



NOTICE ON PROCESSING PERSONAL DATA OF EMPLOYEES

This Notice on the processing of personal data applies to the processing of personal data of students and pupils (respondents) who attend professional practice or work at PIK Vrbovec plus d.o.o. in accordance with Art. 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and Council of April 27, 2016 on the protection of individuals in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (General Regulation on data protection)

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

PIK Vrbovec plus d.o.o. processes personal data of pupils and students for the following purposes:

1. Execution of the legal obligations of the data controller

The obligation to process personal data of pupils and students is prescribed by the Ordinance on the Content and Method of Keeping Records on Workers, which prescribes which personal data we are obliged to record and how long we must keep them, the Act on Trades, the Act on Vocational Education and related regulations, and other positive regulations.

In accordance with the aforementioned Ordinance, records of full-time students in PIK Vrbovec plus d.o.o. working through authorized student centers, full-time students working through authorized high school institutions, full-time students of vocational education institutions attending practical classes and exercises must contain at least the following personal data; first and last name, social security number, gender, day, month and year of birth, place of residence, name of the contract or act on the basis of which the student/student works, and proof of compliance with the prescribed conditions for performing these tasks, place of work, date of start of work, date cessation of work.

2. Execution of a contract to which the respondent is a party.

Students at PIK Vrbovec plus attend practical classes based on the Contract on the implementation of practical classes or the Apprenticeship Agreement concluded by the employer (PIK Vrbovec plus), the student and the school the student attends.

Certain rights and obligations arise from the aforementioned contracts for each contracting party, and in order for PIK Vrbovec plus to fulfill its obligations to students, it is necessary to process certain categories of personal data, which, in addition to the data specified in point 1, also include current account data.

The same applies to the contractual relationship based on the Student Work Agreement or the Regular Student Temporary Work Agreement in which students and students are parties to the contract.

For the purposes of communication with pupils and students, we also process the following personal data; phone number, email address.

3. 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 persons who perform their work in the business premises of PIK Vrbovec plus d.o.o. In order to be able to keep records of the assigned equipment that is owned by PIK Vrbovec plus d.o.o., for this purpose it is necessary to process certain categories of personal data such as: assigned social security number, first and last name, OIB, date of birth, gender, start date and end date of work, worker status, name of contractual partner.

PIK Vrbovec plus is subject to the obligations arising from the Act on Professional Rehabilitation and Employment of Persons with Disabilities and related ordinances, and for this purpose we can process, with the written consent of the respondents or their legal representatives, data related to the status of persons with disabilities.

4. 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	name and surname, OIB, date of birth, sex, citizenship, employee identification number, photo of the face, data collected through video surveillance,
Location and contact information	address of residence, e-mail address, telephone number
Data related to employment	date of start of work, date of termination of work, name of the contract or act based on which the respondent works for the processing manager, place of work, working hours, information on protective equipment
Health data and special statuses	Sanitary booklet, information on the established status of a person with a disability in accordance with the Act on Professional Rehabilitation and Education of Persons with Disabilities

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 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, Institute for Expertise, Professional Rehabilitation and Employment of Persons with Disabilities
- b) Service providers who provide certain services based on special contracts, and may also act as executors of processing
- c) Fortenova Grupa d.d. as the founder of PIK Vrbovec plus d.o.o. or its members for internal administrative purposes

Personal data of pupils and students is 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 personal data of respondents for at least 6 years, in accordance with the Ordinance on the content and method of keeping records on workers.

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.