



MK IT Business Solutions d.o.o. Novi Sad, a company with its registered office at Bulevar Oslobođenja 60-62, Novi Sad, with registration number 20189169, intends to collect and process certain personal data in a capacity of data handler ("**Data handler**").

Regarding the matter and in accordance with Articles 15 and 23 of the Law on Personal Data Protection of the Republic of Serbia ("Official Gazette of RS" no. 87/2018) ("**Law**"), the Data handler submits the following to the Candidate ("**Candidate**"):

PERSONAL DATA COLLECTION AND PROCESSING NOTICE

(„**Notice**“)

1. **Data to be collected and processed**

1.1. The Data handler may collect personal data from the candidate for the purpose of assessing the candidate's ability to establish employment relationship or other engagement with the Data handler or other company for which MK Group d.o.o. may perform the process of recruitment and selection of candidates or due to other legally binding requirements.

Data that can be collected, processed and used:

- Personal data: name of the Candidate;
- Academic and professional/professional qualifications: education level, occupation, skills data, foreign language skills, training, list of previous employers;
- Data on test results in the selection process;
- Communication data: email address, telephone number, IP address of social networks.

2. **Identity of the Data handler**

2.1. Data and identity of the Data handler are set out in the introductory provisions.

3. **Legal basis and purpose of data collection and further processing**

3.1. The purpose of collecting and further processing of personal data is to evaluate the knowledge and abilities of the Candidate with an aim of establishing the employment relationship or other engagement with the Data handler or other company for which MK Group can perform the process of recruitment and selection of candidates. An Information about all legal entities for which MK Group d.o.o. can perform the selection and recruiting process and which of them make an integral part of MK system can be found at www.mkgroup.rs ("**Purpose**").

3.2. Legal basis for data collection and processing is the Candidate's consent.

4. **The manner of Data usage**

4.1. The Data handler shall collect, record, transcribe, duplicate, copy, transmit, search, sort, store, separate, cross, integrate, render, modify, secure, use, submit for inspection, disclose, publish, disseminate, record, organize, store, adapt, disclose or otherwise make available, conceal, displace and otherwise make it unavailable, as well as perform other data collection activities.

4.2. Data processing will be performed manually.



5. The identity of the other person responsible for Data processing

5.1. The Data referred to in Article 1 of this Notice that will process MK Group d.o.o. Belgrade ("**Data Processor**"), on the basis of a processing agreement concluded between the Data Processor and the Data handler.

5.2. The Data handler may transfer the Data referred to in Article 1 of this Notice to the companies for which it is performing the process of recruiting and selecting of Candidates within MK system that will process the Data ("**Data Processor**"), on the basis of a processing agreement concluded between the Data Processor and the Data handler.

6. Processing of the data by the Data Processor

6.1. Processing of the data by the Data Processor will be as follows: recording, saving, storing, merging, organizing, searching, retaining, as well as performing other data storage activities, no matter whether they are performed automatically, semi-automatically or otherwise.

7. Information on Data users

7.1. Data will be used solely by the Data handler for his own needs, as well as by the Processor while he performs the processing in the processing part delegated to him.

7.2. The Candidate accepts that the Candidate's data may be transferred or accessed by the selected employee of the Data handler, but only for the purpose of evaluating the Candidate's knowledge and ability. The Data handler will ensure these employees have access to the Data only to the extent necessary to accomplish the Purpose.

8. Rights, including a notice of rights belonging to a person in the event of unauthorized data processing

8.1. In accordance with the Law, the Candidate has the right to be informed about the processing of the Data, the right to access the Data and the right to request a copy of the Data.

8.2. In case of unauthorized data processing, the Candidate has the right to request from the Data handler to correct, supplement, update, delete the Data, as well as to interrupt and suspend the processing.

8.3. The Candidate has the right to interrupt and temporarily suspend the Data processing, if he/she disputes the accuracy, completeness and precision of the Data, as well as the right to mark the Data as disputed, until their accuracy, completeness and precision is being determined.

8.4. The Candidate has the right to receive his/her personal data previously provided to the Data handler in a structured, commonly used and electronically readable form and has the right to transfer this information to another data handler without interruption.

8.5. The Candidate has the right to object to the Data handler in regard with the processing of his/her personal data.

8.6. In accordance with the Law, the Candidate has the right to be informed about the processing of the Data, the right to access the Data and the right to request a copy of the Data.

8.7. The Candidate has the right to file a complaint with the Commissioner for Information of Public Importance and Personal Data Protection if he/she considers that the processing of his/her personal data has been performed contrary to the provisions of the Law.

9. Obligation and legal basis i.e. voluntary Data provision and processing

9.1. Giving consent to the processing of the Data for the stated Purpose is voluntary.

10. Giving and revoking consent

10.1. Consent may be revoked in writing or verbally for the record.

10.2. In the case of revocation of consent, the person who has previously given consent shall be obliged to reimburse the Data handler for justified costs and damages, in accordance with the regulations governing liability for damages.

11. Other information relevant to the Data processing

11.1. The information referred to in Article 1 of this Notice shall be kept and held confidential for as long as is necessary for the fulfillment of the Purpose, as well as for a period of one year from the date of completion of the selection process for eventual selection for another suitable position with the Data handler or other company belonging to MK system in accordance with the applicable laws, i.e. until their revocation.

11.2. The protection measures to be applied while storing the Data are as follows:

1) technical measures:

- Securing the employees' premises (video surveillance, fire protection system, air conditioning, security, electronic control of access to the room)
- Automatic device lock,
- External access to the local area network via VPN.
- Updating of equipment and software, as well as use and updating of antivirus system.

2) organizational measures:

- Control of access to information systems
- Authentication using username and password, password procedure
- Separate user and administrator accounts with different levels of rights
- Change of access rights in organizational changes.

3) personnel measures:

- Notifying employees of the security and integrity of personal information
- Periodical update of the employee access data.

When submitting a job ad, the Data handler does not require a specific form of the CV, for it is determined by the Candidate for the job, whereby the Data handler may come in possession of a larger volume of data than the one contained in Article 1, according to the Candidate's will. The Data collected in this way are kept until the end of the competition, and with the consent of the candidates are stored for a period of 1 year for the purpose of subsequent assessment of the need to hire candidates.

By clicking on the "Candidate's Consent", you are considered to have read this Notice, you agree to the terms of the same and you have given your voluntary consent to the processing of personal data you will leave.