

ACCOUNTING, OPERATIONAL, CONTRACT AND COPYRIGHT AGENDA

Privacy notice - Information on the Processing of Personal Data

in accordance with Articles 13 and 14 of Regulation (EU) 2016/679 (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection.

Controller	Záhřada – Centrum nezávislej kultúry, n. o.
Registered office	Námestie SNP 16/16, 974 01 Banská Bystrica, Slovakia
Company ID	37954610
Website	www.zahradacnk.sk
E-mail	info@zahradacnk.sk
Phone	+421 907 628 127

1. Purpose of processing

The Controller processes personal data for the purpose of entering into and performing contracts (including copyright and licence agreements), managing accounting and operational administration, communicating with artists, contractors and suppliers, administering projects, complying with legal obligations and protecting its legitimate interests.

2. Categories of personal data processed

We process identification and contact details, invoicing and banking information, contractual information, signatures and any other personal data necessary to fulfil contractual or statutory obligations. We process only personal data that are adequate, relevant and limited to what is necessary for the stated purposes.

3. Legal basis

Article 6(1)(b) GDPR (performance of a contract), Article 6(1)(c) GDPR (legal obligation), and where applicable Article 6(1)(f) GDPR (legitimate interests).

4. Retention period

Contracts, accounting documents, invoices, bank statements and related records: 10 years.
General correspondence: 2 years unless longer retention is required by law.

5. Recipients of personal data

Personal data may be disclosed to the Controller's external accountant, legal and professional advisers bound by confidentiality, banks, payment service providers, IT service providers, public authorities where required by law, and public funding bodies where necessary for the administration of funded projects.

6. Your rights

You have the right to access your personal data, request rectification or erasure, restrict processing, receive your personal data in a portable format where applicable, object to

processing based on legitimate interests, and lodge a complaint with the Office for Personal Data Protection of the Slovak Republic.

7. Provision of personal data

Providing personal data is a contractual or statutory requirement where applicable. Failure to provide the required data may prevent the conclusion or performance of a contract or compliance with legal obligations.

8. Transfers of Personal Data Outside the European Economic Area (EEA)

Where the Controller uses cloud services or service providers located outside the European Economic Area (for example Google Workspace, Mailchimp or other online services), personal data may be transferred to third countries only where appropriate safeguards are in place in accordance with Articles 44–49 of the GDPR, such as the European Commission's Standard Contractual Clauses or another transfer mechanism recognised under the GDPR.

9. Contact

If you have any questions regarding the processing of your personal data or wish to exercise your rights under the GDPR, you may contact us at:

Záhrada – Centrum nezávislej kultúry, n. o.

Námestie SNP 16/16

974 01 Banská Bystrica

Slovakia

E-mail: info@zahradacnk.sk

Website: www.zahradacnk.sk

This information notice may be updated from time to time to reflect changes in legal requirements or the Controller's processing activities.