

Privacy Policy

Information to process personal data

SLOVTOP-SK, Ltd. with the seat of Vinohradnícka 210/8, 955 01 Topolčany, part of Velké Bedzany, ID 36853615 cares for the protection of the personal data you submit to us. It is important that you know that the personal data you provide us is handled responsibly, transparently and in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 and the Personal Data Protection Act 18/2018. You are entitled to request information about the recorded personal data, their correction or deletion, if they are granted by your consent. If there is an automated processing, you have the right to data portability and are not the subject of a decision based exclusively on this decision. In case of any questions and requests concerning the processing of your personal data, you may contact us in writing at the address of the company's registered office.

Securing your personal data

SLOVTOP-SK, Ltd. takes care of the security of the personal data you give us. We have taken appropriate technical and organizational measures to protect your data with due regard for the importance of its processing. Your unauthorized person has access to your personal data that we have obtained from you, and we will not pass it on without your consent to other entities for further processing unless required by law or in the protection of our legal interests.

Personal right to information

Your right is to request SLOVTOP-SK, Ltd. information, personal information, and to what extent and for what purpose we process you. We will provide this information free of charge within 30 days, at extraordinary times, at the latest within 90 days. We will inform you in advance of the time extension in exceptional cases. If you require notification of the information we collect about you, we will first need to verify that you are the person to whom this information belongs. In your request, therefore, provide sufficient identification of your person. If necessary, we have the right to request additional information for your identification before we provide the personal data we process to your person.

Our right then is to reasonably reject information requirements which are unreasonable or inappropriate, or require unreasonable effort or are difficult to obtain (typically from backup systems, archive materials, etc.).

Right to data portability

You have the right to obtain the personal data we record about you in a structured, commonly used and machine-readable format. Based on your request, these data may be passed to another operator.

Data update, right to repair

Since personal information may change over time (for example, a change of surname), we will be happy to inform you that there has been a change in your personal information so that your personal data is up to date and not mistaken. Submission of change data is necessary to enable us to properly perform our operations.

This also affects your right to correct personal information about you. If you find that our data is no longer up to date, you have the right to request a correction.

Objections

If you believe that we do not process your personal data in accordance with applicable law of the Slovak Republic and the Union, you have the right to object and we will subsequently verify the eligibility of your request. At the time of the objection, the processing of your personal data will be limited until it is verified or the objection is legitimate. We also inform you that it is your right to also address the personal data processing we process about you at the appropriate Personal data protection authority at:

Office for Personal Data Protection

Hraničná 12

820 07 Bratislava 27

Slovak republic

Right to restrict processing

You have the right to limit the processing of your personal data if you believe that the data thus recorded is not accurate or we process it unlawfully and furthermore if you believe that we no longer need this data for processing.

The right to erase

If you have ever given us permission to process your personal information (for example, an e-mail address when sending free-car offers), you have the right to revoke it at any time, and we have data that we process solely based on your consent. The right of cancellation does not apply to processed data in the context of contract performance, legitimate reasons or legitimate interests. If some of your data are stored in backup systems that automatize the resilience of all our systems and fulfill the data loss protection function for crash, it is not our best to erase these data from backup systems, and it is often not technically feasible. But these data are no longer actively processed and will not be used for further processing purposes.

Where you can turn

With your personal data protection questions, you can also contact e-mail slovtop@slovtop.com or our company site:

SLOVTOP-SK,Ltd.

Vinohradnícka 210/8

955 01 TOPOĽČANY, part of Veľké Bedzany

Websites - Protocols Files

If you access our website and view it, we do not process log files and do not store them on our servers.

Cookies

Cookies do not collect any of your personal information, but without these files we can not ensure full functionality of the site.

Analysis and statistics

We monitor and analyze websites using analytical services. None of the data we analyze with this service is your personal data. With this service, we detect traffic and geographic data, browser information, and the operating system from which you access our website. We use all of this information for marketing purposes, to further improve websites and content and also for legal protection purposes.

Send newsletters to email

If you are interested in SLOVTOP-SK, Ltd. receive offers with free vehicles by e-mail that you give us and consent to the use of your email address, we will process this email solely for these purposes. SLOVTOP-SK, Ltd. does not submit the e-mail address obtained to any other subjects. In the event that you decide at any time in the future that from SLOVTOP-SK, Ltd. you do not want to receive emails for this purpose, you can revoke your approval to process the email address by sending the request via e-mail: slovtop@slovtop-com, or in writing at the registered office of the company.

