

Pursuant to the Law on Protection of Personal Data (BiH Official Gazette nos. 49/2006,73/2011 and 89/2011-rev.), Elnos BL d.o.o. (hereinafter: Data Operator)

NOTIFIES APPLICANT ON COLLECTION AND PROTECTION OF PERSONAL DATA

1. Information on Data Processor, purpose of collecting, procession and forms of using data

Elnos BL d.o.o. with Head Seat at the address Blagoja Parovića 100E, Banja Luka (hereinafter: Elnos BL), collects, processes and keeps Applicant's personal data pursuant to the Law on Protection of Personal Data.

By filling out of the appropriate form for Applicants, you provide us with your personal data.

We collect data exclusively for Performance of selection process and for the purpose of filling vacant positions within Elnos BL d.o.o., as well as for the purpose of performing special projects referring to hiring people within Elnos BL d.o.o. Stated data is a minimum information we need for aforementioned purpose.

Your personal data are properly protected from misuse, destruction, unauthorized changes and access. Elnos BL d.o.o., being Data Operator and processor undertakes necessary technical, personnel and organizational data protection measures in line with defined standards and procedures, which are necessary to protect data from loss, destruction, unauthorized access, change, publishing and any other misuse.

Data are also kept in computer database, which can be accessed only by people having a special access password and people authorized to process Applicant's personal data. Data are kept in special registries, which can be accessed by employees exclusively authorized to use collected data.

2. Identity of person and type of person using data

Data can be used only by people hired for selection activities with the Operator and who have special authorizations and access to these data, as well as people making decision on possible hiring some of Applicants.

Your personal data shall not be on disposal to third parties without you consent.

3. Voluntarily disposal of data and legal grounds

Filling out and submitting employment application, i.e. appropriate form, understand that Applicant is introduced to data collection terms and conditions.

Only data of those Applicants, who gave valid consent pursuant to the Law on Protection of Personal Data, are being processed.

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4. Right to revoke consent, as well as legal consequences of revocation

At any time, you can revoke your consent for data procession on personality you provided for us voluntarily.

Person can give a revocation in written.

You can revoke given consent by sending a request through e-mail careers@elnosgroup.com, in written to address: Elnos BL d.o.o., Blagoja Parovića 100E, 78000 Banja Luka. Request must be sent from email address you stated in filled out form or is to be submitted to the address personally.

We consider all personal data you provide for us by filling out the offered form as confidential and we keep it up to 3 years or up to possible revocation, all this with reason to use them in case there is a need for your engagement and after submitted application or closed job competition.

In case of consent revocation, Operator is to delete data within 15 dana od days from the consent revocation date. Data procession is not allowed after stated deadline.

5. Right person is entitled in case of unauthorized processing and other circumstances, which would be in contrary to conscious procedure in case they would not be presented to the person. i.e. other person. data refer to

Right to be notified on data processing

Elnos BL d.o.o. is to notify Applicant truthfully and completely on the following:

- processing data on personality by Elnos BL d.o.o. as follows:
 - if Elnos BL d.o.o. processes data on Applicant and which processing activity is performed;
 - which Applicant's data are processed;
 - who data have been collected from, i.e. data source;
 - what is the purpose Elnos BL d.o.o. is processing data for;
 - what is legal ground for Elnos BL d.o.o. for data processing;
 - which databases data are stored at;
 - what id time frame for data processing;
- personality data users as follows:

- who are data users;
- which data, i.e. types of data, they use;
- what are purposes data are used for;
- what is a legal ground for data usage;
- personality data transfer (internal use only in Elnos BL d.o.o.)

Right to have access to data

Authorized employee is to provide the Applicant with access to the data referring to this Applicant upon his/her request, as follows:

- review and reading data;
- making notes.

Applicant's rights in having access to data

Based on having access to data, Applicant is entitled to submit "Request for correction, amendment, update or deletion of personality data".

Request is submitted to the following address: Elnos BL d.o.o., Blagoja Parovića 100E, 78000 Banja Luka to the Sector of Corporate Affairs personally or through proxy or through following email address: careers@elnosgroup.com

Elnos BL d.o.o. is to send a decision to the person submitting this request not later than 15 days from the day of receiving valid request by Applicant. In case of request denial, decision must state legal remedy to inform Applicant that he/she is entitled to file an appeal to the Commissioner within 15 days from its delivery.

- Invalid request

In case the request incomprehensible or incomplete, requestor shall be notified how to remove deficiencies and shall be given a reasonable deadline, which cannot exceed 15 days from the day of its reception.

In case the requestor does not remove deficiencies in the submitted request, or this does not happen in given deadline, Elnos BL d.o.o. shall erase Applicant's data as soon as deadline expires. Giving a consent to this notification, Applicant confirms notification and reason to erase data.

Limitations to Applicant's rights

Upon Applicant's request for notification, access and a copy of data on personality, Elnos BL d.o.o. is not obliged to act in the following cases:

- if it is obvious that Applicant misuses the right for notification, access and copy;
 - if Elnos BL d.o.o. has already introduced the Applicant on the notification subject, i.e. if Applicant has already accessed or got a copy of data, and meanwhile there was no change in data;
 - if acting in line with request would prevent Elnos BL d.o.o. from performing activities within its framework;
 - if notification would disclose a piece of information, which, pursuant to the law, other regulations and acts on legal base, is to be kept as a secret, and due to whose disclosure, severe circumstances for interest protected by law, would appear;
 - if notification would seriously jeopardize privacy or important interest of Applicant or other person, especially life, health and physical integrity;
 - if suspension of data processing is effective based on Applicant's request;
 - in other prescribed cases.
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For all inquiries, please contact us through:

- email-a: careers@elnosgroup.com
- address: Elnos BL d.o.o., Blagoja Parovića 100E, 78000 Banja Luka, Sector of General and Corporate Affairs

I am familiar with this Notification and give my consent to Elnos BL d.o.o. to collect and process my personal data for the purpose of employment