

INFORMATION FOR JOB APPLICANTS ABOUT PERSONAL DATA PROCESSING

INFORMATION ABOUT THE HANDLER

Company for the production and sale of pharmaceutical products Slaviamed LLC Belgrade, with headquarters in Belgrade, Voždovac municipality, Bulevar oslobođenja no. 97, IN: 06906869, TIN: 100164522 (hereinafter: the Handler), is engaged in the production and sale of pharmaceutical products.

In the process of recruitment and selection, the Handler determines the purpose and method of processing the personal data of job candidates, in accordance with the Law on personal data protection („Off.Herald of RS“, No.87/2018) (hereinafter: the Law), as well as in accordance with other relevant legal regulations in the area of labour and employment.

Contact information about the Handler:

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The expressions used in this document, in the grammatical masculine gender, imply the natural masculine and feminine genders of the persons to whom they refer.

MEANING OF EXPRESSIONS USED IN THIS INFORMATION

- *Job candidate*-is a person who responded to the Handler's advertisement for a vacant position, as well as a person who, on his own initiative, has sent his resume to the Handler's address, regardless of whether there is an ongoing vacancy advertisement (hereinafter: candidate).
- *Personal data*- shall mean any information relating to an identified or identifiable natural person, directly or indirectly, in particular by reference to an identifier such as a name and an identification number, location data, an online identifier in electronic communication networks or to one i.e. more characteristics of the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- *Data processing*- shall be any operation or set of operations which is performed on personal data or on collections of personal data, whether or not by automated means, such as collection, recording, classification, grouping i.e. structuring, storage, adaptation or alteration, disclosure, inspection, use, disclosure by transmission i.e. by delivery, multiplication, dissemination or otherwise making available, comparison, restriction, erasure or destruction (hereinafter referred to as: processing);

PROCESSING PRINCIPLES, LEGAL GROUNDS FOR PROCESSING AND THE PURPOSE OF PERSONAL DATA PROCESSING

When processing personal data, the Handler respects and applies the basic principles of personal data processing in terms of:

- legality, honesty and transparency in relation to the person whose data is being processed

- collecting data only for purposes that are specifically determined, explicit, justified and legal
- suitability and limitations to what is necessary in relation to the purpose of the processing
- accuracy and updates
- storage for the periods that are necessary to achieve the purpose of the processing

The purpose of processing personal data of the candidate's is to implement the process of recruitment and selection of candidates according to the requirements of the vacant position and also for the purposes of establishing and implementing a working relationship with the selected candidate. The Handler does not process a wider range of data than those necessary to achieve the stated purpose.

The legal basis for the processing of candidate's personal data is processing with consent, in accordance with the defined purpose, for the purpose of selecting a candidate for a vacant position and then concluding and executing an employment contract or other type of contract with a job candidate. During the process of recruitment and selection, the Handler performs the processing of personal data of the candidate in order to verify the fulfillment of the requirements in accordance with the relevant legal regulations, such as, for example, The Labor Law, the Law on Safety and Health at Work, the Law on Compulsory Social Insurance, the regulations regulating the pharmaceutical industry, as well as other relevant applicable regulations, which may include health data, e.g. assessment of working ability and others.

Data about the candidate's personality is processed by the Controller in the Republic of Serbia

TYPES OF PERSONAL DATA PROCESSED

The Handler collects personal data directly from the person to whom the data relates, in writing, in electronic or paper form. The Handler may also collect personal data from a third party, in case of engagement of a third party for the recruitment and selection process.

The Handler could process the following personal data of the candidate: first and last name, date and place of birth; academic and professional/professional qualifications contained in the work biography and motivation letter: degree of education, titles, data on skills, knowledge of foreign languages, trainings, list of previous employers; communication data: residential address, e-mail address, telephone number; in cases where it is necessary for the need of employment in certain jobs, the Handler collects also data on the state of health, e.g. data on the medical examination performed to determine work ability (in case the candidate is selected for a job with the Handler).