Processing of personal data

SLOVTOP-SK, Ltd. processes the following personal data / categories of personal data, including established legal titles, purposes and processing times for individual records of processing activities.

Category: Employment contract

Údaje v pracovnej zmluve a jej dodatkoch

Employment contract

THE DATA WAS OBTAINED FROM ANY OTHER SUBJECT	No
THE DATA CONTAINS INFORMATION ON A UNDERAGE PERSON	No
LEGAL TITLE	Legal duty
PERSONAL INFORMATION	Address, date of birth (Personal information), Account number (Personal information), Identity card number (Personal information), Identification number (Identification number)
PURPOSE OF PROCESSING	Agreement on working conditions by law
TIME OF PROCESSING	for the duration of the employment relationship
INTERMEDIARY	Employee
ARCHIVING	Time limits specified by law
RECIPIENTS	External accounting

Employee registry

THE DATA WAS OBTAINED FROM ANY OTHER SUBJECT	No
THE DATA CONTAINS INFORMATION ON A UNDERAGE PERSON	No
LEGAL TITLE	Legal duty
PERSONAL INFORMATION	Address, date of birth (Personal information), Account number (Personal information), Identity card number (Personal information), Identification number (Identification number)
PURPOSE OF PROCESSING	employee data for social, health insurance, for tax obligations
TIME OF PROCESSING	for the duration of the employment relationship
ARCHIVING	Time limits specified by law
INTERMEDIARY	Employee
RECIPIENTS	External accounting

Category: Jobseekers

Drivers

THE DATA WAS OBTAINED FROM ANY OTHER SUBJECT	Yes. (Profession, Advertisement ...)
THE DATA CONTAINS INFORMATION ON A UNDERAGE PERSON	No
LEGAL TITLE	Legal duty Assent (if I postpone even after the next round))
PERSONAL INFORMATION	Name, Surname, Address, date of birth (personal information), ID (personal information), Identification number (identification number), Telephone number (personal information), e-mail (personal information), knowledge, The course of various jobs, Language and other knowledge, driving license group
PURPOSE OF PROCESSING	Recruiting new drivers
TIME OF PROCESSING	1 year

Category: Managing director

Managers

THE DATA WAS OBTAINED FROM ANY OTHER SUBJECT	No
THE DATA CONTAINS INFORMATION ON A UNDERAGE PERSON	No

PERSON	
LEGAL TITLE	Legal duty
PERSONAL INFORMATION	Name, Surname, Address, date of birth (personal information), ID (personal information), Identification number (identification number), Telephone number (personal information), e-mail (personal information),
PURPOSE OF PROCESING	Financial records
TIME OF PROCESSING	10 years after leaving office - company manager

Category: Contracts

Service contract - drivers

LEGAL TITLE	1.) Contract performance 2.) Eligible interest (property protection, value of goods)
PERSONAL INFORMATION	name, surname, company name, VAT ID, ID, home address, seat address, tel. number, e-mail address, citizen's card number, driving license number, copies of these documents (ID and VP), copy of business license, contracts, tangible liability agreement, empowerment, GPS monitoring of the assigned vehicle on the basis of material liability
PURPOSE OF PROCESSING	Agreement on working conditions by law
TIME OF PROCESING	- 10 years / Act no. 431/2002 Coll. on accounting - copies of personal documents stored on your computer will be deleted one year after termination of your collaboration. In the case of open insured events, copies of the documents will be deleted one year after termination. - another processing time, indicated directly at the recipient
INTERMEDIARY	employess

