

National Institute for Value and Technologies in Healthcare

Registered at: Zámocké schody 2/A, 811 01 Bratislava

Company identification number (IČO): 54343461

PRIVACY POLICY

National Institute for Value and Technology in Healthcare, Headquarters: Zámocké schody 2/A, 811 01 Bratislava, ID No.: 54343461 (hereinafter referred to as "NIHO"), as the operator of the information system, publishes the following privacy policy in order to maintain transparency towards data subjects.

Basic information

NIHO aims to protect your personal data and privacy, and therefore, when processing personal data, we act in with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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 Act No. 18/2018 Coll. on the protection of personal data, as amended. In this privacy policy we explain how we collect and process your personal data. In addition, here you will find information about your rights as a data subject in connection with the processing of your personal data.

For the purposes of this Privacy Policy, we use the following abbreviations:

- **Regulation** - 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);
- **Act** - Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts;

Who is the controller in relation to your personal data?

The controller in relation to your personal data is the National Institute for Value and Technology in health care, headquarters: Zámocké schody 2/A, 811 01 Bratislava, ID: 54343461.

Legal basis for processing personal data

What personal data do we process about you? For what reasons? For what purposes? What is our legal basis processing?

We only process personal data the extent necessary and we do not process special categories personal data (so-called sensitive personal data).

We process personal data for a variety of purposes, but only to a minimum extent in order to comply with the principle of minimization of the purpose of processing personal data set out in the Regulation, according to which the controller may only collect personal data for specifically identified, explicitly stated and legitimate purposes. We process personal data lawfully and only within the limits of the legal bases set out in Article 6(1) of the Regulation. In this case, we would like to point out that the legal basis on which your personal data may be processed includes your consent to the processing of your personal data, but only if there is no other legal basis (e.g.

the fulfilment of a legal obligation of the controller, a legitimate interest pursued by the controller or third party).

It follows that we process personal data for different purposes and to different extents in the course of our business, either:

- a) on the basis of your consent, or
- b) without your consent on any legal basis other than the performance of a contract, our legitimate interest or to comply with a legal obligation.

Each controller is responsible for ensuring that it has established an appropriate legal basis for the processing of personal data pursuant to Article 6(1) of the Regulation. The determination of the correct legal basis implies the rights of data subjects. As a data controller, we have considered what is an adequate lawful basis for the intended processing of personal data before undertaking activities that involve the processing of personal data.

We would like to inform you that we, as the Data Controller, process only and exclusively your following personal data for the following purposes and on the following legal grounds:

1. Staff personnel agenda

Purpose of the processing of personal data	<p>Fulfilling the employer's obligations related to the employment or similar relationship (e.g. under agreements for work performed outside the employment relationship), the staff development agenda and pre-contractual relations (selection procedure).</p> <p>Within the information system in question, the main purpose is also fulfilled by:</p> <ul style="list-style-type: none"> a) maintaining the personnel records of employees under an employment contract or other similar legal relationship, b) processing of recruitment and termination of employment, c) processing the necessary statistical reports, d) improving the qualification of employees - their education <u>through</u>, conducting training, assigning certificates, authorisations or passes, order to comprehensively ensure the protection of the safety and health of employees at work. e) staff insurance.
Name of the information system	IS Personnel personnel register
Legal basis	<p>Performance of the contract within the meaning of Article 6(1)(b) Regulations.</p> <p>The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.</p>
Retention period	5 to 10 years, payrolls, performance and work agreements 50 years, personnel files - up to 70 years of the employee's life
Person concerned	Job applicant, employee, spouse of employee, dependent children of employees, parents of dependent children of employees, relatives, former employees.

2. Employee payroll

Purpose of the processing of personal data	Fulfilling the employer's obligations related to the employment or similar relationship (e.g. under agreements for work performed outside the employment relationship). Within the information system in question, the main purpose is also fulfilled by: <ul style="list-style-type: none"> a) processing the necessary statistical reports, b) the implementation of payroll processing and the maintenance of the relevant records in accordance with the payroll regulations, c) making payroll deductions against the State and other entities under the relevant laws, d) the preparation of documents for budgeting in the field of wages, e) Management Payroll agenda employees the IS operator for employment, payroll and sickness benefit purposes.
Name of the information system	IS Staff payroll
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	5 to 10 years, payrolls, performance and work agreements 50 years, personnel files - up to 70 years of the employee's life
Person concerned	Job applicant, employee, spouse of employee, dependent children of employees, parents of dependent children of employees, relatives, former employees.

3. Occupational health and safety agenda

Purpose of the processing of personal data	Fulfilling the employer's obligations related to the employment or similar relationship (e.g. under agreements for work performed outside the employment relationship). Within the framework of the information system in question, the fulfilment of the main purpose is also achieved by means of comprehensive provision of OSH and related tasks such as keeping records and registering accidents at work, as well as records of carried out inspections of compliance with OSH regulations, staff training, etc.
Name of the information system	IS Occupational health and safety agenda
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	5 to 10 years, occupational accidents, occupational diseases, medical records of employees working in the risk category 40 years, decisions of supervisory authorities 70 years.
Person concerned	Employee, former employee.

