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## All you need to know about your personal information when sending an open job application

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From May 25, 2018, the EU **General Data Protection Regulation (GDPR)** is being applied.

By using the General Data Protection Regulation we continue to use and protect your personal information with additional security level and strict privacy policies with a very transparent data processing.

### Basic information

#### WHAT IS GDPR?

The GDPR or the EU General Data Protection Regulation (GDPR) refers to the **protection of individuals with regard to the processing of personal data and the freedom to move such data.**

#### WHAT GDPR MEANS FOR YOU?

GDPR allows you, as an individual, better rights and freedoms related to the processing and movement of your personal data.

Any company that collects personal information in any way is obliged to give you an unambiguous and transparent explanation of the purpose for which your data is collected, how it is used, how and for which time it stores them.

### Personal information

#### WHICH PERSONAL DATA WE COLLECT

- Basic information (name, surname, qualifications, work experience)
- Data on employment
- Certificates of acquired title

#### COMPANY PURCHASES DATA

- ☑ Legally - only if processing is permitted by law and within the limits prescribed by the law.
- ☑ Honestly - taking into account the specificity of your relationship with you, applying all the measures to protect your personal information, making it easier for you to achieving your rights
- ☑ Transparent - providing all information in a clear and easily (GDPR)
- ☑ In addition to limiting the purpose - processing personal data for the purposes for which they were collected and for other purposes, taking care of the following:
  - (a) any link between the purpose of the collection of personal data and the purpose of the intended continuation of processing;
  - (b) the context in which personal information has been collected, especially in relation to our relationship with you
  - (c) the existence of appropriate protective measures.

☑ With the storage limit - keeping the data in a form that allows the identification of an individual only as much as is necessary for the purposes for which personal data is processed and longer only if allowed by the Regulation.

"Reducing the amount of data - we keep in mind that the data we process is appropriate, relevant and limited to what is necessary.

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- ☑ By ensuring accuracy - we take into account the accuracy and timeliness of data and eradicating incorrect data in accordance with the requirements of the Regulation.
  - ☑ Ensuring integrity and confidentiality - technical and organizational measures take into account the relative security of personal data, depending on their risk, including protection against unauthorized or illegal processing, and from accidental loss, destruction or damage by applying appropriate technical or organizational measures.

## **MORE INFORMATION**

### **Open business queries**

When you send us an e-mail with your personal information that you can identify, such as an open job application, we use this data only to meet your requirements or potential employment. We may forward your email to other company employees to answer your question or to comply with your request.

### **Saving Personal Data**

Your personal information that you have made us available when sending an open job application will be stored in our archive for 3 months. After that, we will delete your personal information.