

Information on the use of cookies

>>> For information on data protection (GDPR), see below <<<

All website operators are required by current EU legislation to inform their users about whether, when, and what cookies they use and to obtain user consent for the use of cookies.

Please read this "Information on the use of cookies and GDPR" document carefully to learn what cookies we use and what information we collect on our websites in this context. This Cookie Policy document provides a comprehensive overview of how SuccessFirst s.r.o uses cookies on its websites.

Consent to the use of cookies

When you visit our website, your browser settings allow cookies, and you continue to use our websites, we consider this as consent to the use of cookies by SuccessFirst s.r.o. as described in the SuccessFirst s.r.o. "Information on the use of cookies and GDPR" document.

What are cookies?

Cookies are small text files that the website you visit sends to your end device (computer, laptop, smartphone, tablet) where they are stored. Cookies are stored in the file directory of your browser. Each time you visit the website, your browser sends the cookies back to the website, allowing it to recognize your device and improve the use of the website for you as a user with each subsequent visit. For more information about cookies and how they work, please visit www.allaboutcookies.org or www.youronlinechoices.eu.

What types of cookies exist?

Cookies are generally divided into the following categories:

- **First-Party Cookies:** These are cookies set by the website visited by the user.
- **Third-Party Cookies:** These are cookies set by a domain other than the website visited by the user.
- **Session Cookies:** These are active only during a browser session. They allow all actions taken by a user during a browser session to be linked. Session cookies are deleted when you close your browser.
- **Persistent Cookies:** These remain stored even after the browser session is closed. They are reactivated each time you visit the website from which they originate. They remain on the hard drive of the end device for an extended period. Typical lifetimes for such persistent cookies can range from a few days to several years.

What categories of cookies does SuccessFirst s.r.o use and for what purposes?

SuccessFirst s.r.o uses session cookies, persistent cookies, and First-Party Cookies. We use cookies on SuccessFirst s.r.o domains to allow you, as a user, to make the most out of them, such as remembering your visits to our websites and your preferred settings, and to enable you to navigate various pages as efficiently as possible.

SuccessFirst s.r.o uses the following categories of cookies for the purposes outlined below:

- **Strictly Necessary Cookies:** These cookies are essential for the proper functioning of SuccessFirst s.r.o's websites; without these cookies, certain functionalities of SuccessFirst s.r.o websites would not be possible. Strictly necessary cookies are, for example, required to provide functions like orders or secure connections/protected areas.
- **Performance/Analytics:** These cookies collect information about how you use the website, such as which pages you visit most often and whether you encounter any errors. Such profiling analyses help us understand how effective the content provided is and how website performance could be improved.
- **Functionality and Preferences:** These cookies remember your preferences and settings, such as language settings, contact preferences, appearance settings, etc.

- **Authentication:** These cookies recognize you when you return to SuccessFirst s.r.o's website.
- **Security:** These cookies support security mechanisms and recognize activities threatening online security.

How can I change my cookie settings or withdraw my consent?

You can withdraw your consent to the use of cookies at any time. To do so, you need to disable or delete your cookies. Please note that without consent to the use of cookies, you can still use the SuccessFirst s.r.o website, but certain parts and functionalities of the SuccessFirst s.r.o website may no longer work or function correctly.

Your internet browser allows you to change cookie settings. The cookie settings for your browser are usually found in the "Options", "Tools", or "Preferences" menu of your internet browser. You can also refer to the "Help" menu of your browser. Different browsers may use different mechanisms to disable cookies.

More information on changing your cookie settings can be found at the following links:

- [Cookie settings for Internet Explorer](#)
- [Cookie settings for Firefox](#)
- [Cookie settings for Chrome](#)
- [Cookie settings for Safari](#)

For more information on blocking or deleting cookies, visit:

- allaboutcookies.org

For more legal information about our website, see below.

Information on personal data protection

developed in accordance with Regulation (EU) 2016/679 of the European Parliament and Council on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as " **GDPR** ") and Act no. 18/2018 Coll. on the protection of personal data (hereinafter referred to as the " **Act on the Protection of Personal Data** ").

