



NOTICE ON THE PROTECTION OF PERSONAL DATA OF THE APPLICANTS IN EOS MATRIX DOO BELGRADE

Thank you for your interest in working at the Company for Financial Services and Consulting EOS Matrix doo Belgrade (hereinafter: EOS Matrix).

EOS Matrix takes care of your personal data and treats it fairly, transparently, and exclusively in accordance with applicable laws and best international practice in this field. We have prepared for you this Notice in order to inform you of all aspects of the use of personal data, as well as the rights of the data subject in the processing of personal data of individuals applying for work in the EOS Matrix.

If you want to apply for a job in EOS Matrix, either through employment or through any other form of work engagement within EOS Matrix (e.g. professional practice), please read this Notice carefully before submitting your application for employment (which means sending a resume (CV), letter of recommendation, motivation letter, etc.), which is necessary to carry out the selection process.

By submitting an employment application to EOS Matrix, we will assume that you have given your consent for processing your personal data for the purpose of carrying out the selection process for work at EOS Matrix.

1. CONTACT INFORMATION

Contact information of Controller

Controller of your data is Company for Financial Services and Consulting EOS Matrix doo Belgrade, with the following contact information:

Address: Djordja Stanojevic 14, 11070 Novi Beograd
Phone: +381 11 3300 700;
Fax: +381 11 3300 777;
Email: info.rs@eos-matrix.com.

Contact information of Data Protection Officer

For any questions regarding the processing of your personal data or for the exercise of the rights prescribed by the current Law on Personal Data Protection (hereinafter: the Law), you can contact us on:

Email : dpo.rs@eos-matrix.com
Address: Djordja Stanojevic 14, 11070 Novi Beograd, with mandatory indication "for the Data Protection Officer"



2. PURPOSE OF PROCESSING, LEGAL BASIS AND METHOD OF USE:

We collect personal data only for the purposes of conducting a selection process for people applying for a job in EOS Matrix (hereinafter: applicants), and for filling vacancies, as well as other forms of work engagement within EOS Matrix, such as performing professional practices. For this purpose, we process only information that you provide to us which is an integral part of your employment application, and may include but is not limited to: first and last name, address, telephone number, degree and type of education, previous work experience, etc. as well as data from materials used in the applicants testing process only to the extent necessary to fulfill the stated processing purpose.

Your personal data is processed on the basis of your consent, which is given when one is applying for employment, but which does not have to be given in writing in accordance with the terms of the Law, so the consent for processing personal data of applicants is considered by sending information and documentation by email, link, mail to address, or any other form of employment application that you fill out and submit to EOS Matrix.

The consent that you gave to EOS Matrix for the aforementioned purposes, you have the right to withdraw at any time, in accordance with the Law and in the manner described in item 4 of this Notice.

All personal data which you provide to us is treated as confidential and processed manually and electronically in a manner that ensures the security of personal data.

In the candidate selection process, EOS Matrix does not apply automated decision making.

3. WHO HAS THE ACCESS TO YOUR PERSONAL DATA

Personal data which you provide to us may only be used by people who are engaged in the selection of applicants at EOS Matrix and who have the authority and access to this information, as well as by the people who make the decision to possibly hire one of the applicants.









Your personal data may, in accordance with the Law, also be provided to the following categories of recipients:

- competent authorities and organizations which on the basis of positive regulations have the right to request the submission of this information;
- our parent company EOS INTERNATIONAL BETEILIGUNGS - VERWALTUNGSGESELLSCHAFT MBH, Steindamm 71, Hamburg, which has an adequate level of personal data protection and operates in a country which has signed the Convention for the protection of individuals with regards to the automatic processing of personal data of Council of Europe.

Except in the cases set out in this Section 3, we will not make your personal data available to third parties or transfer it to other countries or international organizations without your consent.



4. YOUR RIGHTS RELATING TO PERSONAL DATA:


-  **Right of access to data:** You have the right to be informed about the data we process, as well as the right to request access and a copy of it.
-  **Right to revoke the consent:** The right of every data subject is to revoke consent. Revocation of consent does not affect the permissibility of processing performed before revocation of consent. Revocation may be given in writing, including the submission of e-mails.
-  **Right to rectification:** You have the right to request a rectification, amendment and updating if the information is incomplete or incorrect.
-  **Right to be forgotten:** You have the right to request the deletion of data after the expiry of the prescribed storage period, in case of non-existence / termination of purpose or in case of revocation of consent.
-  **Right to restriction of processing:** You have the right to request a restriction on processing by EOS Matrix if you believe that the data is being processed to the contrary for the purpose for which it was collected.
-  **Right to data portability:** You have the right to obtain the personal data which you provided to us when applying for employment and to request that we transfer them to another controller, in accordance with the Law.
-  **Right to objection:** If the processing is based on legitimate interests or is necessary for the purpose of conducting public interest or enforcing EOS Matrix legal regulations, you have the right to object, after which we will suspend further processing of this information, unless there is a legal basis for processing that surpass your interests, rights or freedoms, or is necessary to file or enforce a legal claim or defense against it.
-  **Right to lodge a complaint:** If you believe that your rights on protection of personal data have been violated, you can appeal to the Commissioner for Information of Public Importance and Personal Data Protection: <https://www.poverenik.rs>

You can download the ***Request for materialization of the right related to personal data processing*** on our website following the link: rs.eos-solutions.com/Privacy-policy.html and send it on email address dpo.rs@eos-matrix.com, or on our address: 14 Đorđa Stanojevića street, 11070 Novi Beograd, with mandatory indication "for the Data Protection Officer".



If, after receiving of a response from our Company, you believe that the processing of Personal data was performed contrary to the provisions of the Law, you can appeal to the Commissioner for Information of Public Importance and Personal Data Protection.

5. DATA RETENTION:

Your personal data is stored until the purpose and basis of the data processing is fulfilled, precisely:

-  until the selection process is finished, as well as after the contractual relationship has been established (if the same is established with the applicant), in accordance with the rules prescribed by internal acts and regulations, i.e. the legal obligation to keep data and documentation,



-  based on your consent, your data can be stored until the expiration of a period of not more than one year from the completion of the selection process, if a contractual relationship hasn't been established with the applicant for the position for which he / she has applied, in the event that the need for your engagement in the EOS Matrix arises subsequently within that period,
-  until revocation of your consent for the data processing.

6. DATA SECURITY:

EOS Matrix, within the meaning of the provisions of the Law, appropriately protects personal data from abuse, destruction, loss, unauthorized changes or access, and undertakes all necessary technical, personnel and organizational data protection measures, in accordance with established standards and procedures, which are necessary to protect the data from loss, destruction, unauthorized access, change, disclosure and any other misuse.