

Privacy Policy

The security of your data and its processing in a lawful way is our first priority. Here you will learn how we process your personal information and how we achieve its security.

Who we are?

Your personal data is processed by our company:

BELEX, Ltd.

Rudlovská cesta 71

974 01 Banská Bystrica

IČO: 31562329

Registered in the OR OS B.Bystrica, department: Sro, vl. No .: 410/S

(hereinafter referred to as the "operator").

Which personal data do we process?

We are processing only a very limited set of personal data. In order to be able to sell and deliver material to you and fulfill all statutory and contractual obligations related with this, we process your personal data in the scope of:

- Title, name and surname
- E-mail address
- telephone number
- address

For what purpose do we process your personal information?

We process your personal data for performance of a contract or legitimate interest, which may be all or some of the following:

- the conclusion of the contract and its performance, in particular for the receipt and registration of the order, the execution of the order, the sending of the goods, the issuance of the accounting document, the rescission of the contract and the possible claim
- to be able to fulfill the contracts to which you are a party
- to let you know about news and changes related to the products you have purchased by us
- to let you know about new government requirements that may affect the use options of our products
- to communicate with you in business contact

What we do not do

- We do not distribute your personal data neither sell it to third parties for marketing purposes, nor we don't share it with any other entities except the contractual intermediary
- We do not use your personal information on email campaigns of different products that are not related to the subject of a contractual relationship
- We do not use your personal information for profiling

What is our legitimate interest?

Our legitimate interest, in accordance with point 47 of the Recital and Art. 6 Part (1) (f) of Regulation of the European Parliament and of the Council No. 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (GDPR), is the performance of business-related tasks in accordance with the requirements of and for the benefit of the business partners.

How long do we keep your personal information?

- **Accounting** - Accounting documents are kept for 10 years.
- **E-shop** - Purchase contracts concluded through the internet store are kept for the duration of the order and for the necessary time for case of the rights enforcement, f.e. claim.
- **Purchase contracts** - purchase contracts are retained for the duration of the contract and for the necessary time for case of the rights enforcement, f.e. claim.
- **Evidence of claims** - Documents relating to the claim are kept for 5 years.
- **Recovery of receivables/Litigation** - litigation documents are kept for 10 years.
- **Legitimate interest** - data is retained for as long as the operator's legitimate interest persists

Who can you contact with?

If you have any questions or suggestions regarding your personal data, or you are not satisfied with how we handle your personal information, or if you think we process your personal data illegally, you can let us know:

- by sending an e-mail to belex@belex.sk
- by phone on phone no.: + 421 48 4143939 or +421 905 472420

You also have the option of sending a complaint to the Office for Personal Data Protection if you believe that we process your personal data illegally.

How do we process your personal information?

We process your personal data in electronic and paper form.

How do we secure the protection of your personal information?

The security of your personal data is our first priority. Since no technology system is absolutely safe and resistant to hackers, to protect your personal data, we have taken some technical and organizational measures. Your personal data are stored exclusively on our server located in the protected area. The security of the computer network complies with the required safety rules.

Guidance about your rights

any person concerned whose personal data are processed has the right to:

- access to data
- correct
- delete
- limit processing
- data accuracy
- refuse

For detailed information on your rights, see the document entitled: [Guidance on the rights of the persons concerned](#)

Final regulations

This Privacy Policy will enter into force on the date of its publication on May 25th, 2018

We reserve the right to change these policies if there is a change in the processing of personal data in our company. Every change will be published on our website without delay.