Introductory provisions

The company SuccessFirst s.r.o., with registered office Rovná 27, 920 01 Hlohovec, ID: 50793527 (hereinafter referred to as " **our company** " or " **the Company** ") respects the privacy of all affected persons with whom it is in contact; regardless of whether it processes personal data itself or through third parties. It is extremely important for our company that each affected natural person understands which personal data we process about them, why we do it and what their rights are. We can process the personal data of the affected persons in different ways and in different situations depending on the type of affected person. In this document below you will find general information such as:

- **Identification and contact data of our company** (part 1 of this document),
- **Your rights in connection with the processing of your personal data** (section 2 of this document),
- **Information on automated individual decision-making, including profiling** (section 3 of this document) ;

while More information on the processing of personal data in your specific case can be found in section 4 of this document, depending on whether you are:

- **Visitor to our website** (section 4.1. of this document)
- **Client or the person interested in the product,** (section 4.2. of this document)
- **Job applicant,** (section 4.3. of this document)
- **Supplier (or business partner)** (section 4.4. of this document)

At the same time, we would like to ask you on behalf of the Company to always provide us with up-to-date and correct personal data, which will then be processed by our company. In the event that there is a change in personal data, we also ask you to notify us of this fact without unnecessary delay.

To protect your personal data from unauthorized persons and against illegal processing, unforeseen loss, destruction and damage, both online and offline, we use physical, electronic and organizational measures to prevent such situations from occurring in accordance with our internal rules in the field protection of personal data.

1. Identification and contact details of the Company:

SuccessFirst's identification and contact details are:

Business name:	SuccessFirst s.r.o
Registered office:	Rovná 27, 920 01 Hlohovec
ID:	50793527
Entry in:	commercial register of the Trnava District Court, department: Sro, insert no.:
39590/T	
Correspondence address:	Rovná 27, 920 01 Hlohovec
Email:	info@successfirst.eu
Tel. No.:	+421 905 253 078

2. Rights of the data subject

If our company processes your personal data, you, as a data subject, have the following rights:

- Withdraw consent - in cases where we process your personal data based on your consent, you have the right to withdraw this consent at any time. You can withdraw consent electronically, at the address indicated in part 1 of this document, in writing, by notification of withdrawal of consent (or in another appropriate way). Withdrawal of consent does not affect the legality of the processing of personal data that we processed about you on the basis of it.
- Right of access - you have the right to be provided with a copy of the personal data we hold about you, as well as information about how we use your personal data. In most cases, your personal data will be provided to you in electronic form if it is technically possible.
- Right to rectification - we take reasonable measures to ensure the accuracy, completeness and timeliness of the information we have about you. If you believe that the data we hold is inaccurate, incomplete or out of date, please do not hesitate to ask us to correct, update or supplement this information.
- Right to deletion (to be forgotten) - you have the right to ask us to delete your personal data, for example, if the personal data we have obtained about you is no longer necessary to fulfill the original purpose of processing. However, your right must be assessed in light of all the relevant circumstances. For example, we may have certain legal obligations which mean that we will not be able to comply with your request.
- Right to restriction of processing - under certain circumstances, you are entitled to ask us to stop using your personal data. These are, for example, cases when you think that the personal data we have about you may be inaccurate or when you think that we no longer need to use your personal data.
- The right to data portability - under certain circumstances, you have the right to ask us to transfer the personal data you have provided to us to another third party of your choice. However, the right to portability only applies to personal data that we have obtained from you on the basis of consent or on the basis of a contract to which you are a party.
- Right to object - you have the right to object to data processing based on our legitimate interests. In the event that we do not have a compelling legitimate reason for processing and you file an objection, we will not process your personal data further.
- The right to submit a proposal to initiate proceedings on the protection of personal data - if you believe that your personal data is being processed unfairly or illegally, you can file a complaint with the supervisory authority, which is the Office for the Protection of Personal Data of the Slovak Republic, address: Hraničná 12, 820 07 Bratislava 27 ; telephone number: +421 /2/ 3231 3214; mail: statny.dozor@pdp.gov.sk, <https://dataprotection.gov.sk>. In the case of submission of the proposal in electronic form, it is necessary that it fulfills the requirements according to § 19 par. 1 of Act no. 71/1967 Coll. on administrative procedure (correct order).

