

Protection of Personal Data of AAB Customers

Accredited and Authorised Bodies (hereinafter referred to as the “AAB”) operating in cooperation with PRVÁ ZVÁRAČSKÁ, a. s., Bratislava and Testing Organisation No. 10 wish to inform you as regards the processing of your personal data you have provided to us for certification purposes or for the purposes of issuance of any other qualifications document (such as welding certificate). AAB means anybody performing certification of persons, quality systems, products, an accredited testing laboratory, authorised and notified persons. Certification bodies and the testing laboratory are accredited by the Slovak National Accreditation Service (hereinafter referred to as the “SNAS”).

PRVÁ ZVÁRAČSKÁ, a. s., Bratislava, holds a Decision on Authorisation granted by the Slovak Office of Standards, Metrology and Testing (hereinafter referred to as the “SOSMT”), an authorised person SKTC-176 (Slovak Testing Center) and a notified person NO 2408/RTPO (Recognized Third Part Objectives).

PRVÁ ZVÁRAČSKÁ, a. s., Bratislava has approved binding Practices for the Protection of Personal Data of Natural Persons which are compliant with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and with Act No. 18/2018 Coll. of the National Council of the Slovak Republic on Personal Data Protection and on Amendments and Supplements to Certain Acts.

Controller

The controller of processing of personal data provided to AAB or Testing Organisation No. 10 is PRVÁ ZVÁRAČSKÁ, a. s., with its registered office at Kopčianska 14, 851 01 Bratislava, Company ID No.: 35 805 609, registered with the Commercial Register of the Bratislava I District Court, Section: Sa, Insert No.: 2652/B. You can contact us at the above-mentioned address or at the e-mail address: certifikacia@pzvar.sk.

Data protection officers

According to the approved Personal Data Protection Practices, the company has designated persons who are:

- responsible for securing the protection of personal data;
- authorised to process personal data in information systems;
- authorised to come into contact with personal data in information systems.

You can contact data protection officers at the e-mail address: certifikacia@pzvar.sk.

Purpose of personal data processing

We process the personal data provided to us by our customers for the needs of:

- certification of persons in the area of welding and non-destructive testing (NDT) (databases of certified persons, databases of issued certificates, personal files of certified persons, including e-mail correspondence and entries in the registry);
- Testing Organisation No. 10 (records on basic tests of welders, records on retraining of welders, brazers, operators, records on training of welding workers, lists and files of authorised welding technologists, testing bodies and testing commissioners, data on welding schools falling under the competence of the testing organisation and its staff);

This document is intended for AAB customers.

- the certification body for quality systems and the certification body for products (information concerning personal data of selected competent employees of certified clients, such as staff coordinating welding);
- for the needs of SNAS (information on certified persons and companies);
- for the needs of SOSMT (information on certificates issued by a notified person NO/RTPO).

The collection, processing and archiving of personal data is also linked to the requirements of individual accreditation standards, such as STN EN ISO/IEC 17024, STN EN ISO/IEC 17021-1 and STN EN ISO/IEC 17021-3, STN EN ISO/IEC 17065 and standards directly related to certification (STN EN ISO 9712, STN EN ISO 9606,...) or granted qualification (STN 05 0705).

Based on a signed written agreement on the use of a certificate by a certified person or, where appropriate, certified client, we publish and regularly update a list of issued certificates on our website www.pzvar.sk. We also publish a list of certified persons in the magazine called “ZVÁRAČ – profesionál” (Welder-Professional).

Personal data subject to processing

Due to the diversity of services we provide, practices for individual processes describing the particular personal data need to be drawn up. The collection of this data is required according to the particular applied standards. The following personal data is concerned:

- certification of persons – data completed by an applicant in the application for issuance of a certificate or in the application for qualifications test, or in the application for extension of NDT certificate validity, or in the application for issuance of a certificate according to the relevant standard;
- testing organisation – authorised welding technologist (first name, surname, date and place of birth, employer, address of residence, phone number, e-mail address), welder with basic welding course (first name, surname, date and place of birth, employer), welding worker (first name, surname, date and place of birth, employer, ID card No.);
- certification of quality systems – staff coordinating welding, inspection staff, welders, operators (first name and surname, certificate number and validity), i.e. staff affecting the certification of a company;
- certification of products – staff coordinating welding, inspection staff, welders, operators (first name and surname, date of birth, certificate number and validity), i.e. staff affecting the certification of a company;
- issuance of NO/RTPO certificates – first name and surname of the holder of certificate, date and place of birth, certificate number.

Recipients of personal data

We only provide personal data in relation to the control of fulfilment of accreditation and notification requirements according to the relevant standards. We are obliged to provide information concerning holders of certificates if stipulated so by the law. The data subject is usually informed of that fact.

Transfer of personal data subject to processing to third countries outside the countries of the European Union

No transfer of personal data subject to processing to third countries outside the countries of the European Union takes place.

Use of personal data subject to processing for automated individual decision-making

The personal data we process are not used for automated individual decision-making, including profiling. We do not provide the personal data we process to any employment agencies or any other organisations operating in the labour market.

Duration of personal data processing

AAE stores personal data for the period of duration of individual purposes for which the personal data was collected, including the period determined by the relevant applied standards and the period determined in the approved Registry Plan (Act No. 395/2002 Coll. on Archives and Registries and on Amendments and Supplements to Certain Acts).

Rights of data subject, i.e. the person whose data is being processed

Every data subject, i.e. the person whose personal data is being processed, shall have their rights. Data subjects have the following rights:

- right to information – the controller is obliged to provide to a natural person, whose data is being processed by the controller, the controller's identification and contact details, indicate the purpose of processing, identify the recipient (if any) and the period for which the data will be stored;
- right of access – confirmation of the controller as to whether or not your data is being processed and also provision of your data, which is subject to processing, in the manner requested by you;
- right to rectification – you have the right to request from us rectification of your data if it is inaccurate or, where appropriate, you have the right to have it completed (if permitted by the purpose of processing);
- right to erasure – you have the right to request from us erasure of your personal data without undue delay. We cannot act on your request in the case that your certification is still valid or if the period needed for additional recording of your data according to legislation requirements is still running.
- right to restriction of processing – you have the right to request from us restriction of use of your data (for instance, when you believe that we no longer need the data or that the data is incomplete in your opinion);
- right to data portability – you have the right to request transmission of your personal data, which we process, to a third party (however, the transmission shall not adversely affect the rights of other persons);
- right to object – the right to object to the processing of your data;
- right to lodge a motion to initiate proceedings concerning personal data protection – if you feel that we process your personal data in non-compliance with the law or that your data is not sufficiently protected, you may lodge a complaint with the Office for Personal Data Protection of the Slovak Republic, contact details: Hraničná 12, 820 07 Bratislava, phone No.: +421 /2/ 3231 3214, e-mail: statny.dozor@pdp.gov.sk, website: www.dataprotection.gov.sk

Change of information provided above

All the above-mentioned information shall be updated as necessary. The update shall be carried out by the AAB data protection officer. Any review shall always be identified by a change number.