

Processing of personal data

MDS Informatički inženjering d.o.o. Belgrade, hereinafter referred to as MDS, in its daily business process collects and processes personal data of all its current and potential users and business partners. Respecting the existing legal norms defined by the Personal Data Protection Act, MDS pays special attention to adequate handling, processing and protection of all sensitive personal data.

Personal data is considered any data that relates to you as a natural person, and on the basis of which your identity is determined or can be determined. This document provides you with detailed information on how and on what basis MDS collects and processes your personal data, under what conditions and what rights you have with regard to your personal data.

Please read this document (Notice on the processing of personal data) carefully in order to familiarize yourself with all relevant information on the handling of your personal data and to be fully aware of the rights that belong to you based on positive legal regulations.

1. DATA HANDLER?

The legal term "data handler" means a natural or legal person who collects your personal data, determines the purpose and method of processing personal data and is responsible for processing such data in a manner that is in accordance with the applicable legal regulations on the protection of personal data.

In performing its business, MDS represents the operator, whereby it handles your data exclusively in accordance with the applicable regulations so as to ensure an adequate level of protection and security of personal data.

Certain personal data are necessary for MDS to provide an adequate service or market a product. However, if for some reason you do not wish to provide your personal information, you are not obliged to provide it to MDS, but in that case MDS may not be able to provide you with the product or service you are interested in.

Contact details of the processing manager:

MDS Informatički inženjering d.o.o. , Milutina Milankovića 7d, 11070 BeLgrade,

TAX NO: 103312371

Phone: +381 11 2015 200, e-mail: mds@mds.rs

Email of authorized and dedicated person to protect of personal data in MDS: pmahdjik@mds.rs

2. WHAT PERSONAL DATA DOES MDS USE?

- In its operations, MDS may collect, store and use (process) the following types of your personal data:
- Name and surname
- ID number
- business email
- business phone number (landline and mobile) and business fax number
- name of the company where the person is employed

3. HOW MDS COLLECTS YOUR PERSONAL DATA?

MDS collects your personal data directly from you or from other sources such as: Your employer, websites with your business data, social networks (LinkedIn, Facebook, Instagram).

4. PURPOSE AND LEGAL BASIS OF THE PROCESSING OF YOUR PERSONAL DATA

MDS collects and processes your personal data for various legally permitted purposes. In certain situations, your personal data is collected with your consent or based on publicly available information about your personal data (business card, Internet).

The purposes for which MDS collects and processes your personal data may be the following:

- conclusion and execution of contracts on the provision of services or the sale of products;
- informing about MDS products and services (direct marketing);
- performing the legal obligations of MDS

For some of the aforementioned purposes, MDS collects and processes your personal data based on the law, i.e. contract, based on your consent, and for the processing of special types of personal data based on your express consent, i.e. express consent.

You can revoke any consent to the processing of your personal data that you have given to MDS at any time. From that moment, MDS will not process your personal data that was based on consent, but this will not affect the legality of data processing that was performed on the basis of consent before its withdrawal.

However, MDS may collect and process your personal data even without your consent - namely, if such collection and processing is necessary for:

- execution of a contract in which you are a contracting party or in order to take actions necessary for the conclusion of a contract (eg preparation of an offer) before concluding the contract, at your request;

- compliance with the legal obligations of the MDS (eg obligations defined by the Law on Prevention of Money Laundering and Financing of Terrorism, in connection with the exchange of information on the party's financial operations);
- protection of your vital interests or the vital interests of another natural person;
- performance of tasks in the public interest or in the performance of legally prescribed powers of the MDS (eg submission of documentation to judicial authorities for the purpose of conducting proceedings);
- realizing the legitimate interests of MDS or a third party, except in the case when your individual interests, rights and freedoms take precedence over the legitimate interests of MDS or a third party (e.g. direct marketing to existing users for the purpose of offering other services and products of MDS- a, data exchange within MDS for administrative purposes, etc.).

5. TRANSFER OF PERSONAL DATA TO THIRD PARTIES

MDS makes special efforts to ensure that your personal data is collected and processed in a manner that is consistent with the aforementioned purposes. In order to achieve them, MDS Informatički inženjering d.o.o. in certain situations, it must make your personal data available to third parties, i.e. to persons who further handle your personal data as handlers, such as e.g. state authorities, fraud investigators, the National Bank of Serbia, banks, etc.