4. Register of members of the Supervisory Board, Scientific Board

Purpose of processing personal data	The IS in question processes personal data by keeping records of the members of the Supervisory Board and the Scientific Board.
Name of the information system	IS Register of members of the Supervisory Board, Scientific Board
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	10 years after leaving office
Person concerned	Member of the Supervisory Board, Scientific Board.

5. Legal relations

Purpose of processing personal data	Personal data is processed in the IS in question in connection against and their representatives.
Name of the information system	IS Legal relations
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	10 years after the final conclusion of , termination of enforcement proceedings.
Person concerned	Natural persons with whom the controller is conducting litigation and their representatives and natural persons whose personal data are processed in the context of litigation Natural persons against whom the controller has enforceable claims.

6. Contractual relations

Purpose of the processing of personal data	Within the scope of the IS in question, personal data of a natural person as one of the contracting parties is processed. In the IS Contractual relations, the preparation of contractual relations, namely lease contracts, purchase contracts, the preparation of contracts in the framework of supplier-contractor relationships, etc.
Name of the information system	IS Contractual relations
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	10 years after the end of the contract.
Person concerned	Contracting Party - a natural person, an individual authorized by a Contracting Party to perform certain activities related to the Contract.

7. Registration of requests under Act No 211/2000 Coll. on free access to information

Purpose of the processing of personal data	Keeping records of requests for information.
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Name of the information system	IS Legal relations
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	5 years from the processing of the application
Person concerned	Natural person - applicant for information

8. Register of jobseekers

Purpose of processing personal data	Maintaining a database of job seekers who have sent applications for employment to the IS operator, voluntarily, without a selection procedure Proceedings.
Name of the information system	IS Register of jobseekers
Legal basis	Consent of the data subject pursuant to Article 6(1)(a) of the Regulation and the Personal Data Protection Act, whereby the data subject has the right to withdraw his or her consent at any time. Withdrawal of consent shall not affect the lawfulness of processing based on consent prior to its withdrawal.
Retention period	1 year from the date of sending the application for employment
Person concerned	Jobseeker

9. Public procurement

Purpose of the processing of personal data	The main mission of IS Public Procurement is the processing of personal data of natural persons (in particular statutory bodies of legal entities) who have legally participated in public procurement for the provision and procurement of goods, works and services.
Name of the information system	IS Public procurement
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	10 years after the end of the procurement
Person concerned	Natural persons - managing directors of legal persons. Natural persons - entrepreneurs

10. Necessary cookies

Purpose of processing personal data	The purpose of the processing of personal data is the processing of personal data of natural persons - visitors to the website of the operator for the purpose of technical storage of or access to the data, for the purpose of transmission or to facilitate the transmission of a message via the network, or if it is strictly necessary for the operator as a provider of services information company to the provision of an information society service explicitly requested by the data subject as a user. This is
	adapting the operation of our website to your needs needs.
Name of the information system	IS Necessary cookies
Legal basis	The fulfilment of the legal obligation of the controller within the meaning of Article 6(1)(c) of the Regulation.
Retention period	While browsing the .
Person concerned	Affected Persons, who visited Web the website of the controller

Who do we provide your personal data to?

We protect the personal data we have collected from you and we do not disclose or share it with third parties or entities other than the recipients listed below.

To the extent necessary, we provide the personal data we have collected from you to the following recipients:

- companies providing IT infrastructure and website,
- companies providing legal, advisory, accounting and payroll services,
- server providers who are in charge of the data storage environment.

We select our partners with regard to, among other things, guarantees of their reliability and professional care in processing personal data.

If such an obligation arises from the law or a decision of a public , your personal data may also be disclosed to public authorities or other entities.

Rights of the data subject in relation to the protection of personal data

As a data personal data we process in our information systems for specific defined purposes, you may exercise the following rights in writing or electronically:

a) Right of access to personal data

You have the right to request confirmation from us as to whether we are processing personal data relating to you and, if so, the right to access that personal data, as well as the right to basic information about the processing of your personal data. For this purpose, you can contact us at any time using the contact details provided on our website.

b) Right to rectification and/or completion of personal data

You have the right to request that we correct incorrect personal data concerning you without undue delay, as well as the right to have incomplete personal data completed. For this purpose, you can contact us at any time using the contact details provided on our website.

c) Right to erasure of personal data

You have the right to request the immediate erasure of your personal data only :

- the personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
- you withdraw the consent on the basis of which the processing is carried out and where there is no other legal basis for the processing;

- you object to processing and there are no overriding legitimate grounds for processing;
- personal data have been unlawfully processed;
- personal data must be erased in order to comply with a legal obligation under European Union law or the law of a Member State to which we are subject;
- the personal data were collected in connection with the offer of information society services pursuant to Article 8(1) of the Regulation.

