



# INFORMATIONAL NOTICE ABOUT PROCESSING OF PERSONAL DATA

(Further as „Notice“)

Given in consent with law n. 18/2018 about personal data protection and changes to the following and previous laws (further as „Law“) and order of European parliament and Conseil of Europe n. 2016/679 about protection of use of personal data and about free move of the data, with regulation 95/46/ES (general regulation about data protection) (further as „Regulation“).

**This Notice is directed at you, as a person concerned, who is going to share with us her personal data in accordance with the Law and Regulation.**

## 1) Who uses your personal data

The company ProfiPilot, s.r.o. based in Pavla Kyrmezera 12/1096, 914 41 Nemšová, Slovakia, IČO: 46 279 741, registered in Trade register of the Trenčín regional court, form: Sro, number: 24852/R, represented by: Ing. Milan Mazanovský, head (further as „Operator“)

### Contacts of the Operator:

**Main websites:** [www.profi-pilot.aero](http://www.profi-pilot.aero), [www.examinator.sk](http://www.examinator.sk), [www.language.aero](http://www.language.aero)

**Secondary websites:** [www.flug-pruefer.at](http://www.flug-pruefer.at), [www.flug-pruefer.de](http://www.flug-pruefer.de), [www.flight-examiner.com](http://www.flight-examiner.com), [www.sukromny-pilot.sk](http://www.sukromny-pilot.sk), [www.dopravny-pilot.sk](http://www.dopravny-pilot.sk), [www.frozen-atpl.com](http://www.frozen-atpl.com), [www.twintaxi.sk](http://www.twintaxi.sk), [www.leteckylekar.sk](http://www.leteckylekar.sk), [www.letecky-lekar.sk](http://www.letecky-lekar.sk), [www.icao-english.sk](http://www.icao-english.sk), [www.profi-pilot.sk](http://www.profi-pilot.sk), [www.cessna-citation.com](http://www.cessna-citation.com), [www.profi-pilot.academy](http://www.profi-pilot.academy)

**Phone number** +421 910 33 33 11

**E-mail:** [info@profi-pilot.aero](mailto:info@profi-pilot.aero), [gdpr@profi-pilot.aero](mailto:gdpr@profi-pilot.aero)

## 2) Person, responsible for Operator and contact information of this person

Operator can name a person, responsible for data protection (further as „Representative“). You can contact Representative in case of any questions or concerns connected to processing of your personal data and your rights.

Contact information of Representative will be given when a Representative will be named. Operator doesn't currently have a Representative.

## 3) Personal data proceeded by Operator

Personal data, which Operator uses with an agreement of a person concerned, or without agreement (in cases defined by law) are the following data:

- name, surname, degree or name of the company
- date of birth or registration number of the company
- personal address or address of the company
- email, phone number or contact information
- number of legal capacity ID
- number of ID (passport, ID card or another document)
- name/type of qualification, ID or certificate
- expiration date of qualification, ID or certificate
- date of examination
- new expiration date of qualification, ID or certificate
- results of the exam
- signature on the signed documents
- any audiovisual data, text and photos, data created during the examination, or in order to have, renew eligibility certificate, qualification category or certificate



- place of birth
- payment information, as well as bank account number
- CV
- Gender
- Work placement
- Previous qualifications and eligibility timeframe

#### 4) Purpose and method of processing your personal data

The purpose of processing your personal information is:

- (a) Negotiation with a view to concluding a contract between us and the performance of a contract, on the basis of which the Operator provides its services to the person concerned;
- (b) the provision of aviation examination by the examiner, performing an aeronautical test and / or administrative action to obtain, extend or renew validity of the license, qualification category or certificate
- c) Creation of certificates of used services provided by the Operator, or his / her representative,
- d) creation of internal statistics of the Operator,
- e) compliance with the obligations of the Operator arising from the legislation, namely:
  - i. Providing assistance to state authorities on the basis of the law and within its limits,
  - ii. retention of data by law,
  - iii. bookkeeping and payroll,
- (f) drawing up invoices,
- g) sending notification emails,
- h) protection of the rights and legitimate interests of the Operator, where the Operator's legitimate interests are:
  - i. conducting direct marketing;
  - ii. recovery of the Operator's claims;
- (i) keeping an archive in accordance with the relevant law.