3. Automated decision-making and profiling

Your personal data **will not be used** for automated individual decision-making, including profiling.

4. Information on the processing of personal data according to the persons concerned

The provisions of this point 4. do not apply to affected persons who have been specifically instructed in writing by the Company in accordance with § 19 and 20 of the Act on the Protection of Personal Data in the event that the affected person has personally signed such instruction, from the moment of signing such instruction.

4.1. A visitor to the Company's website

SuccessFirst is the operator of the website located at www.successfirst.eu (hereinafter referred to as the "website").

What are cookies?

If you visit a site (including our company's website) that uses cookies, a small text cookie file is created on your computer. A cookie is a short text file that a website stores in the browser of your computer or mobile device (including a tablet) when you browse it. If you visit the same page next time, it will help you connect faster. In addition, the site "recognizes" you and offers you the information you prefer, ensures that an already displayed ad is not repeated or allows you to enter or it will offer to supplement the data filled in during previous visits to the web environment and, following this information, displays relevant content and offers of estimated activities and services that we assume you could use.

We use cookies to analyze website traffic through the services of Google Analytics, Google Adwords, Facebook, Piwik, Exponea and HotJar. These are analytics tools that help website and app owners understand how their visitors use these resources. Cookies can be used for statistical data on the use of websites without personally identifying individual visitors.

If you set the blocking of cookies in your browser, it is possible that some parts of websites using cookies (including our website) will not work without certain problems or slowdowns.

Cookie settings - you can check or delete cookies at your discretion. See www.allaboutcookies.org for details. You can delete all cookies stored on your computer and you can set most browsers to prevent them from being stored. If you do not trust cookies, you can regularly delete them from your disk. You can find instructions for removing all cookies, including incorrectly entered ones, below:

- Internet Explorer www.windows.microsoft.com
- Safari www.support.apple.com
- Opera www.help.opera.com
- Mozilla Firefox www.support.mozilla.org
- Google Chrome www.support.google.com

4.1.1. The purpose of personal data processing

SuccessFirst may process your data for the following purposes:

- optimization of website display and advertising targeting using cookies,
- sending marketing materials and offers based on the request of the person concerned (so-called "mailing") or after expressing your consent to the processing of personal data for such a purpose.

note: in case of filling out the contact form on our company's website in order to get back in touch with our company due to interest in our company's services, section 4.2 of this document entitled "*Client or interested in the product*" instead of this section 4.1.

4.1.2. Legal basis

If our company is able to identify the person of the website visitor during recording, this will be processing of personal data. We must have a legal basis for such processing.

One legal basis for monitoring activities and their evaluation is the legitimate interest of the operator, i.e. our company, to offer you the best possible specific setting of services or support for your activities on the website, including direct advertising, and the second legal basis may be your consent as the person concerned .

4.1.3. Scope of personal data processing

Our company SuccessFirst processes "ordinary personal data" to the extent necessary to fulfill the purposes specified in point 4.1.1. of this document, in particular to the following extent:

- name, surname, e-mail address, telephone (if interested in sending so-called newsletters) a
- in the event that our company is able to identify the person of the website visitor during recording, the following types of cookie files are also used:

Necessary cookies : Necessary cookies guarantee functions without which you would not be able to use the website and ensure, among other things, that when you call up the functions of the website, a version with a data volume corresponding to the broadband Internet connection you are using is displayed. In addition,

cookies of this type save your decision about the use of cookies on our pages. Indispensably necessary cookies that we use are mainly:

- cookies, which are used exclusively to ensure the transfer of data over the Internet; a
- cookies that are absolutely necessary for us to provide you with the service that you have explicitly requested (i.e. if these cookies are disabled, we will not be able to provide you with the service that you have explicitly requested).

