

Privacy Notice and Personal Data Protection Policy

Career VET s.r.o.

Regarding registrations, preliminary applications and training needs assessments

1. Introduction

Career VET s.r.o. is committed to protecting personal data and respecting the privacy of all individuals participating in or expressing interest in its educational and training activities.

This Privacy Notice explains how Career VET collects, processes, stores and protects personal information submitted through course registration forms, preliminary applications, expressions of interest, training needs assessments and related communication.

Personal data is processed in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and applicable Slovak data protection legislation, including Act No. 18/2018 Coll. on Personal Data Protection.

2. Data Controller

The data controller responsible for the processing of personal data is:

Career VET s.r.o.

Registered office: Martovce 14 947 01 Martovce

Company ID (IČO): 56092768

Contact email: office@careervet.sk

Career VET is responsible for ensuring that personal data is processed lawfully, fairly, transparently and securely.

3. Categories of Personal Data Collected

Depending on the nature of the educational activity or questionnaire, Career VET may collect the following information:

- Full name and contact details, including email address and telephone number.
- Name of the educational institution, employer or organisation represented.
- Professional position, field of work and relevant educational background.
- Preferred courses, training topics and professional development interests.
- Information about training needs, expectations and availability.
- Other information voluntarily provided in registration forms, preliminary applications or needs assessment questionnaires.

Career VET follows the principle of data minimisation and collects only information that is necessary and relevant to the specified purpose.

Special categories of personal data, such as health information, are not routinely requested. Where such information is necessary, it will be processed only where an appropriate legal basis and an applicable GDPR Article 9 condition exist, with additional safeguards.

4. Purposes of Data Processing

Personal data collected through registration forms, preliminary applications and needs assessments is used exclusively for purposes directly related to Career VET's educational and training activities, including:

- Assessing interest in proposed training programmes.
- Identifying the educational needs and professional development priorities of potential participants.
- Planning, developing and adapting educational programmes.
- Communicating with applicants about courses in which they have expressed interest.
- Organising registrations, participant groups and training activities.
- Preparing administrative documentation required for participation in educational programmes.
- Evaluating aggregated training needs and improving the quality of educational services.

Personal data will not be used for unrelated commercial activities or shared with third parties for their independent marketing purposes.

Any additional processing for a new, incompatible purpose will require an appropriate legal basis and the provision of further information to the individuals concerned.

5. Legal Basis for Processing

Career VET processes personal data on the following legal bases, as applicable:

Article 6(1)(b) GDPR – Contractual necessity and pre-contractual measures

Where individuals request registration or take steps towards participation in a training programme, personal data may be processed to respond to their requests, arrange participation and administer the relevant educational service.

Article 6(1)(f) GDPR – Legitimate interests

Career VET may process limited personal data to assess training demand, plan educational activities and respond to relevant expressions of interest, where such processing is necessary for its legitimate interests and does not override the rights and freedoms of the individuals concerned.

Article 6(1)(c) GDPR – Legal obligations

Where applicable, personal data may be processed to comply with statutory administrative, accounting or reporting obligations.

Article 6(1)(a) GDPR – Consent

Where consent is required, for example for optional communications about unrelated future training opportunities, personal data will be processed only after obtaining valid consent. Such consent may be withdrawn at any time.

The applicable legal basis depends on the purpose and circumstances of the specific data collection.

6. Data Retention

Career VET retains personal data only for as long as necessary to fulfil the purposes for which it was collected.

- Preliminary applications and expressions of interest: Personal data is retained for up to 12 months following the completion of the relevant application or recruitment process.
- Training needs assessments: Identifiable personal data is retained for up to 12 months after the completion of the relevant assessment. After this period, the information is securely deleted or anonymised.
- Confirmed training participants: Personal data is generally retained for up to 24 months following the completion of the training activity, unless a longer retention period is required by applicable legislation, contractual obligations or project funding requirements.
- Optional communications about future training opportunities: Where processing is based on consent, personal data is retained until consent is withdrawn or for a maximum of 24 months without renewed consent.

Career VET periodically reviews stored personal data and ensures its deletion or anonymisation once the applicable retention period expires.

