

## Guidance about your rights

### What are your rights?

#### Right of access to data

You have the right to know if we process your personal information. If we process it, you can request access to the data. Based on your request, we will issue a confirmation with information about processing your personal information by our company.

#### Right to correction

You have the right to have your personal data, that we process, correct, complete and up to date. If is your personal data incorrect or out of date, you can ask us for a correction or addition.

#### Right of deletion

Under certain circumstances, you have the right to delete your personal information. You can request deletion of your data at any time. We will delete your personal information if

- we no longer need your personal information for the purpose, for which you provided them to us;
- you revoke your consent;
- you oppose the processing of your personal data;
- we are processing your personal data illegally;
- personal information must be erased to meet legal obligations;
- if you are a child, alternatively parent of a child, who have agreed to process personal data over the Internet;

#### Right to restrict processing

You may ask us to restrict the processing of your personal data. If we grant your request, we will only keep your personal information but we will not further work with them. Restriction of processing of your data will happen if

- you tell us that your personal information is incorrect and until we do not validate the correctness of the data;
- we process your personal data illegally, but you do not agree to delete it and instead of that, you ask us only to restrict the processing of your personal data;
- we no longer need your data, but you need it to prove, enforce or defend your rights;
- you oppose the processing of your personal data until we verify whether our legitimate interests prevail over your reasons.

### **Right to data accuracy**

You have the right to require us to provide you personal information in electronic form (eg, XML File or CSV File) that allows you to easily transfer data to another company. You can also ask us to transfer your personal information to the selected company directly on our behalf. We will grant your request if you have provided us your personal data directly and you have provided us with your consent.

### **The right to object**

You have the right to object that we process your personal data. If your personal data is processed for direct marketing purposes, you may object to its processing at any time. Based on the objection, we will delete your personal information. If we process your personal information in the following cases:

- to carry out a task in the public interest or in the exercise of public authority,
- due to our legitimate interest,
- creating a customer profile,

you may object to its processing if you have personal reasons.

### **How can you perform these rights?**

You can easily claim all rights by sending an email to [belex@belex.sk](mailto:belex@belex.sk)

We will deal with all of your requests and we will inform you about the outcome of its execution in the same way as your request it.