For this purpose, you can contact us at any time using the contact details provided on our website, after which we will assess whether there are any exceptions in your case where it is not necessary to delete your data even if one of above conditions is met (e.g. it is necessary for the exercise of legal claims).

d) Right to restriction of processing of personal data

You have the right to have us restrict the processing of your data (i.e. only store your data, but in a different way).

they have not processed them), if:

- you have challenged the accuracy of the personal data;
- the processing is unlawful and you object to the erasure of the personal data and request instead that its use be restricted;
- We no longer need your personal data for the purposes of processing, but you need it to establish, exercise or defend legal claims;
- you object to processing.

For this purpose, you can contact us at any time using the contact details provided on our website, after which we will assess whether there are any exceptions in your case where your personal data can be processed in a way other than storage.

e) Right to object to the processing of personal data

You have the right to object to the processing of your personal data the legal basis for the processing of your personal data is: a) the necessary performance of a task carried out in the public interest or in the exercise of official authority, or b) the processing is necessary for the purposes of the legitimate interests by our company or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of your person which require the protection of personal data, in particular where the data subject is a child.

If your data is processed for direct purposes, you have the right to object at any time the processing of personal data to the extent that it is related to such direct marketing.

For this purpose, you can contact us at any time using the contact details provided on our website.

We may only process your personal data if we can demonstrate compelling legitimate grounds for processing which override the interests, rights and freedoms or the establishment, exercise or defence of legal claims.

f) Right to portability of personal data

If the processing of your personal data is carried out by automated means on the basis of your consent or for the purposes of performance of a contract, you have the right to obtain personal data concerning you

and that you have provided to us, in a structured, commonly used and machine-readable format, and you have the right to transfer that data to another person (the controller).

g) Right to withdraw consent to the processing of personal data at any time

Last but not least, you have the right to withdraw your consent to the processing of personal data you at any time. Withdrawal of consent does not affect the lawfulness of the processing of personal data based on consent prior to its withdrawal. For this purpose, you can contact us at any time using the contact details provided on our website.

h) Right to lodge a complaint with the supervisory authority

We would also like to inform you that if you believe that there has been a violation of the rights of natural persons in the processing of your personal data or a violation of the Act or the Regulation, you may file a petition for initiation of proceedings for the protection of personal data with the Office for Personal Data Protection of the Slovak Republic. A template of the petition is published on the website of the Office for Personal Data Protection of the Slovak Republic www.dataprotection.gov.sk.

Responsible person

Lucia Grajcarová, M.Sc.

Are you obliged to provide us with your personal data?

The provision of your personal data is voluntary, however, some of your personal data is required for the proper performance of the contract/agreement, and therefore if you do not provide it, it will not be possible for us to perform all actions properly.

Please do not provide us with any personal information unless you want it to be used in the manner described in this Privacy Policy.

Do we collect your personal data from sources other than you?

No, all the personal data we process comes explicitly from .

Do we implement automated decision-making, including profiling?

We do not make any decisions that are based solely on automated processing, including profiling, and that would have legal effects concerning you or similarly significantly affect you.

What basic technical, organisational, personnel and security measures and safeguards we have in place to protect your personal data?

As a controller, we have, in accordance with Article 24 of the Regulation and the provisions of Section 31 of the Act, undertaken to adopt appropriate technical, organisational, personnel and security measures and safeguards which take into account, in particular:

- the principles of the processing of personal data, which are lawfulness, fairness and transparency, the limitation and compatibility of the purposes for which personal data are processed, the minimisation of personal data, their pseudonymisation and encryption, as well as integrity, confidentiality and availability;
- the principles of necessity and proportionality (including the scope and amount of the personal data processed, the storage period and access to the data 's personal data) of the processing of personal data with regard to the purpose of the processing operation;
- the nature, scope, context and purpose of the processing operation;
- the resilience and recovery of personal data processing systems;
- instructions to authorised persons of the controller;

- taking measures to determine without delay whether a personal data breach has occurred; and promptly informing the supervisory authority and the person responsible;
- taking measures to ensure that incorrect data is corrected or deleted, or to implement other rights of the data ;
- risks of varying likelihood and severity to the rights and freedoms of natural persons.

Do we transfer your personal data outside the European Union?

The controller wishes to inform you that your data is not transferred outside the European Union to third countries or international organisations.

Other related information

If we link to third-party websites on our website, we note that the third-party websites have their own privacy policies and are independent of ours. Therefore, we do not accept any legal responsibility for the content and activities of these third parties.

Update and change to the privacy policy

The information we are required to provide in connection with the processing of personal data may change from time to time or become outdated. For this reason, we reserve the right to modify this Privacy Policy at any time and to any extent.

Last update: 13.06. 2022