



## NOTICE ON PROCESSING PERSONAL DATA OF EMPLOYEES

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](mailto: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](mailto:sluzbenik.zop@pik-vrbovec.hr)

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

- Exercise of rights and obligations from the employment relationship and in connection with the employment relationship in accordance with the Labor Act, Employment Agreement, Collective Agreement, Ordinances of the Head of Processing, Pension Insurance Act, Compulsory Health Insurance Act, Occupational Safety Regulations, Tax Regulations, The Law on the Protection of the Population from Infectious Diseases, the Law on Professional Rehabilitation and Employment of Persons with Disabilities and related ordinances, and other compulsory regulations governing labor relations
- Execution of legal obligations of the processing manager arising from the positive legislation of the Republic of Croatia and the European Union, international conventions, contracts in which the processing manager is one of the contracting parties
- realization of business plans and interests of the controller, rationalization of business processes as legitimate interests of the controller in terms of Article 6 (1) (f) of the General Regulation
- protection of key interests of data subjects or other persons in accordance with the Law on Protection of the Population from Infectious Diseases and other compulsory regulations related to health status, such as, but not limited to, protection of pregnant and breastfeeding women, persons with disabilities, minors and other employees
- obtaining benefits for data subjects from contractual partners based on the consent of the data subjects

### **IV. Processing of personal data via video surveillance and GPS systems**

- purpose: protection of persons and property
- legal basis: legitimate interest of PIK Vrbovec plus d.o.o.
- Recipients: videos and location data can be submitted on request to the competent authorities (police, court) if necessary for the implementation of procedures under special regulations

- storage: recordings obtained through the video surveillance system are kept for a maximum of three months or longer if they are exempted as evidence in court, administrative, arbitration or other proceedings; location data obtained via GPS system is stored for a maximum of 24 months.

#### V. Categories of personal data

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

|   |  |
|---|--|
| <b>Identification data</b>              | name and surname, OIB, date of birth, sex, father's / mother's name, maiden name, citizenship, employee identification number, photo of the person, data collected through video surveillance,   |
| <b>Location and contact information</b> | address of residence, e-mail address, telephone number, location data collected via GPS and HHT devices,   |
| <b>Education data</b>                   | professional education, and special exams and courses that are a condition for performing the job (including licenses, certificates, etc.), the number of the driver's license if it is a condition for performing the job,  |
| <b>Data related to employment</b>       | date of commencement of work, date of termination of employment, date of expiry of a fixed-term contract, indication of whether it is a contract referred to in Article 18.a of the Labor Act and the number of working hours the employee will work under such a contract, as well as the consent of the employer with whom the worker works full time or employers with whom the worker works forty hours a week, duration of work abroad, country and place of work, in case of sending the worker abroad, duration of temporary transfer of the employee to a related company , seat and place of work of the seconded worker and the country of establishment of the affiliated company, in case of transfer abroad, an indication of whether the employment is calculated with increased duration and how, place of work, agreed weekly working hours, reason for termination of employment , time of suspension of employment, length of service, data on family members if the exercise of rights and obligations from employment depends on it, permission for residence and work or certificate of registration of work, if the foreign worker is obliged to have them, data on working hours, trade union membership, special statuses of workers (president or member of the workers' council, trade union commissioner, occupational safety commissioner), protective and other equipment, number of health insurance and MBO, personal number of employees in HZMO, other data on which the exercise of rights and obligations from employment depends |
| <b>Financial data</b>                   | 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,   |
| <b>Health data and special statuses</b> | data related to pregnancy, maternity, breastfeeding, single parent status, status of a person with a disability, existence of an occupational disease, reduction of working capacity, risk of disability, data on established disability or bodily injury, health booklet, certificate of medical fitness,   |
| <b>System data</b>                      | IP address, user names for access to IT systems, data on website visits, data on logins to IT systems, addresses of network interfaces, data on activities, business data, data on communication via official e-mail, logging activity, unique number assigned to each official mobile phone, call data; unique number assigned to each mobile phone and unique number for each subscriber on GSM mobile networks, call data archive, call list  |

#### VI. 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.

#### **VII. 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 to comply with the legal obligations of the controller arising from national or EU law, the Collective Agreement, or to protect the rights and interests of the controller - eg HZMO, HZZO, inspection bodies, Tax Administration, etc.
- b) Service providers who provide certain services based on special contracts, and may also act as executors of processing
- c) Business partners to the extent that the transfer of personal data is necessary for the exercise of rights and obligations arising from or in connection with the employment relationship.
- d) Fortenova Grupa d.d. 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.

#### **VIII. 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.

#### **IX. 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](mailto: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](mailto: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.

#### **X. 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.