

PRIVACY STATEMENT

The information below explains the process of handling with your personal data you have provided to us and also defines your rights related to the personal data processing when you participate in our surveys, questionnaires and forms (**'Surveys'**).

Our group of BDO entities as members of international network of independent public accounting, tax and advisory firms, as follows:

- company **BDO, spol. s r. o.**, seat at Eurovea - Central 3, Pribinova 10, 811 09 Bratislava, BIN: 35 836 032, registered in Commercial registry of Municipal court Bratislava III, section Sro, insert no. 26518/B,
- company **BDO Services, spol. s r. o.**, seat at Eurovea - Central 3, Pribinova 10, 811 09 Bratislava, BIN: 35 716 401, registered in Commercial registry of Municipal court Bratislava III, section Sro, insert no. 14535/B,
- company **BDO Audit, spol. s r. o.**, seat at Eurovea - Central 3, Pribinova 10, 811 09 Bratislava, BIN: 44 455 526, registered in Commercial registry of Municipal court Bratislava III, section Sro, insert no. 54967/B,
- company **BDO Tax, spol. s r. o.**, seat at Eurovea - Central 3, Pribinova 10, 811 09 Bratislava, BIN: 46 396 381, registered in Commercial registry of Municipal court Bratislava III, section Sro, insert no. 155291/B,
- company **BDO Legal s.r.o.**, seat at Eurovea - Central 3, Pribinova 10, 811 09 Bratislava, BIN: 51 803 330, registered in Commercial registry of Municipal court Bratislava III, section Sro, insert no. 129300/B
- company **The Edison Consulting Group, spol. s r.o.**, seat at Eurovea - Central 3, Pribinova 10, 811 09 Bratislava, BIN: 47 237 678, registered in Commercial registry of Municipal court Bratislava III, section Sro, insert no. 79264/B,

will be processing your personal data in accordance with 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) and Slovak Act no. 18/2018 Coll. on Personal Data Processing as amended.

What personal data do we collect when you submit a Survey?

We collect the following personal data when you respond to our Surveys:

- first and last name,
- email address,
- telephone number,
- job title,
- name of employer,
- country location,
- any additional content that contains personal data, which you voluntarily provide to us in Survey responses or otherwise when contacting us in this regard.

We do not collect sensitive personal information from you in Surveys. Sensitive information includes data relating to racial or ethnic origin; political opinions; religious or other similar beliefs; physical or mental health; trade union membership; genetic data; biometric data for the purpose of uniquely identifying an individual; sex life or sexual orientation; or criminal records.

We collect the minimum amount of information containing personal data to enable us to deal with your request or to provide a service to you. We will indicate where the provision of information is voluntary or compulsory in a Survey. We would only request additional information to enable us to provide the most appropriate service to you or response to your request.

How do we use your personal data?

We use your personal data in Surveys to:

- identify you and create a profile for you when you complete a Survey in order to provide you adequate services,
- verify your identity when you complete a Survey or otherwise contact us,
- keep our records accurate and up-to-date,
- communicate with you with respect to the services that we provide to you,
- deal with your enquiries and requests,
- meet our contractual obligations to you,
- comply with the legal obligations to which we are subject and cooperate with regulators and law enforcement bodies,
- exercise our legal rights where it is necessary to do so, for example, to detect violations of law.

Where we process personal data for the above purposes, we rely on one or more of the following lawful bases:

1. Where it is necessary for our performance of contractual obligations,
2. Where it is necessary for our performance of legal obligations,
3. If you provided us your consent to process your personal data,
4. Where it is in our legitimate interests, provided that:
 - a. the processing is necessary to pursue the legitimate interests, and
 - b. the data subject's interests do not override the legitimate interests.

Our company processes only personal data necessary for the provision of any of the above purposes of processing the personal data of the data subjects.

Your rights

You have the following rights in relation to the processing of your personal data:

- to be informed about your personal data that we process (why we process it, how long the data will be kept, etc.);
- to access the personal data at any time;
- to rectify any inaccurate or incomplete Your personal data;
- to object in certain circumstances to the processing of your personal data;
- to restrict the processing of your personal data in certain circumstances;
- to data portability that allows for the obtainment in a structured, commonly used, and machine-readable format of the personal data;
- to ask for your personal data to be deleted.

You may exercise your above stated rights either personally at our registered office or by post to any of the companies listed in the introduction or by email to: gdpr@bdoslovakia.com.

However, if you have any concerns that your rights have been violated in the processing of your personal data, or your personal data are not processed for such a purpose or to an extent that was agreed, you have the right to contact the Data Protection Authority, with the registered office situated at Hraničná 12, 820 07 Bratislava.

Who are the third-party recipients of your personal data?

Your personal data are processed by the software available to our certain employees.

We cooperate with a variety of external entities whose interoperability is necessary for the proper provision of response to your inquiry, or provision of ordered service and share with them your personal data. Such external entities are in particular qualified external subcontractors, with which we usually cooperate on provision of our services (mostly advocates, tax advisors, auditors, accountants etc.) or IT providers. Our company has a contractual relationship with the above entities and they process your personal data on our behalf.

When we share your personal data, we put in place appropriate measures to make sure that our service providers keep your personal data confidential and secure.

We may also share your personal data with other BDO member firms, where required for the provision of services to you and/or for administrative purposes, provided that this is consistent with the basis on which we have collected your personal data.

Your personal data may also be shared with various government agencies and institutions in order to comply with legal requirements and/or obligations.

We do not provide your personal data collected with respect to a Survey to third parties for marketing purposes and we never sell your personal data.

How long is your personal data retained?

We keep your personal data for as long as necessary to fulfil the purposes for which we collected it, or for the period of archiving stipulated by the Slovak Act on Archives and Registries, including for the purposes of satisfying any legal, accounting or reporting requirements. We will regularly review your personal data and we will securely delete or anonymise it when it is no longer required for the purpose(s) for which it was collected.

For further details about the retention period of your personal data, please do not hesitate to contact us.

Is your personal data secure?

We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, alteration, unauthorized access or destruction. We require all employees and principals to keep personal data confidential and only authorised personnel have access to this information.

International personal data transfers

Your personal data may be transferred to, stored and processed in a country other than the one in which it was provided. When we do so, we take appropriate steps to ensure its security and confidentiality in accordance with applicable data protection law.

Contact details

If you have any questions about processing your personal data or this Privacy Notice you can contact us via e-mail address: gdpr@bdoslovakia.com.

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