#### 5) The consequences of failure to provide your personal data.

The provision of your personal data is voluntary. However, failure to provide the necessary personal data prevents your identification as an airworthiness applicant, the renewal, renewal or renewal of the license, qualification category, certificate or certificate. The non-disclosure of personal data is also contrary to the legal basis for performing the act in question under Regulation 1178/2011 and the requirements of the relevant Aviation Authority. In the absence of personal data, it is not possible for us to perform a review or the subsequent administrative acts leading to the acquisition, extension or renewal of the license, qualification category, air certificate or certificate. Failure to provide the necessary personal data also prevents your identification as a party and therefore the conclusion of the relevant contract.

#### 6) Third parties to whom your personal information may be provided

Your personal data may be provided to third parties in connection with the fulfillment of legal obligations, upon request of the state administration authorities, for the exercise of the rights and legitimate interests of the Operator as well as for the fulfillment of the subject matter of any contract concluded between the Operator and you as the affected person. In addition, your personal information may be provided to third parties within the ProfiPilot group.

Your personal data may also be provided to intermediaries who undertake to perform partial activities related to the processing of personal data for the Operator, in particular for the purpose of resolving the internal



statistics of the Operator and fulfilling legal obligations. We will be glad to inform you about the possible existence of intermediaries.

### **7) Third parties to whom your personal information may be provided**

Your personal data will not be transferred to a third country or international organization.

### **8) Processing time**

Your personal data will be processed by the Operator for at least 10 years from the date of their provision at the time of conclusion of the contract and / or from the granting of the consent and / or the exercise of the rights and legitimate interests of the Operator. In the absence of contractual fulfillment, personal data will be processed for a period of 10 years after the consent of the data subject has been granted. Personal data processed for purposes of legal obligations are processed for at least the period required by the applicable law or for the duration of the qualification in question.

### **9) The rights of the person concerned**

Unless otherwise provided by other legislation, in connection with the processing of personal data, you have, in accordance with the Act and / or the Regulation in particular, the right:

- (a) access to personal data relating to your person,
- (b) to correct inaccurate or false personal data,
- (c) the deletion of personal data where personal data are no longer needed for the purposes for which they were collected or otherwise processed; if they are found to have been processed unlawfully; consent was revoked,

- a) Revocation of consent - If the processing of your personal data is based on your written consent to the processing of your personal data for the purpose for which you have given your consent,
- (b) data portability,
- c) to object to the processing of your personal data after which the processing of your personal data will be terminated unless it can be shown that there are serious legitimate reasons for processing that outweigh the interests or rights or freedoms of the data subjects,
- d) file a complaint with the supervisory authority, such as the Personal Data Protection Office, if you believe that the processing of your personal data has violated the Regulation.

Any request or any complaint relating to the processing of personal data or the exercise of your rights may be sent in writing to the Operator's address or electronically to the email address [gdpr@profipilot.aero](mailto:gdpr@profipilot.aero).

### **10) The right to object to the processing of your personal data against direct marketing**

With respect to the processing of personal data, you have a right under the Act and / or the Regulation to object to the processing of your personal data against direct marketing, and personal data for the purposes of direct marketing will not be processed in case of objections.

### **10) Procedure for withdrawing written consent to the processing of personal data if the processing of personal**

#### **data was based on your written consent**

You may at any time revoke your consent to the processing of your personal data by submitting a notice in writing to the Operator's registered office or by email to [gdpr@profipilot.aero](mailto:gdpr@profipilot.aero) (the subject of the "withdrawal



of consent" is necessary) without affecting the legality of the processing on the consent granted prior to his / her appeal.

**12) Consequences of withdrawal of consent to the processing of personal data:**

In the event of a revocation of consent to the processing of personal data, personal data will not be processed for the purpose for which the consent will be granted. However, your personal data will continue to be processed for purposes for which personal data may be processed without consent.

**13) Organizational and technical measures taken to secure your personal data**

An operator has also taken organizational and technical measures to ensure the maximum possible protection of the processing of personal data against unauthorized access or transfer, loss or destruction, and possible misuse. All persons who come into contact with your personal data as part of their work or contract obligations are bound by statutory or contractual obligations of confidentiality.