

MINING INSTITUTE OF BELGRADE

No: 2802

Date: August 21, 2019

Pursuant to Article 23 of the Law on personal Data Protection ("Official Gazette of the RS", No. 87/2018 – hereinafter: the Law) as the person to whom it relates and from whom the personal data is collected, at the moment of collection, we give you the following

NOTICE
of information provided when personal data is collected from persons to whom they
relate
(personal information collected from business partners)

1. **Data Manager:** Mining Institute LLC Belgrade, Batajnički put No.2, 11000 Belgrade, ID number: 07029942, Tax ID: 100201328 – hereinafter referred to as the Operator or the Institute.
2. **Business partners:** This notice applies to the Institute's business partners. The Institute's business partners within the meaning of this Notice are service users, service providers, bidders, suppliers, contractors, sub-contractors, consortium partners – their legal representatives, responsible persons for the implementation of the contract, contractors involved, as well as all other contractual and non-contractual partners of the Institute, in the country and abroad, in the procedures of realization of tasks within the scope of the Institute.
3. **Personal data protection information:** Milka Đorđević, law graduate, phone number: 011 2195 112, e-mail: milka.djordjevic@ribeograd.rs

4. Data to be collected:

First and last name, name of employer/ institution / organization/ education institution / body, etc. the person he represents or comes from, date and place of birth, address of residence, gender, personal ID, passport number, information on academic and professional qualifications, position or function, e-mail address, contact telephone.

5. Purpose of personal data collection and processing:

The Institute records personal data solely for the purpose listed below and does not disclose more data or a wider range of data than is necessary to achieve the stated purposes below.

The Institute records personal data for the purpose of realization of concluded contracts, project management, formation of tenders, for monitoring of goods and services and business development, for reporting to contracting authorities and state bodies on realized projects, for realization of training and other services provided by the Institute.

The Institute records personal data in order to fulfill legal obligations and harmonize business with the applicable legal regulations, primarily in the fields of occupational safety and health, tax legislation, financial and general regulations.

Personally identifiable information is collected for purposes that are specifically specified, explicit, justified, and lawful and cannot still be processed in a manner inconsistent with those purposes. The personal data that is collected is appropriate, relevant and limited to what is necessary in relation to the purpose of the processing.

Processing of personal data is done in accordance with Article 12 of the Law.

"Processing is lawful only if one of the following is fulfilled:

- 1) the data subject has consented to the processing of his or her personal data for one or more specific purposes;
- 2) processing is necessary for the execution of the contract concluded with the data subject or for undertaken actions, at the request of the data subject, before the conclusion of the contract;
- 3) processing is necessary in order to respect the legal obligations of the operator;
- 4) processing is necessary in order to protect the vital interests of the data subject or other individual;
- 5) processing is necessary in order to perform tasks in the public interest or to execute legally prescribed authorizations of operators;
- 6) processing is necessary in order to achieve the legitimate interests of the controller or the third party, unless those interests outweigh the interests or fundamental rights and freedom of the data subject requesting the protection of personal data, and in particular if the data subjects is related to a minor."

6. Data Recipient: the Institute may transfer personal data to third parties only for the following purposes:

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

7. Transfer of information to another country or international organization: the Institute does not intend to transfer personal data to another country or international organization. Where necessary, in order to achieve the legitimate interests of the operator, personal data may be provided to contractual partners from abroad, in the process of concluding a foreign contract, in compliance with the Law.

8. Rights of persons and revocation of consent:

The person has the right to request from the Institute, in accordance with the Law

and other relevant regulations, regarding personal data:

- processing notification and insight (which includes reviewing, reading, listening to data and taking notes), copy, correction, amendment, updating of personal data;
- if the purpose of the processing is not clearly defined or changed, and the conditions for processing are not provided for the change or the purpose of the processing is achieved, ie. the data are no longer needed for the purpose, if the method of processing is impermissible or the data falls within the number and type of data whose processing is disproportionate to the purpose or the data is incorrect and cannot be replaced by correct with correctness or the data is released without consent or authorization based on law, as in other cases where processing cannot be carried out in accordance with the provisions of the Law, it has the right to request interruption and / or temporary suspension of processing and deletion of data;
- if the person has challenged the accuracy, completeness and timeliness of the data, he / she has the right to request interruption and / or temporary suspension of the processing, as well as to mark the data as contested until their accuracy, completeness and timeliness is determined;
- A person has the right to request from the Institute to transfer personal data to another manager, when it is technically feasible, which means when the personal data subject to the transfer request are in a structured and machine-readable format;
- if the legal basis for the processing of personal data is the consent of the data subject, that person is aware that the consent is given on a voluntary basis and has the right to withdraw the consent in writing at any time, to oppose the processing of personal data for the purpose of direct marketing and request, in accordance with the Law, a restriction on processing, with the effect that the recall effect has a legal effect from the date of receipt of the recall at the Institute and does not affect the processing of data performed before the recall;
- A person has the right to file a written objection to the Institute on the processing of personal data by e-mail at office@ribeograd.ac.rs
- in case of unauthorized processing of personal data by the Institute, the person whose data is being recovered may contact the Commissioner for information of public importance and protection of personal data, Boulevard of King Aleksandra 15, 11120 Belgrade, telephone 011/3408 900, fax 011/3343 379, mail office@poverenik.rs

9. Data retention period:

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

Once the purpose is fulfilled, or after the expiry of the statutory period for keeping the data, the data will be permanently deleted. Personal data may be stored 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 regulations.

10. Giving personal data is a necessary condition for the conclusion of a contract, that is, the realization of a concrete partnership.

11. Personal data protection measures:

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

- Technical protection measures;
- Control of physical access to the system where personal data is stored;
- Control of access to data;
- Control of data transmission; Data availability control;
- Other information security measures;
- All other measures necessary to protect personal information.

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

12. This notice is available to business partners in the manner published on the Institute's website at www.ribeograd.ac.rs and business partners will be deemed to be aware of the contents of the Notice.

In Belgrade, August 21, 2019.



Operator
Mining Institute LLC, Belgrade
Director

[Signature]
Dr. Milinko Radosavljević, Bachelor of
Mining Engineering