7. Data Sharing and Confidentiality

Career VET does not sell, rent or otherwise commercially distribute personal data.

Access to personal information is restricted to authorised personnel and service providers who require it for legitimate educational or administrative purposes.

Where necessary, personal data may be shared with:

- Trainers, coordinators and administrative personnel involved in organising the relevant training activity.
- Contracted IT, website, hosting or online form service providers acting as data processors.
- Competent public authorities where disclosure is required by law.

- Project partners or funding bodies where such disclosure is necessary and supported by an appropriate legal basis, with additional information provided where required.

Any external data processor must provide appropriate guarantees concerning confidentiality, security and GDPR compliance.

Personal data collected through registration forms, preliminary applications and training needs assessments is stored in access-controlled digital systems, including secure cloud-based storage solutions.

Access to these records is restricted to authorised Career VET personnel. Appropriate technical and organisational measures are implemented to protect personal data against unauthorised access, accidental loss, alteration or disclosure.

Career VET regularly reviews its data storage and protection practices to ensure that personal information is handled in accordance with applicable data protection requirements.

8. Data Security

Career VET implements appropriate technical and organisational measures to protect personal data against unauthorised access, accidental loss, destruction, alteration or unlawful disclosure.

These measures include, where appropriate:

- Restricted access to personal data.
- Secure electronic storage and password-protected systems.
- Confidential handling of registration and application records.
- Use of trusted digital platforms and service providers.
- Secure deletion or anonymisation of data after the applicable retention period.
- Periodic review of data protection procedures.

Career VET takes reasonable steps to ensure that personal information is handled responsibly throughout its lifecycle.

9. Rights of Data Subjects

Under the GDPR, individuals have the following rights, subject to applicable legal conditions:

- **Right of access:** to obtain information about the processing of their personal data and request a copy.
- **Right to rectification:** to request correction of inaccurate or incomplete information.
- **Right to erasure:** to request deletion of personal data where the applicable conditions are met.
- **Right to restriction:** to request restriction of processing in certain circumstances.
- **Right to data portability:** to receive personal data in a structured, commonly used and machine-readable format where applicable.

- **Right to object:** to object to processing based on legitimate interests.
- **Right to withdraw consent:** to withdraw consent at any time where consent is the legal basis, without affecting the lawfulness of earlier processing.

Requests concerning personal data may be submitted to Career VET using the contact details provided in Section 2.

Individuals also have the right to lodge a complaint with the Slovak supervisory authority:

Úrad na ochranu osobných údajov Slovenskej republiky
(Personal Data Protection Office of the Slovak Republic)
Website: <https://dataprotection.gov.sk/>

10. International Data Transfers

Career VET aims to process and store personal data within the European Economic Area (EEA) whenever practicable.

Where the use of digital services involves transferring personal data outside the EEA, Career VET will ensure that such transfers comply with the applicable provisions of Chapter V of the GDPR, including appropriate safeguards where required.

11. Transparency and Voluntary Participation

Career VET is committed to providing clear information about how personal data is collected and used.

Participation in preliminary applications, expressions of interest and training needs assessments is generally voluntary.

However, certain information may be necessary to process a registration or respond to a specific request. Where such information is not provided, Career VET may be unable to complete the requested registration or communication.

Career VET will not use information collected for educational planning to make solely automated decisions producing legal or similarly significant effects on individuals.

12. Implementation and Review

This Privacy Notice applies to personal data collected in connection with Career VET's educational programmes, preliminary registrations, training needs assessments and related organisational activities.

Career VET will periodically review its data protection practices and update this document where necessary to reflect changes in legislation, organisational procedures or data processing activities.

The current version of this notice will be made available through Career VET's official communication channels.

13. Final Statement

Career VET s.r.o. recognises that the protection of personal data is an essential part of responsible educational practice and professional integrity.

By applying the principles of lawfulness, transparency, confidentiality, data minimisation and accountability, Career VET is committed to protecting the privacy of applicants, participants, educators and other individuals involved in its educational activities.

Career VET s.r.o.
The Management of Career VET

Effective date: 22/02/2024