RECIPIENTS	<p>Transporter:</p> <ul style="list-style-type: none"> - on the basis of the Transport Contract - name and surname, tel. driver number - on request only if the driver's personal data is the number of the ID, the passport needed to pick up the goods - on request - GPS monitoring of the vehicle, due to the fact that the vehicle wants the vehicle to be controlled, for example, due to the great value of the goods
	<p>- External accounting</p> <ul style="list-style-type: none"> - processing accounting documents of the company
	<p>- Safety and health at work</p> <ul style="list-style-type: none"> - basic duty - (work injury / record)
	<p>- Insurance</p> <ul style="list-style-type: none"> - in case of a traffic accident
	<p>- Slovak Post</p> <ul style="list-style-type: none"> - postal communication, invoicing ...
	<p>- Police</p> <ul style="list-style-type: none"> - in case of request for violation of traffic regulations, based on GPS and assigned vehicle (according to the registration number) - the requested information will be provided to the extent it will be required
	<p>- company operating GPS monitoring:</p> <ul style="list-style-type: none"> - name and surname of the driver listed on the vehicle being monitored / Processing time: within 4 weeks of termination of the service contract
	<p>- Internet Vendor Portals for Clients</p> <ul style="list-style-type: none"> - name, surname, and driver's phone number - listed with registered vehicle / Processing time : within 4 weeks of termination of the service contract
	<p>- Accounting records</p> <ul style="list-style-type: none"> - legal obligation
	<p>- YES! Money Card</p> <ul style="list-style-type: none"> - Name, Surname, Date of Birth, ID Number, Residence, Tel Number - For Issuing a Payment Card / Processing time: until the credit card expires
	<p>- companies operating ferries, EUROTUNNEL.....</p> <ul style="list-style-type: none"> - Name, Surname, tel. number / Processing time : 2 months after termination of the service contract

Transport order

THE DATA WAS OBTAINED FROM ANY OTHER SUBJECT	Yes (contact databanks, supply portals)
THE DATA CONTAINS INFORMATION ON A UNDERAGE PERSON	No

LEGAL TITLE	Legal duty
PERSONAL INFORMATION	Company name, Address, ID, VAT number, VAT ID, names of forwarders, tel. numbers, e-mail addresses, SKYPE addresses. Addresses of loading, unloading, contact person details of loading, unloading
PURPOSE OF PROCESSING	Agreement on transport conditions
TIME OF PROCESSING	5 years after the last collaboration
INTERMEDIARY	employess
ARCHIVING	Time limits specified by law
RECIPIENTS	External accouting

Facebook and website

Release

THE DATA WAS OBTAINED FROM ANY OTHER SUBJECT	No
THE DATA CONTAINS INFORMATION ON A UNDERAGE PERSON	No
LEGAL TITLE	Authorized interest / consent
PERSONAL INFORMATION	Photos, audio, video (Personal information)
PUPOSE OF PROCESSING	company promotion, events to make the drivers satisfied with working in the company to fulfill their duties, building good relationships so that drivers know each other well
TIME OF PROCESSING	unlimited processing / to the appeal
INTERMEDIARY	employes

Transferring personal data to third countries

The transfer of personal data to intermediaries or other recipients in third countries or international organizations does not occur.

The privacy policy is regularly reviewed and updated if necessary. The latest change to this Privacy Policy took place on Wednesday, May 23, 2018.

Document archiving:

Content of the document	Recommended storage period /in years/
GENERAL TYPES OF REGISTRATION RECORDS	
Records from business meetings and business trips	3
Common correspondence	2
Training and instruction	3
Contracts	5 (after its expiration)
MANAGEMENT PROGRAM	
Documents of authorization to conduct business or other activities	5 (after extinction)
Records of meetings of the Managing Authorities	5 (after extinction)
ECONOMIC AGENDA	
Invoices	10
Book of incoming and dispatched invoices or other evidence	10
Supply, consumption	10
Book of orders	10
Outputs and Transfers	5
Payments to funds - monthly	10
Treasury bills and books, including cash limits	10
Accounting, annual accounts, general ledger	10
Bank documents (including extracts and bulk transfer orders)	10
Bank statements (current account, investment funds, social fund)	10
Documents relating to property registration, including leasing	5 (after extinction)

Customs reports, contact with customs offices	10
WAGE AGENDA	
Payroll sheets	50
Payments	10
Family allowances and maternity allowances	5
Wage tax declarations	5
Wage cuts	5
Wages background	5
HUMAN RESOURCES AGENDA	
Personal records of employees	70 (from the birth of the employee)
Registry	
attendance	3
holidays	3
Descriptions of work activities	5
Agreements	
to do the work	5
on material responsibility	3
	(after expiration)
Evidence of retraining and gaining professional qualifications	10
Social care	
Sickness insurance - benefits, applications, cancellations, changes	10
Work incapacity - evidence, statistics	5
Maternity leave and unpaid leave - registration	5
Staff Catering - Security	5
Safety and health at work	5