

Pursuant to the Article 23 of the Law on Personal Data Protection (*The Official Gazette of RS*, number 87/2018 – hereinafter referred to as: the Law) as a person to whom they relate and from whom the data are collected, at the time of collection, we provide you with the following

NOTIFICATION

on information that is provided when personal data are collected from the data subject (personal data collected from business partners)

1. Data controller: INSTITUT MIHAJLO PUPIN DOO BEOGRAD, Volgina 15, 11060 Belgrade, Company Registration Number 07014694, Tax Identification Number 100008310 – hereinafter referred to as data processor or the Institute.

2. Business partners: This Notification refers to the Institute's business partners. The Institute's business partners according to this Notification means service users, service providers, tenderers, suppliers, contractors, subcontractors, consortium partners – their legal representatives, persons responsible for performance of contracts, persons engaged in performance of contracts, as well as any other contractual and non-contractual partners of the Institute in the Republic of Serbia, and abroad, in the procedures of the performance of business within the scope of the Institute.

3. Data on person for personal data protection: Ana Divac-Šarić, BLL, PhD, tel. 011 6774 479, ana.saric@pupin.rs

4. Data being collected:

First and family name, name of the employer/institution/organization/education institution/authority, etc. that the person represents or comes from, date and place of birth, address of residence or temporary residence, gender, JMBG (Unique Person's Identification Number), ID card or passport number, data on academic or professional qualifications, position and/or function, contact e-mail address, contact telephone.

5. Purpose of personal data collection and the manner of processing:

The Institute processes personal data of business partners exclusively for the purposes as specified hereinafter and does not process more data or wider range of data than those necessary to achieve the purposes stated hereinafter.

The Institute processes personal data for the purpose of the performance of concluded contracts, project management, drawing up tenders, for the monitoring of goods and services and business development, for reporting to contracting authorities and state authorities on performed projects, for the performance of training and other services provided by the Institute.

The Institute processes personal data for the purpose of maintaining security, including information security, and performs video surveillance to secure property and persons in the manner and to the extent in accordance with the Law and other relevant regulations.

The Institute processes personal data for the purpose of the fulfillment of legal obligations and harmonization of business with the applicable legal regulations, primarily in the field of work, occupational health and safety, tax legislation, financial and general regulations.

Personal data are collected for the purposes that are particularly specified, explicit, justified and legitimate and cannot be further processed in the manner inconsistent with these purposes. Personal data that are collected shall be adequate, relevant and limited to what is necessary for the purposes for which they are processed.



Personal data processing shall be performed in accordance with the Article 12 of the Law:

"processing shall be lawful only if one of the following conditions is fulfilled:

- 1) the data subject has given consent to the processing of his/her personal data for one or more particularly specified purposes;
- 2) processing is necessary for the performance of a contract to which the data subject is a party or for undertaking actions, at the request of the data subject prior to concluding contract;
- 3) processing is necessary for compliance with a legal obligation to which the controller is subject;
- 4) processing is necessary in order to protect the vital interests of the data subject or other natural person;
- 5) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- 6) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, unless such interests are prevailed by the interests or fundamental rights and liberties of the data subject requiring the personal data protection, and in particular if the data subject is a minor".

6. Recipient of personal data:

The Institute may assign data to third parties only for the following purposes:

- To external providers of data processing services (data processor) on behalf and for account of the Institute as personal data controller, on the basis of a contract concluded between the Institute and the processor;
- To public authorities only when prescribed by law and to the extent and for the purpose prescribed;
- To contracting authorities, in the procedure of joint submission of tenders or tenders with subcontractor;
- To other competent authorities when reasonable and necessary, e.g. in case of threat to life and health of employees.

7. Transfer of personal data to other country or international organization:

The Institute does not intend to transfer personal data to any other country or international organization. When necessary, in order to achieve legitimate interests of the controller, personal data may be provided to contractual partners from abroad, in the procedure of concluding foreign contract, in compliance with the Law.