Analytical/performance cookies : These cookies are used to provide statistical information about the performance of our website (e.g. the number of visits, traffic sources, etc.).

Functionality cookies : These cookies allow our website to remember choices made on your device while browsing the website and provide enhanced and personalized features. This category may include third-party cookies.

Targeting (advertising) cookies : These cookies are set to display targeted ads based on your interests on the pages or to manage our advertising. These cookies collect information about your activities on this site and other sites in order to provide you with targeted advertising.

Social network cookies : These cookies collect information about the use of social networks for the purpose of creating your profile (they do not store your personal data directly, but are based on the unique identification of your browser and the device through which you visited the website).

4.1.4. Categories of beneficiaries

Personal data is processed directly by our company, in electronic form.

Certain activities for our company are carried out by subcontractors. For the purpose of performing these activities, it is required that such a subcontractor be provided with your personal data to the extent necessary for the purpose of fulfilling the tasks of the subcontractor. Such external subcontractors are mainly external companies providing IT services to our company, companies operating web hosting and server and/or data storage management, or other consulting companies. Specifically, companies and activities may be subject to changes according to the current needs of SuccessFirst .

Personal data may also be made available to entities authorized under special regulations (e.g. law enforcement agencies, etc.).

4.1.5. Transfer of personal data

The operator may also process some personal data (e.g. name, surname and e-mail) through service providers, electronic systems and data repositories operated by persons (intermediaries) outside the European Union. The operator always checks that they ensure the highest possible protection of personal data in accordance with the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

4.1.6. Time of personal data processing

Browsing data stored according to cookie settings are not stored in our systems. We store the information that we associate with data from cookies according to your consent that you have given us. We will keep the combined data from cookies and our systems for the time necessary for the purpose for which they were collected, but the longest is 6 months. Personal data obtained for the purpose of sending marketing materials and offers based on the request of the person concerned and after the consent of the person concerned will be processed for a period of 2 years or until the consent of the person concerned is revoked (see the first indent of point 2. of this document).

4.2. Client (or interested in the product)

Products means any service provided by SuccessFirst and/or any goods sold by SuccessFirst.

4.2.1. The purpose of personal data processing

In order to conclude and fulfill a contract with you or the company you represent, it is necessary to process your personal data. We may also process personal data about visitors to our websites (section 4.1 of this

document) or physical locations, depending on how you have chosen to communicate with our company regarding your interest in our company's product/s.

Source of personal data. Contact personal data is provided to our company by the person interested in the product, either voluntarily or our company obtains them from publicly accessible sources (registers and databases of people interested in products similar to our company's products).

4.2.2. Legal basis

We process your personal data only if we have a legal basis to do so.

- This means that the processing must be necessary for the performance of a contract in which you or the company you represent are a party to the contract or to be able to take steps upon request even before the conclusion of the contract (the legal basis is therefore the contract, including pre-contractual relations).
- In accordance with our legitimate interest, we may also use your data for the proper conduct of our company's business, to provide you with information about our products, prospects, analysis that may be in your best interest or to perform necessary or requested tasks resulting from the business relationship that you represent (the legal basis is therefore the legitimate interest of our company).
- We have a legal obligation to provide your personal data during checks by authorized institutions and in the prevention, monitoring and proof of fraud and other crimes (the legal basis is therefore also the law in selected cases).

4.2.3. Scope of personal data processing

SuccessFirst processes "ordinary personal data" to the extent necessary to fulfill the purposes specified in point 4.2.1 of this document, in particular to the following extent:

- name, surname, title
- address of permanent residence, correspondence address
- date of birth (if necessary for the purpose of unambiguous and unmistakable identification of the client, especially in the case of a written contract)
- ID number
- TIN
- VAT
- phone number, e-mail
- account numbers (for sending any contractual payments)

4.2.4. Categories of beneficiaries

Personal data is processed directly by our company, in written and electronic form. Personal data can be made available to entities authorized according to special regulations, which are mainly: law enforcement authorities, courts, enforcement offices, etc.

Certain activities for our company are carried out by subcontractors. For the purpose of performing these activities, it is required that such a subcontractor be provided with your personal data to the extent necessary for the purpose of fulfilling the tasks of the subcontractor. Such external subcontractors are mainly external accounting, tax and other consulting companies, companies operating web hosting and server and/or data storage management, legal representatives, etc. Specific companies and activities may be subject to change according to the current needs of SuccessFirst.

4.2.5. Transfer of personal data

The operator may also process some personal data (e.g. name, surname and e-mail) through electronic systems and data repositories operated by persons (intermediaries) outside the European Union. The operator always checks that they ensure the highest possible protection of personal data in accordance with the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

4.2.6. Time of personal data processing

Our company stores your data for as long as it is necessary to fulfill the purpose of processing according to special regulations and the purpose for which it was obtained (see point 4.2.1 above), if we have a legitimate interest in keeping it, e.g. until the termination of the contractual relationship. After the termination of the contractual relationship and the settlement of all obligations resulting from or related to such a contractual relationship, our company stores your personal data for the necessary time, namely for the period required by the relevant legal regulations. Unless such a period is stipulated by law, our company is entitled to store your personal data for at least two years from the date of termination of the contractual relationship. In the case of a legal dispute with you (as the person concerned), at least two years from the date of legal termination of the legal dispute.

4.3. Job Applicant

4.3.1. The purpose of personal data processing

SuccessFirst will process your data for the following purposes:

- Recruitment of new employees. We process your data to determine whether you are a qualified candidate for the position you are applying for.
- Dispute resolution. Our company may process personal data for the purpose of resolving disputes, complaints or legal processes.
- Compliance with the law. Our company may need to process your personal data to comply with the law or to comply with a court order.

Source of personal data. Personal data is provided to our company by the person interested in employment, voluntarily, or our company obtains them from publicly accessible sources (registers and databases of applicants on the labor market).

4.3.2. Legal basis

Our company processes your personal data because the processing is necessary for the purposes of the legitimate interest of our company. Our legitimate interest in this case is to ensure candidates suitable employment with third parties or to accept qualified candidates for employment in our company. In some cases, we will process your personal data in order to fulfill our legal obligations (i.e. on a legal legal basis) or we will process them on the legal basis of pre-contractual relations (while in the case of concluding an employment contract, you as an employee of our company will be specifically instructed in writing in connection with personal data protection).

4.3.3. Scope of personal data processing

In the case of your interest in employment, we obtain the following information from you in particular:

- Contact data: for example, your name, surname, title, address of permanent residence, address of temporary residence, private email address, telephone number.
- Information from your CV: such as your previous jobs, education, skills, language skills and any other information you choose to include in your CV.
- Cover letter: any information you choose to include in your cover letter.
- Eligibility for work: you may need to demonstrate that you are legally eligible to work for our company, e.g. education, language skills, medical fitness for selected types of positions, etc.
- References: we may choose to obtain references from people who have worked with you in the past. Generally speaking, we will only contact these individuals if you provide us with their names and contact information.

4.3.4. Categories of beneficiaries

Personal data is processed directly by our company, in written and electronic form. Our company may share your data with third parties under the following circumstances:

- If we have your demonstrable consent to the services in accordance with the subject of the company's business.
- If required by law or court order, we may share your personal data, for example, with law enforcement authorities or other authorized authorities of the Slovak Republic.
- In the case of legitimate interest of our company, we can also provide your personal data to companies with economic or personnel connections with our company.

Certain activities for our company are carried out by subcontractors. For the purpose of performing these activities, it is required that the personal data of the person concerned be provided to such a subcontractor to the extent necessary for the purpose of fulfilling the tasks of the subcontractor. Such external subcontractors are mainly external partners of personnel consulting, external personnel agencies, accounting, tax and other consulting companies, companies operating data storage and server management. Specifically, companies and activities may be subject to changes according to the current needs of our company.

