

## PRIVACY POLICY

Privacy and protection of Your personal data are of high importance to “HIP-Petrohemija” a.d. as the Administrator of data processing.

Please read this Policy carefully so as to understand how we collect, use and process Your personal data.

This Policy is related to all terms and conditions of Your access and use of “HIP-Petrohemija” a.d. Pančevo website.

If you have any questions regarding this Privacy policy, please contact us via contact information given below. “HIP-Petrohemija” a.d. Pančevo is dedicated to protection of privacy of all its users.

### Consent

By using the website “HIP-Petrohemija” a.d. Pančevo, you agree to terms and conditions of this Privacy policy.

Type and quantity of the data we receive and keep depends on the way you are using our website. When browsing our website pages, you can freely browse most of the site without entering any personal information. Certain parts of the website, such as tenders, online auctions, job applications or professional practices, and the like, require entering some personal information.

If you choose to use these parts of the website, you might be required to fill in certain information. Unless you provide the required information, unfortunately, you will not be able to use the part of the website the information is required for.

How do we use the information we collect?

We use your personal data solely for the purpose for which you have entrusted it to us. Your personal information will be kept confidential in accordance with the Personal Data Protection Act.

We do not share your personal data with third parties without your consent, unless we are required to disclose the information by law to authorized persons or authorities.

### How long do we keep your personal data?

If you use this website, your personal data will be kept as long as it is necessary to accomplish the purpose you have left your personal data for. “HIP-Petrohemija” a.d. Pančevo can also decide to use some of the data in an anonymous and aggregate form over an extended period of time, so as to evaluate and adjust its own activities. That does not involve identifying individuals. We try to keep your information accurate and up-to-date, and we keep them within a reasonable and necessary time.

## How safe are Your data?

“HIP-Petrohemija” a.d. Pančevo keeps your personal data in a safe environment. We take all the necessary security measures to protect your information from unauthorized access, use, loss or disclosure. These systems and measures are regularly tested and, if necessary, updated.

## Your rights regarding the protection of personal data

Right to Data Access / Information: You have the right to know what data we collect, from what sources and for what purposes. Accordingly, we allow you to contact us any time and require that we provide you with these data.

Right to Correct Data: You have the right to require correction of any errors in your personal data. It is our duty to ensure the accuracy of the personal information we process, which we strive to ensure every time we contact you. Despite our efforts, it might happen that some of the data we process are inaccurate. In that case we guarantee to meet your request of data correction to fulfill our duty to keep your up-to date- information.

Right to Delete Information: You have the right to request that we delete your personal information. We are obliged to fulfill your request unless we have to keep the data in accordance with the law.

Right to Data Transfer: You have the right to request that your personal data be transferred to you in a structured and commonly used format. We guarantee that we will respond to your request within the legal time limit of 15 days from the date of request submission. We will send you only the personal data you have provided to us.

Right to Restrict Data Processing: In accordance with the Law, in some cases you have the right to restrict the processing of your personal data. All claims under this right will be treated as withdrawal of your consent.

Right to Complain: The Personal Data Protection Act ensures that you can object to any processing. Your complaint will be treated as withdrawal of your consent.

You have the right, at any time, to withdraw consent to collect your personal data for the purposes we have collected them for.

You also have the right to file a complaint with the Commissioner if you believe that your personal data have been processed in contravention of the Law or you can file a lawsuit with a competent court.

## Modification of the Privacy Policy

Any use of this website is subject to terms and conditions described on this web page. We may change the content of the portal Privacy Policy at any time without prior notice and consent of the users. Please check the content of this web page periodically to be up-to-date with any changes. Any modifications to the website Privacy Policy will be posted on this website and will be effective from the moment of posting.