

**Promet i prostor d.o.o.**

Dubovačka 38

10 000 Zagreb

OIB: 70482234704

In Zagreb, 22nd May 2024

**PRIVACY POLICY**

This Privacy Policy, based **on the General Data Protection Regulation (GDPR)**, explains which personal data is collected in connection with our activities, how we process, use, and protect that data, the purposes for which we use it, as well as your rights related to your data.

**OUR FUNDAMENTAL PRINCIPLE IS PRIVACY AND PROTECTION OF PERSONAL DATA**

Privacy of individuals and protection of personal data are human rights. We at Promet i prostor d.o.o. have a duty to care for the privacy of individuals whose personal data we process and store. Data is a responsibility and must only be collected and processed when absolutely necessary.

Promet i prostor d.o.o. adheres to the following principles to protect the privacy of all individuals whose personal data we collect:

- We do not collect more information than necessary.
- We do not use personal data for purposes other than those specified.
- We do not retain personal data if it is no longer needed.
- We never sell, lend, or distribute nor publicly disclose personal data.
- We do not send personal data to third parties without your knowledge.
- We do not use any automated processing and decision-making or profiling.
- We do not transfer personal data outside the EU/EEA.
- We continuously ensure that personal data is securely stored.

It is important to read this Privacy Policy, and we hope you will take the time to do so. We have strived to write it as clearly as possible to ensure that it is understandable to everyone, with the aim of maintaining your full trust in how we handle your personal data.

If, after reading it, you have any further questions about personal data protection or wish to share your ideas and recommendations, please contact our Data Protection Officer:

**Data Protection Officer:** Luka Rudelić, **Email:** [gdpr@prometiprostor.hr](mailto:gdpr@prometiprostor.hr)

This Privacy Policy, as well as our website, is designed to ensure a high level of protection of your personal data and will be continuously updated and improved.

This Privacy Policy was updated on 22nd May 2024.

**Director****Frane Glasinović****DATA CONTROLLER**

Promet i prostor d.o.o. acts in relation to your personal data as the data controller, determining the purposes and means of processing your personal data and ensuring all necessary security measures for your personal data. The data controller of your personal data through this website is:

**Promet i prostor d.o.o.**

Dubovačka 38, 10 000 Zagreb

**Office in Zagreb**

Otona Kučere 5, 10 000 Zagreb

## **HOW AND WHICH OF YOUR DATA DO WE COLLECT?**

### **Processing within the services provided by Promet i prostor d.o.o.**

Promet i prostor d.o.o. processes the following personal data:

- Processing of personal data of job candidates and employees during the conclusion and execution of employment contracts,
- Processing of personal data of individuals engaged by Promet i prostor d.o.o. based on service contracts and other agreements,
- Processing of personal data of employees employed by or authorized representatives of suppliers and service providers for Promet i prostor d.o.o.,
- All other personal data processing activities that Promet i prostor d.o.o. performs within the fulfilment of contractual obligations,

and securely stores collected and processed personal data within periods aligned with legal obligations.

### **Website**

Although you can use our website without providing any personal data, once you contact us via our contact form or directly via our email addresses, Promet i prostor collects information about you. Information you fill in (personal information such as your name and surname, email address) or send via direct email will be processed and stored to contact you and respond to your request. Promet i prostor will not share your personal data with any third party nor allow them access. Data will be used solely for the purpose of further contact and response to your inquiry.

If you are under 16 years old, you must provide consent from a holder of parental responsibility before providing personal data. Promet i prostor does not knowingly collect personal data of children under 16 years through its website without appropriate consent from a holder of parental responsibility.

If you are under 16, please do not send any personal data to us, including your name, address, phone number, or email address without parental consent. If we become aware that we have collected or received personal data from a child under 16 without parental consent, we will delete such data without delay. If you are aware that we have received data from a child under 16, please contact our Data Protection Officer at [gdpr@prometiprostor.hr](mailto:gdpr@prometiprostor.hr)

Our website contains links to other websites and social media pages, to which our Privacy Policy does not apply. We recommend that you read the privacy policy of each website and social media you visit, especially where you provide data.

## **AUTHORIZED EXTERNAL PROCESSORS**

We provide access to your personal data to authorized external processors for the purpose of processing personal data on behalf of Promet i prostor d.o.o. based on our explicit instructions and through concluded contracts that ensure a high level of personal data protection. These business partners are obliged to strictly adhere to confidentiality obligations in accordance with this Policy, the contracts we have concluded with them, and the obligations under the General Data Protection Regulation. In its operations, Promet i prostor d.o.o. uses the services of companies in the capacity of processors who process personal data to fulfill legal obligations and maintain IT systems and software solutions necessary for the execution of services by Promet i prostor d.o.o.

## **INFORMATION SECURITY**

When Promet i prostor d.o.o. collects information about you, we ensure that your personal data is protected from accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access

to personal data that is transmitted, stored, or otherwise processed. This is carried out through appropriate professional technical measures and carefully selected business partners who ensure the required level of security for data processing.

## **COOKIES**

Cookies are small text files placed on your hard drive, which help in providing customization of the web browser interface. For example, cookies can be used to store registration data on the website so that the user does not need to re-enter it on subsequent visits to the site. If you are concerned about cookies, most web browsers allow you to disable cookies.

To properly manage our website, we store anonymous data in our systems through necessary cookies without processing your personal data.

## **YOUR RIGHTS**

At any time, you are free to contact us for the purpose of:

- ACCESSING all personal data that Promet i prostor has collected about you,
- RECTIFYING personal data that Promet i prostor has about you,
- DELETING personal data that Promet i prostor has collected about you,
- RESTRICTING the processing of your personal data by Promet i prostor,
- OBJECTING to the processing of your personal data by Promet i prostor, or
- REQUESTING your personal data that Promet i prostor has for the purpose of transfer to a third party.

If you wish to exercise any of the aforementioned rights, please feel free to:

- Visit us in person on weekdays from 8:00 AM to 02:00 PM at the headquarters of Promet i prostor d.o.o.,
- Send a letter to the address of Promet i prostor d.o.o.

We will respond to your request as soon as possible, but no later than one month from the receipt of your request. If we are unable to securely verify your identity, we will be free to request additional verification of your identity.

## **RIGHT TO LODGE A COMPLAINT WITH THE COMPETENT AUTHORITY**

At any time, you can file a complaint directly with the competent supervisory authority, especially in the EU country where you have your habitual residence, place of work, or the place of the alleged infringement if you believe that our processing of your personal data is not lawful.

The direct contacts of the competent supervisory authority in the Republic of Croatia are:

AGENCIJA ZA ZAŠTITU OSOBNIH PODATAKA (AZOP)

Selska cesta 136

HR - 10 000 Zagreb

Telefon: +385 1 4609 000

Fax: +385 1 4609 099

e-mail: [azop@azop.hr](mailto:azop@azop.hr)

W e b : [h t t p : / /](http://)

[www.azop.hr](http://www.azop.hr)