4.3.5. Transfer of personal data

The operator may also process some personal data (e.g. name, surname and e-mail) through electronic systems and data repositories operated by persons (intermediaries) outside the European Union. The operator always checks that they ensure the highest possible protection of personal data in accordance with the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

4.3.6. Time of personal data processing

We keep your personal data for a limited time and this data will be deleted when it is no longer necessary for processing purposes. This means that we will keep your data for the duration of the selection process and will always delete it no later than 36 months after the date of your consent. The reason for this retention is to protect our interests. If we choose you to fill a position in our company, we will keep your personal data in the personal folder, in accordance with our internal basic principles of personal data processing (in the form of a directive). We can process your personal data for a longer period of time after the end of the selection process, in the event that a legal dispute arises or if you give us permission to keep your personal data on file for a longer period of time.

4.4. Supplier (or business partner)

4.4.1. The purpose of personal data processing

The purpose of personal data processing is (i) selection procedure for the position of a supplier of services and/or goods to our company SuccessFirst or a cooperating person of SuccessFirst, regardless of whether it is a long-term supplier-customer relationship or a one-time supply (hereinafter referred to as " **supplier** ") and subsequent records of suppliers and management of the pre-contractual/contractual relationship between the supplier and our company, (ii) the performance of our company's business activities as well as (iii) to protect our company's property and (iv) possibly other purposes for which the supplier has given its consent.

Source of personal data. Personal data is provided to our company by the supplier himself voluntarily, or our company obtains them from publicly accessible sources (registers and databases).

4.4.2. Legal basis

The legal basis for processing personal data is:

- the exercise of rights and the fulfillment of contractual obligations arising mainly from the contract between SuccessFirst and the supplier and related documentation, including pre-contractual relations (regardless of whether such a contract is concluded orally or in writing, including in the form of an order) and

- in certain cases, also the legitimate interest of our company in the proper performance of its business activity.

4.4.3. Scope of personal data processing

SuccessFirst processes "ordinary personal data" to the extent necessary to fulfill the purposes specified in point 4.4.1. of this document, in particular to the following extent:

- name, surname, title
- ID number
- TIN
- VAT
- Place of business, seat or establishment (which may be the same as residence)
- phone number, e-mail
- account numbers (for sending any contractual payments)
- signature

4.4.4. Categories of beneficiaries

Personal data is processed directly by our company, in written and electronic form. Personal data can be made available to entities authorized according to special regulations, which are mainly: law enforcement authorities, courts, enforcement offices, etc.

Certain activities for our company are carried out by subcontractors (or other suppliers and business partners). For the purpose of performing these activities, it is required that such a subcontractor be provided with your personal data to the extent necessary for the purpose of fulfilling the tasks of the subcontractor. Such external subcontractors are mainly external accounting, tax and other consulting companies, companies operating web hosting and server and/or data storage management, legal representatives and others. Specifically, companies and activities may be subject to changes according to the current needs of SuccessFirst .

We may also share your personal data with our clients if you are a supplier who supplies our company with products (ie goods/services) that our company provides to such clients.

4.4.5. Transfer of personal data

The operator may also process some personal data (e.g. name, surname and e-mail) through, for example, electronic systems and data repositories operated by persons (intermediaries) outside the European Union. The operator always checks that they ensure the highest possible protection of personal data in accordance with the relevant legislation (i.e. they are part of the European Commission's adequacy decision, e.g. part of the EU-US Privacy Shield program if they are located in the USA, etc.).

4.4.6. Time of personal data processing

SuccessFirst will process your personal data for the duration of the contractual relationship with you as a supplier. After the termination of the contractual relationship and the settlement of all obligations resulting from or related to such a contractual relationship, our company stores your personal data for the necessary time, namely for the period required by the relevant legal regulations. Unless such a period is stipulated by law, our company is entitled to store your personal data for at least two years from the date of termination of the contractual relationship. In the case of a legal dispute with you (as the person concerned), at least two years from the date of legal termination of the legal dispute.