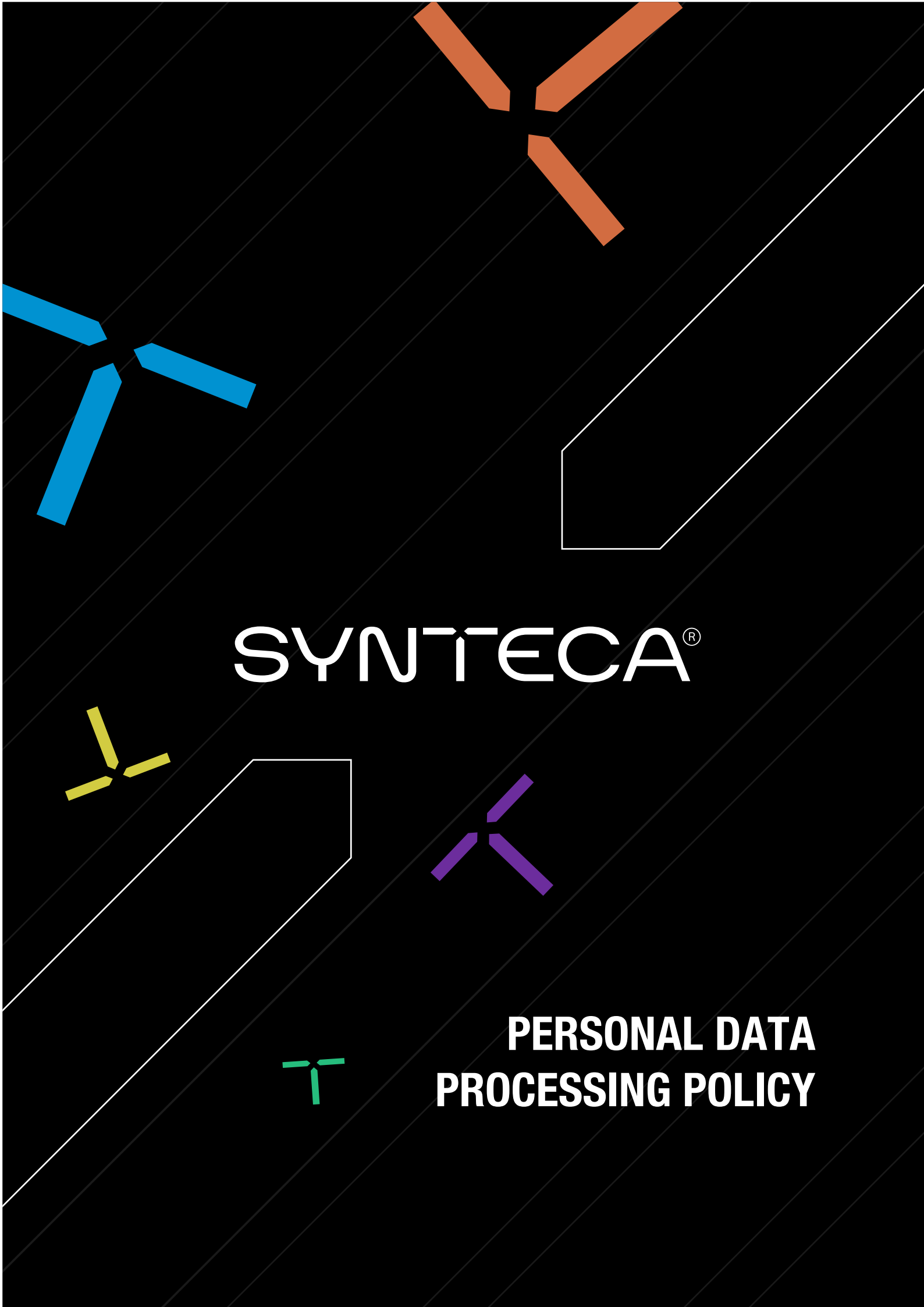


The background is black with a pattern of thin, light gray diagonal lines. Scattered across the page are several stylized, multi-colored geometric shapes that resemble molecular structures or abstract symbols. These include an orange shape at the top, a blue shape on the left, a yellow shape on the left, a purple shape on the right, and a green shape at the bottom left. There are also white line-art shapes, including a large one on the right and a smaller one on the left.

SYNTECA[®]

PERSONAL DATA PROCESSING POLICY

SYNTECA a.s., with its registered office at Krasovského 14, 851 01 Bratislava – Petržalka City District, Slovak Republic, Company ID No. 54 534 241, registered in the Commercial Register maintained by the Municipal Court Bratislava III, Section Sa, Insert No. 7404/B (hereinafter referred to as "SYNTECA" or simply the "Company"), as the controller, hereby, pursuant to Articles 13 and 14 of 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 repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter the "EU Regulation") and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments and Supplements to Certain Acts (hereinafter the "Act"), provides data subjects with the following information on the processing of their personal data.

For the purposes of this document, a data subject means an identified or identifiable natural person whose personal data are processed by SYNTECA.

IDENTIFICATION AND CONTACT DETAILS OF THE CONTROLLER

Business name: SYNTECA a. s.

Registered office: Krasovského 14, 851 01 Bratislava – Petržalka City District

Company ID No.: 54 534 241

Commercial Register entry: Municipal Court Bratislava III, Section Sa, Insert No. 7404/B

Contact e-mail address of the person responsible for overseeing personal data protection: dpo@synteca.sk

PROCESSING OF PERSONAL DATA BY SYNTECA a.s.

SYNTECA, as the controller, processes personal data provided to it directly by data subjects, for example when participating in events organised by the Company, by completing and submitting a contact form with comments, requests or questions through the Company's website, or through direct communication with the Company's employees.

However, the Company may also obtain personal data of data subjects in other ways, for example from the data subject's employer or from another company with which the data subject has a contractual relationship. This most commonly occurs where SYNTECA enters into, or negotiates, a contractual relationship with such company and agrees its terms. If the data subject is a member of the statutory body of an organisation that is a contractual party of SYNTECA or with which SYNTECA is negotiating the conclusion of a contractual relationship, SYNTECA may also obtain personal data from publicly available sources and registers. Any personal data obtained incidentally are under no circumstances further systematically processed by SYNTECA for any specified purpose of personal data processing.

SYNTECA also processes personal data of its employees, former employees and job applicants, in respect of whom it fulfils its information obligations separately.

Certain processing activities of SYNTECA may also be carried out by processors authorised by it (our subcontractors). Before engaging them, SYNTECA carefully verifies whether they meet organisational

and technical requirements for ensuring the security of personal data processing under the EU Regulation.

The provision of personal data is voluntary. Failure to provide personal data may result in SYNTECA being unable to conclude or perform a contract.

Personal data are processed for one or more of the purposes listed below, with processing for each individual purpose always being carried out on the basis of the relevant legal basis for processing and in accordance with the principles of personal data processing.

PURPOSES AND LEGAL BASES FOR PERSONAL DATA PROCESSING

- SYNTECA processes personal data of participants and speakers at conferences, training sessions and professional seminars organised by it, where the legal basis is the performance of a contract pursuant to Article 6(1)(b) of the EU Regulation (processing of personal data for the purpose of taking steps prior to entering into a contract and/or performance of a contract); and
- Personal data of interested persons and/or visitors to the SYNTECA website who contact the Company through a completed form, where the legal basis is the consent of such data subjects pursuant to Article 6(1)(a) of the EU Regulation; and
- Personal data of representatives and/or members of statutory bodies of business partners are processed by SYNTECA pursuant to Article 6(1)(b) of the EU Regulation where such personal data are necessary for the conclusion and performance of various contracts, such as service agreements, employment contracts, orders and similar arrangements; and
- Accounting and tax administration regulations require us to process personal data contained, for example, in accounting documents, records or supporting documentation (e.g. invoices) – this constitutes compliance with legal obligations pursuant to Article 6(1)(c) of the EU Regulation (processing of personal data for the purpose of compliance with a legal obligation to which the controller is subject); or
- For the purposes of establishing, exercising or defending legal claims in judicial or out-of-court proceedings, or notifying certain facts to public authorities (e.g. a bailiff), personal data are processed on the legal basis of legitimate interest pursuant to Article 6(1)(f) of the EU Regulation in conjunction with Article 9(2)(f) of the GDPR. Such processing may also include communication or cooperation with public authorities.

DISCLOSURE OF PERSONAL DATA TO RECIPIENTS / CATEGORIES OF RECIPIENTS

SYNTECA makes the personal data of data subjects available only to the extent necessary and always subject to the recipient's confidentiality obligations. Depending on the purpose of processing and the specific circumstances, typical categories of recipients of personal data include:

- providers of standard software, cloud or hosting services (e.g. Microsoft), or technical support for our Company;
- employees and corporate bodies of SYNTECA;
- institutions and public administration authorities to which data are provided pursuant to laws or specific regulations;
- audit firms, law firms and similar professional advisers;
- subcontractors of SYNTECA.

TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

As a standard practice, SYNTECA restricts any cross-border transfers of personal data to third countries or international organisations outside the European Union. Where data are processed using Microsoft services – e.g. Office 365 or Azure – the user's location is always defined, which also determines the area in which the data are stored: in the case of SYNTECA, all data are stored on servers located in EU and EEA countries.

RETENTION PERIOD FOR PERSONAL DATA

SYNTECA retains personal data:

- where the legal basis for processing is consent, until the consent is withdrawn or for a maximum period of one (1) year, whichever occurs first;
- where the legal basis is taking steps prior to entering into a contract and/or performance of a contract, for the duration of the contractual relationship and subsequently for four (4) years after the end of the contractual relationship;
- where the purpose is accounting, the retention period is ten (10) years.
- for the purposes of establishing, exercising or defending legal claims in judicial or out-of-court proceedings, or making notifications, for the duration of those purposes;

subsequently, after the expiry of the specified periods, SYNTECA will ensure the deletion of the personal data.

RIGHTS OF THE DATA SUBJECT

The EU Regulation lays down general conditions for exercising the individual rights of data subjects. However, the existence of these rights does not automatically mean that SYNTECA will be able to comply with every request to exercise them, as exceptions may apply in a particular case, or certain rights may be subject to specific conditions that may not be met in every case.

Data subjects have the following rights:

- the right to request access to personal data pursuant to Article 15 of the EU Regulation that the Company processes concerning them. This right includes the right to obtain confirmation as to whether the Company processes personal data concerning the data subject, the right to access such data and the right to obtain a copy of the personal data, where technically feasible;
- the right to rectification and completion of personal data pursuant to Article 16 of the EU Regulation if the Company processes inaccurate or incomplete personal data;
- the right to erasure of personal data pursuant to Article 17 of the EU Regulation;
- the right to restriction of processing of personal data pursuant to Article 18 of the EU Regulation;
- the right to data portability pursuant to Article 20 of the EU Regulation where the processing of personal data is based on consent in connection with the performance of a contract;
- the right to object to processing pursuant to Article 21 of the EU Regulation where the processing is based on the legal basis of legitimate interest;
- where personal data are processed on the basis of consent granted for the processing of personal data, the data subject has the right to withdraw that consent at any time;

- the right to lodge a complaint at any time with the Office for Personal Data Protection of the Slovak Republic or to bring an action before the competent court. In the Slovak Republic, the supervisory authority is the Office for Personal Data Protection of the Slovak Republic, with its registered office at Námestie 1. mája 18, 811 06 Bratislava.

All questions and comments regarding personal data protection, as well as requests to exercise rights under the EU Regulation, may be sent to dpo@synteca.sk

AUTOMATED DECISION-MAKING AND PROFILING

SYNTECA does not carry out automated decision-making, including profiling, i.e. processing operations on the basis of which a decision with legal effect or another significant impact on the data subject would be made solely on the basis of fully automated processing of their personal data or evaluation of certain characteristics based on their behaviour, preferences or performance.

COOKIES

Cookies are small text files that improve the use of a website, for example by enabling previous visitors to be recognised when logging into the user environment. The SYNTECA website uses cookies solely for the functionality of the form (located on the website) and the website itself, on the legal basis of legitimate interest pursuant to Article 6(1)(f) of the EU Regulation, with the controller's legitimate interest being the functionality of the SYNTECA website. The retention period for cookies is 30 days after a visit.

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