Procedure for NSSK ID Cards (IDK) issue for entry of suppliers of NSSK or NSSK subsidiaries to the NSSK area and premises.

This Procedure is intended for new employees* of the supply companies without the IDK/IDKN issued.

In our effort to accelerate and make the process of applying, approving, and issuing entries to NSSK area and NSSK premises more efficient as well as to implement provisions of applicable enactments related to personal data protection, as of 25 May 2018 especially the act No 18/2018 Coll. On protection of personal data as amended and 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) we have changed the procedure for NSSK ID cards (IDK) issue for entry of suppliers of NSSK or NSSK subsidiaries to the NSSK area and premises.

1. The supply company shall submit an ***Application for NIPPON STEEL SLOVAKIA s. r. o. Entry Permit – PERSONS*** (hereinafter referred to as the "Application") **only via application PARS** (Plant Access Request System) available for registered supply companies on Internet page NSSK, section WORK WITH US/SUPPLIERS/WEB application entry permits PARS. If you have any problems with logging to the application PARS, please contact NSSK Helpdesk on 055/673 44 00.
2. **The application should be submitted only by the direct supplier to NSSK/NSSK subsidiaries for his suppliers/sub-suppliers as well.**
3. Applications to block/unblock IDK of concerned persons (e.g. Disuse) are still submitted to e-mail address vstupynssk@sk.nipponsteel.com
4. ***The Application for NIPPON STEEL SLOVAKIA s. r. o. Entry Permit – CARS*** **is explicitly submitted via online application PARS**
5. NSSK reserves the right to reject the Application to the data subjects specified in the request without giving a reason.
6. The supply company shall provide:
   - Re-training and On-line testing of newly hired contractor employees requesting the Entry permit to NSSK and who are required to undergo **Cardinal Rules Training – Programs for Life-threatening situations** based on video-training material and reference for testing, accessible on Internet website of NSSK: https://www.sk.nipponsteel.com/en/work-with-us/suppliers/training-and-testing-contractors-10-2026. When processing/applying for the entry permit they shall provide confirmation mail of successful completion of test.
   - Acquaintance of concerned persons with the wording of *Privacy notice based on article 13 and 14 GDPR related to personal data processing of data subjects.*
   - Presence of new employees in the premises Entry Issuance Office (hereinafter PVV) from 08:00 AM till 10:30 AM. The contractor employees are mandatory to report their presence with PVV employees in person.,
   - Provable familiarization of all its employees with documentation, binding for suppliers and published in online application PARS.
7. The employees of contractor company shall provide their identity card listed in the Application to the PVV in order to verify a correctness of personal data.
8. The Supplier´s employee shall confirm receipt of IDK/IDKN by their signatures and IDK/IDKN shall be issued to such employees at 11:00AM.
   Subsequently the contractor employees relocate themselves to the training room to complete the training on Fire Protection (training is carried out on weekdays – Monday, Wednesday and Friday at 11:00 AM). Prior the training the contractor employees use their IDK/IDKN

* employee = each affected employee for whom the contractor requests an IDK

card in reading device of Access system PS Frontier in training room. By this process is the completion of Fire protection training electronically recorded.

9. Completed trainings are registered in PS Frontier for IDK holder - physical person - not for supply company/ IDK Applicant. In case of change of employer in respect to the Supplier´s employee, the trainings shall apply for new employer till expiration.

The additional responsibilities of supply company/ ID card holders are explained in detail in the Standard NOR/0011 (e.g. what to do in case of IDK loss, theft, non-use, etc.).

For additional information see documentation in online application PARS, section Documents.

Notes/ Terms:

1. Fire protection training:
   - According to the Sect. 30 (20) of Decree No. 121/2002 Coll. of the Department of Interior of the Slovak Republic on Fire Prevention, "persons staying with knowledge of the legal or physical person - entrepreneur in the premises of such person **in order to perform activities for such legal person** or physical person - entrepreneur" shall attend the fire protection training. Such training is not required for entry for purposes of business negotiations and presentation of the product or company. Completed training shall be valid for 24 months.
2. OSH CR training:
   - **All suppliers/sub-suppliers involved directly in production and maintenance working activities in *NIPPON STEEL SLOVAKIA* s. r. o. or subsidiaries of *NIPPON STEEL SLOVAKIA* s. r. o. and/or entering the lines shall follow the cardinal rules in their activities and shall complete the OSH Cardinal Rules training and testing.** Such obligation to attend training shall not apply to the visitors, suppliers performing activities outside the production plants, e.g. in the administrative buildings and/or rendering supporting services not relating to production and maintenance, e.g. catering, Aquapro delivery, bus drivers, etc.)**.** OSH CR training shall be valid for 12 months.
3. PS Frontier and PARS application will block automatically IDK validity of the Supplier´s employees if:
   - IDK holder will not use IDK issued to him/her in the PS Frontier reader for more than 21 consecutive calendar days, or
   - IDK validity period set according to the Application expires, or
   - 12-month period from the last successful completion of OSH CR training expires, or
   - 12-month period from the last fire protection training expires,
   - whichever is earlier.

* employee = each affected employee for whom the contractor requests an IDK