In order to achieve the stated purposes, MDS Informatički inženjering d.o.o. may make your personal data available to the following persons, who handle your personal data as a processor, i.e. as recipients of personal data, in the sense of the Personal Data Protection Act, for example: consultants, professional associates, lawyers, damage assessors, doctors, censors, companies, associates or so-called. outsource legal and natural persons who perform various services for MDS (IT companies, postal service providers, etc.).

Also, MDS may make your personal data available to third parties, for example in the event of any planned or executed reorganization, merger, sale, joint venture, transfer of contract, transfer or other disposal of any part of the business, property or shares of MDS (including bankruptcy or other similar proceedings) or in other cases of fulfilling legal obligations.

6. WHERE YOUR PERSONAL DATA IS PROCESSED?

Your personal data are processed by the persons listed in point 5 of this document, in accordance with the personal data processing agreement, which will ensure the security of your personal data in all respects, respecting the legal framework related to the protection of personal data. In no case will MDS make your personal data available to persons who are not authorized to process your personal data.

7. WHAT ARE YOUR RIGHTS REGARDING THE PROTECTION OF YOUR PERSONAL DATA AND HOW TO APPLY THEM?

In relation to your personal data collected and processed by MDS, you have the following rights based on the applicable regulations regarding the protection of personal data:

- the right to be informed about which of your personal data MDS has, from whom that data was collected, the purpose of processing that data, information about the handlers and processors of said data and persons to whom said data may be available;
- the right to correct your personal data, in order to ensure that the data held by MDS is true, accurate and up-to-date;
- the right to delete your personal data processed by MDS, if that data is no longer necessary to achieve the purposes specified under point 4.;
- the right to limit the processing of your personal data in cases provided for by valid regulations in the field of personal data protection;
- the right to portability – you have the right to receive your personal data in a structured form in order to transfer them to another operator;
- the right to object (complaint) - you have the right to object to the processing of your personal data to the MDS or the competent authority (Commissioner for Information of Public Importance and Protection of Personal Data);
- the right to withdraw your consent or consent to the processing of your personal data in cases where such data is collected and processed solely on the basis of your consent or consent.

We recommend that you submit a request for the exercise of the aforementioned rights to the MDS by filling in the appropriate form, which is available on the official website of the **Commissioner for Information of Public Importance and Protection of Personal Data of the Republic of Serbia**: <https://www.poverenik.rs/sr-yu/zaštita-podataka/formulari-zastita-podataka.html>.

You can submit a request:

- deliver in person to MDS
- by mail to the address:

MDS Informatički inženjering d.o.o. a.d.o., Milutina Milankovića 7d, 11070 Belgrade, with indication: ***For the person authorized to protect personal data***

- by e-mail to e-mail: ***pmahdjik@mds.rs***.

8. WHEN CAN YOU MAKE A COMPLAINT ABOUT PERSONAL DATA PROCESSING?

At any time, you can object to MDS processing your personal data for direct marketing purposes, after which it will immediately stop processing your data for the stated purpose.

You can object to the processing of your personal data, which is necessary for the execution of tasks in the public interest or for the execution of MDS's statutory powers or for the purposes of realizing the legitimate interests of MDS, after which MDS will no longer process your personal data, unless is regulated differently by positive regulations. If you believe that your personal data has been violated or your rights have been violated, you have the right to file a complaint with the competent supervisory authority - the ***Commissioner for the Protection of Information of Public Importance and the Protection of Personal Data***.

9. HOW LONG DOES MDS KEEP YOUR PERSONAL DATA?

MDS stores your personal data until the expiration of the legal storage period, that is, until there is a legitimate interest in it, that is, valid consent or consent.

MDS will not store your personal data longer than is necessary and legal by processing them exclusively for the purposes for which it collected said data.

10. AMENDMENT OF THE RULES ON THE PROTECTION OF PERSONAL DATA

MDS regularly makes changes to this document, which contains information on the processing of personal data, in accordance with changes in the applicable regulations governing this area and ensures that the latest version of the Information is also available on the website of MDS www.mds.rs.

In the event of a significant change in the content of the Information that may significantly affect your rights, freedoms or interests, you will be notified in a timely manner.