



NOTICE ON THE PROCESSING OF PERSONAL DATA OF EMPLOYEES OF CONTRACTUAL PARTNERS

In accordance with Art. 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) we inform you about the processing of your personal data;

I. Identity and contact details of the controller and the controller representative

PIK VRBOVEC plus d.o.o. iz Vrbovca, Zagrebačka 148, T +385 1 2794 777, F +385 1 2794 704, pik@pik-vrbovec.hr

II. Contact details of the data protection officer

PIK Vrbovec plus d.o.o., Zagrebačka 148, Vrbovec, Data protection officer, 01/2794 617; sluzbenik.zop@pik-vrbovec.hr

III. Purpose and legal basis for the processing of personal data

1. Protection of the legitimate interest of the data controller in the sense of Article 6, paragraph 1, point (f) of the General Regulation

PIK Vrbovec plus uses video surveillance as a means of protecting people and property.

For internal administrative needs, such as creating a card for entry/exit from certain open or closed spaces, keeping records in electronic form, etc., the respondent is assigned a registration number, and a photo of the respondent is taken.

PIK Vrbovec plus d.o.o. is obliged to provide protective (HTZ) equipment to all people who perform their work in the business facilities of PIK Vrbovec plus d.o.o. In order to be able to keep records of the assigned equipment owned by PIK Vrbovec plus d.o.o., it is necessary to process certain categories of personal data such as the assigned identity number, first and last name, OIB, date of birth, gender, date of start and end of work, employee status, the name of the contractual partner.

2. Protection of key interests of respondents or other persons

Pursuant to the Law on the Protection of the Population from Infectious Diseases and other compulsory regulations related to health, PIK Vrbovec plus is obliged to ensure that pupils and students have a valid sanitary card.

Everyone who works with food or drinking water is required to have a sanitary card.

Sanitary card (sanitary booklet) is a document issued by the Department of Epidemiology, on the basis of the sanitary examination specified in the Law on the Protection of the Population from Infectious Diseases (Official Gazette 130/17) and the Rulebook on the Method of Performing Health Examinations of Persons Under Health Supervision (Official Gazette 116/ 18). The health card shows us whether and when a person has undergone certain health examinations.

At the request of the sanitary inspection, the employer is obliged to provide the employee's sanitary card for inspection.

In the Law on the Protection of the Population from Infectious Diseases, special measures for the prevention and suppression of infectious diseases include health surveillance of germ carriers, employees and other persons, and the results of this health surveillance are recorded in the sanitary card.

IV. Categories of personal data

PIK Vrbovec plus d.o.o. collects and processes the following categories of personal data of employees;

Identification data	first and last name, OIB, date of birth, gender, citizenship, employee identification number, photo of the person, data collected through video surveillance,
Data related to employment	Start date of employment, date of termination of employment, worker status, name of contractual partner, information on protective equipment
Financial data	contracted salary, current or other account number, data on dependent family members, salary deductions or foreclosures, data on the bank where the current account is opened,
Health data and special statuses	health booklet

V. Protection of personal data

PIK Vrbovec plus d.o.o. has implemented technical, physical, and organizational measures for the protection of personal data in order to ensure the security and confidentiality of personal data, respecting the principles of limiting the purpose of processing, reducing the amount of data, accuracy, limiting storage. Personal information is classified as confidential, and the employer protects it as a trade secret. All persons who have access to personal data have signed a Privacy Statement committing themselves to the unlimited retention of personal data. Only authorized persons of the employer have the right of access and only to the extent necessary for the performance of tasks within their scope.

VI. Transfer of personal data to third parties

PIK Vrbovec plus d.o.o. may provide your personal information to third parties such as:

- a) Public or judicial authorities in order to comply with legal obligations arising from national or EU legislation, the Collective Agreement, or to protect the rights and interests of the controller
- b) Service providers who, based on special contracts, provide certain services, and can also act as processors
- c) Fortenova group as the founder of PIK Vrbovec plus d.o.o. or its members for internal administrative purposes. In some cases, there may be a need to transfer personal data to a third country or international organization that may not provide an adequate level of protection of personal data. In such cases, the controller will take appropriate safeguards to ensure adequate protection of personal data, such as the use of standard contractual clauses for the transfer of personal data.

Personal data of workers of contractual partners are not transferred to third countries or international organizations.

If due to the occurrence of certain exceptional and unforeseen circumstances there is a need to transfer data to third countries or international organizations that may not ensure an adequate level of protection of personal data, PIK Vrbovec plus will take appropriate protective measures to ensure adequate protection of personal data, such as the use of standard contractual clauses for the transfer of personal data.

VII. Time period for keeping personal data

PIK Vrbovec plus d.o.o. keeps the personal data of the data subjects as long as necessary to achieve the purpose for which the personal data were collected, unless in accordance with the positive laws and regulations binding the controller, a longer period of storage of personal data is specified.

Personal data collected through video surveillance is stored for a maximum of 3 months, except in the case of the exclusion of the recording in the event of a dispute.

After the expiration of the time required or prescribed for the processing of personal data, the controller will delete or physically destroy the personal data of the data subjects in the prescribed manner.

VIII. Data subjects' rights in relation to the processing of personal data

To exercise your rights, you can contact us in writing at the address; PIK Vrbovec plus d.o.o., Zagrebačka 148, Vrbovec, Personal Data Protection Officer, or by e-mail of the Data protection officer; sluzbenik.zop@pik-vrbovec.hr

Your rights are:

- Right of access to personal data - the data subject has the right to receive confirmation from the controller whether personal data relating to him are processed, and if such personal data are processed, access to personal data and the following information: purpose of processing; the categories of personal data in question; recipients or categories of recipients to whom personal data have been or will be disclosed, in particular recipients in third countries or international organizations; the intended period in which personal data will be stored or, if this is not possible, the criteria used to determine that period;
- The right to correct inaccurate and incomplete information
- Right to erasure ("right to forget") - the data subject has the right to request the erasure of personal data if any of the conditions of Art. 17. General Data Protection Regulation
- The right to limit the processing of personal data
- The right to object to the processing of personal data in accordance with Art. 21. General Data Protection Regulation
- The right to file a complaint to the supervisory body - the data subject has the right to file a complaint to the processing of personal data to the Agency for Personal Data Protection, Selska cesta 136, 10 000 Zagreb, azop@azop.hr

PIK Vrbovec plus d.o.o. will take all measures to enable the data subjects to exercise their rights if they are possible within the framework of legal regulations.

IX. Modification of the Notice

This Notice shall apply from 01.03.2024. and may change from time to time if the content of certain provisions changes due to legal requirements or internal needs.