8. Rights of persons and revocation of consent:

A person has the right to require from the Institute, in accordance with the Law and other relevant regulations, regarding personal data:

- notification of data processing and the insight (which includes reviewing, reading, listening to data and making notes), copying, correcting, modifying, updating of personal data;
- if the purpose of processing is not clearly specified or is changed, and the conditions for processing are not provided for modification, or the purpose of processing has been achieved, i.e. the data are no longer needed to accomplish the purpose, if the processing method is impermissible or the data fall within the number and type of data whose processing is disproportionate to the purpose, or the data are incorrect and cannot be replaced by correction with the correct ones, or the data are processed without consent or authorization based on law, as well as in other cases when processing cannot be carried out in accordance with the provisions of the Law, person has the right to require interruption and/or temporary suspension of the processing and deletion of data;
- if the person has challenged the accuracy, completeness and update of the data, he/she has the right to require interruption and/or temporary suspension of the processing, as well as to mark the data as contested until their accuracy, completeness and update is determined;



- transfer of personal data to other controller, when technically feasible, i.e. when personal data being the subject of transfer request are in structured and machine readable format;
- if the legal basis for the processing of personal data is the consent of the data subject, such person is informed that the consent is given on a voluntary basis and has the right to withdraw the given consent in writing at any time, to oppose the processing of personal data for the purpose of direct marketing and to require, in accordance with the Law, a restriction on processing, whereby the revocation effect produces legal effect as from the date of receipt of revocation in the Institute does not affect processing of data performed before revocation;
- to file a written contest to the Institute on processing of personal data by electronic mail at e-mail address info@pupin.rs

In case of illicit processing of personal data by the Institute, person whose data are processed may contact the Commissioner for Information of Public Importance and Personal Data Protection, Bulevar kralja Aleksandra 15, 11120 Belgrade, telephone 011/3408 900, fax 011/3343 379, e-mail office@poverenik.rs

9. Deadline for personal data storage

The Institute will keep personal data within the deadlines set by law namely, only until the deadline for accomplishing the purpose for which they were collected.

Once the purpose is fulfilled, and/or upon expiry of the statutory deadline for keeping data, the data will be permanently deleted. Personal data may be kept for an extended period of time, for the purposes of fulfilling legal obligations or for establishing, exercising or defending a legal claim, in accordance with the regulations.

10. Provision of personal data is a necessary condition for concluding a contract, that is, for performance of concrete partnership relationship.

11. Personal data protection measures:

The controller, within his/her business organization, implements all necessary organizational, technical and personnel measures of personal data protection, including, but not limited to:

- Technical measures of protection;
- Control of physical access to the system where personal data are stored;
- Control of access to personal data;
- Control of the transfer of data;
- Control of data availability;
- Other information security measures;
- All other measures required for personal data protection;

The Institute shall keep and process all personal data as a business secret, applying all available technical and organizational data protection measures in accordance with the Law, all other relevant regulations and normative acts of the Institute.

12. This Notification applies to all subsidiaries of the Institute, in the capacity of controller, as follows:

- **IMP-Automatika DOO Beograd (IMP-Automation LLC Belgrade)**, Volgina 15, 11060 Belgrade, Company Registration Number 17178300, Tax Identification Number 100008328

- **IMP-Računarski sistemi DOO Beograd (IMP-Computer Systems LLC Belgrade)**, Volgina 15, 11060 Belgrade, Company Registration Number 17178318, Tax Identification Number 100008336

- **IMP-Telekomunikacije DOO Beograd (IMP-Telecommunications LLC Belgrade)**, Volgina 15, 11060 Belgrade, Company Registration Number 17178334, Tax Identification Number 100008352



- **IMP-Poslovne usluge DOO Beograd (IMP-Business Services LLB Belgrade)**, Volgina 15, 11060 Belgrade, Company Registration Number 17178385, Tax Identification Number 100008393

- **Idvorski laboratorije DOO Beograd (Idvorsky Laboratories LLC Belgrade)**, Volgina 15, 11060 Belgrade, Company Registration Number 20937246, Tax Identification Number 108132607.

This Notification also applies to the subsidiary **IMP-Piezotehnologija DOO Beograd (IMP-Piezotechnology LLC Belgrade)**, Volgina 15, 11060 Belgrade, Company Registration Number 17178377, Tax Identification Number 100008385, except for the part of the Notification referring to a person for personal data protection, for this subsidiary being: Dragana Jadžić, tel. 011 6771 373, dragana.jadzic@pupin.rs

13. This Notification was published and made available to business partners on the Institute's website at www.pupin.rs on 21.08.2019, and it will be deemed that all business partners of all mentioned controllers are aware of the contents of the Notification.

- End of Translation -



CERTIFIED TRANSLATION FROM SERBIAN INTO ENGLISH

No. 070/18

THIS IS TO CERTIFY that this document is true translation of the original document given to me in Serbian.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed Seal on 26.08.2018



My Commission is Permanent!

Appointed by the Decision of the Republic Minister of Justice, Belgrade, Yugoslavia, No. 740-06-321/98-04 of February 23, 1999.