, information security (firewall, antivirus programs, etc.), cryptographic protection of information, and personnel and administrative security, in proportion to the assessed risk. We protect your personal data against any unauthorized access, alteration, transfer, disclosure, erasure or destruction, accidental destruction or loss, as well as against unavailability resulting from a change of the technology used. We continuously monitor and evaluate personal data breaches.

**Is the provision of your personal data a statutory or contractual requirement, or a requirement necessary to enter into a contract, and what are the consequences of failure to provide the personal data?**
The provision of personal data is not any of the above requirements. If the personal data are not provided, it will not be possible to fulfil the purpose of the controller.