When announcing a job vacancy, the Handler does not determine the form and content of the CV, but the job candidate himself determines it, as a result of which the Handler could come into possession of a larger volume of data than is necessary for the purpose of processing, by the will of the job candidate.

In accordance with the principle of data minimization, the Handler does not process a larger number or other type of personal data than is necessary to fulfill the stated purpose.

TO WHOM THE CANDIDATE'S PERSONAL DATA COULD BE DISCLOSED

Candidate's personal data are processed for the purposes specified in this information, based on the Law. The personal data of the candidate are disclosed to the employees of the Handler who are competent and authorized to implement the recruitment and selection process, as well as to employees who, due to the nature of the work at the Handler, should be familiar with the personal data of the candidate.

KEEPING PERIOD OF PERSONAL DATA

The Handler ensures that the data are being stored in a form that enables the identification of the candidate within the deadlines determined by the purpose of the processing. Data on the candidate's personality that the Handler collects and processes, for the purpose determined by him, are being stored until the end of the recruitment and selection process and selection of the candidate.

In the case when the candidate is selected to work in the position for which he applied, the personal data collected by the Handler during the recruitment and selection process will continue to be processed in accordance with the applicable relevant regulations.

If the candidate has given written consent to the processing of data in after the completion of the recruitment and selection process, which includes, among other things, the storage of documentation collected by the Handler during the process, notification of other open positions, invitations to interviews for other positions or otherwise, or in a case when candidate has sent CV on his own initiative, data on the candidate's personal information is kept by the Handler for 5 (five) years starting from the day of giving his written consent or until the day of withdrawal of his consent.

DATA SECURITY

The Handler undertakes all necessary technical, personnel and organizational data protection measures, in accordance with legal regulations and established standards and procedures, which are necessary to protect data from loss, destruction, unauthorized access, change, publication and any other form of illegal processing and abuses. The operator applies all the principles of protection of personal data and applies appropriate processing protection mechanisms.

WHAT RIGHTS DOES THE CANDIDATE HAVE REGARDING HIS PERSONAL DATA

The candidate whose data are being processed has the following rights:

- the right to be informed about the processing of his personal data and the right to access his personal data, including viewing, reading, listening to the data and making notes
- the right to issue a copy of the data by the Handler
- the right to, after inspection of the data, ask the Handler for correction, addition, update, deletion of data, termination and temporary suspension of personal data processing
- the right to require the Handler to transfer personal data to another Handler, if applicable and technically feasible (when personal data are in a structured and machine-readable format)

- the right to withdraw the given consent for the processing of personal data, at any time and in writing in the case where the legal basis for the processing of personal data is the consent of the person to whom the data refer. Revocation of consent does not affect the admissibility of processing, that was carried out on the basis of consent before the revocation.
- The right to object to the processing of personal data for the purpose of direct marketing and the right to request the restriction of processing in some other cases.
- the right to submit an objection to the processing of personal data, to the address of the Handler
- the right to file a complaint with the Commissioner for Information of Public Importance and Protection of Personal Data, if the candidate is not satisfied with the Handler's response to the request for fulfillment of rights regarding the protection of personal data, to the address of the Commissioner Bulevar Kralja Aleksandra broj 15, 11120 Beograd or to the e-mail: office@poverenik.rs

CONSENT FORM FOR PERSONAL DATA PROCESSING

In accordance with the Law on personal data protection („Official Herald of the Republic of Serbia, no.87/2018, hereinafter: LPDP), Articles 15 and 23, I _____ (*name and surname*), hereby declare that I have read and understood and that I accept the *Information on the of personal data for job applicants* (hereinafter: Information), presented to me by the Handler Slaviamed d.o.o. Beograd, Bulevar oslobođenja 97 Beograd, before signing this consent and in particular that I am familiar with the following information: identity and contact details of the Handler; principles of personal data processing, legal grounds for processing, purpose of processing and protection measures; the type of personal data processed; to whom personal data might be disclosed; keeping period of personal data.

Bearing in mind the above, I give my consent for the Handler to process my personal data for the purpose described in the Information.

Date:

Name and surname:

Signature: