

Number: I-232  
Novi Sad, August 21, 2019

Based on Article 41 of the Law on Personal Data Protection and Article 221 of the Law on Companies, M&I Systems, Co. d.o.o., Novi Sad, 16, Bulevar vojvode Stepe, represented by Vladan Balaban, adopted the following:

## **DECISION ON COLLECTION OF EMPLOYEE AND POTENTIAL EMPLOYEE PERSONAL DATA**

M&I Systems Co. d.o.o., as the personal data processor, collects the personal data of an employee/potential employee based on an open application, published job vacancy, or during the actual employment.

Personal data will be stored in the database by the processor. The data of potential employees are stored for six months after the submission. After the expiration of the specified period, the processor undertakes to delete all personal data and destroy submitted applications (CVs). The personal data of employees are kept permanently.

We collect the following data for possible employment, i.e., the announcement of job vacancies and employment contracts, as well as transparent, clear, and accurate database management:

No.	DATA	LEGAL BASIS FOR PROCESSING
1	NAME AND SURNAME	Agreement, consent
2	PIN (for employees only)	Agreement
3	ADDRESS OF PERMANENT/TEMPORARY RESIDENCE (for employees only)	Agreement
4	DATE OF BIRTH (for employees only)	Agreement
5	ID CARD NUMBER, DATE, AND PLACE OF ISSUE (for employees only)	Agreement
6	E-MAIL	Agreement, consent
7	MOBILE PHONE NUMBER	Agreement, consent
8	HIGHEST DEGREE OF EDUCATION	Agreement, consent
9	TITLE ACQUIRED	Agreement, consent
10	LENGTH OF SERVICE	Agreement, consent
11	ADDITIONAL CERTIFICATES/QUALIFICATIONS	Agreement, consent
12	CURRENT ACCOUNT NUMBER (for employees only)	Agreement

Consent

Potential employees/persons applying for an open position by sending an application (CV) personally give the company (processor) their personal data that are saved in the database. Also, when signing

an employment contract where personal data are itemized, the new employees give their personal data and consent to the processing.

#### Other recipients

The company (controller) does not provide personal data to third parties. Personal data are provided only to employees in internal organizational units who participate in the recruitment and selection of potential candidates and who have previously signed a statement on the confidentiality of personal data. If it is an employed person, the Human Resources Department and the Payroll Department are the only ones having access to the employee's personal data, and their employees have also signed a statement on the confidentiality of personal data.

#### Retention periods

Data on potential employees are kept for six months from the submission, based on the consent of potential employees to be contacted in the event of a need for employment, and are deleted from the database after that period. The employee data are kept permanently, even after leaving the workplace.

#### Rights related to personal data processing and submission of requests or objections

All rights related to the collection and processing of your personal data may be exercised through the form "Respondent's request for the right of access, rectification, modification, amendment, restriction of collection, data portability and objection" for the data that are collected, available on Alfresco, or in a physical form in the HR Department.

If your personal data are in the database of potential employees, you may submit a written request for the erasure before the expiration of the six-month period to the Human Resources Department.

You may submit the request for the exercise of rights under the protection of personal data to the Department for Personal Data Protection or the Human Resources Department.