

Under the Regulation (EU) 2016/679 of the European Parliament and of the Council 27th of April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter: GDPR) BISS Ltd., Zagreb, Kuzminečka 8a, /MBS: 080714569/, /PIN: 41131854720/, represented by IVAN BRANICA, Zagreb, Hrgovići 65, /OIB: 50735025038/, /hereinafter: BISS/,

In Zagreb, 6th of March 2020., establishes

PRIVACY POLICY

1. INTRODUCTION

BISS takes care of the security of the Data subjects personal data, which it collects, processes, uses and delivers to third parties.

This Privacy Policy regulates the way BISS handles the personal data.

The Privacy Policy informs the Data subjects about the data that BISS collects, the manner in which it collects data, the purpose for which it collects and uses the data, with whom it shares the data, how long it keeps them and the rights of each Data subject.

BISS is committed to the protection of personal data collected in accordance with the basic principles of data protection, primarily acting in accordance with Regulation of the European Parliament and of the Council 2016/679 of 27th of April 2016 (General Data Protection Regulation), regulations of the Republic of Croatia and the provisions set out in this Privacy Policy (hereinafter: Privacy Policy).

DEFINITIONS:

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

'Processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

2. Who controls the data?

BISS determines the purpose and means of processing the personal data of the Data subject in which context he is considered the Controller.

Dealing with his legal responsibilities, the Controller is responsible for storing and using personal information on a computer or manual files.

Contact details:

BISS Ltd.
Kuzminečka 8a,
10 00 ZAGREB
/PIN: 41131854720/
Phone: + 385 1 389 12 50
Email: info@biss.hr

The Controller has appointed a Personal Data Protection Officer. The Personal Data Protection Officer has been appointed since 16th of March 2020, and his contact details are as follows:

BISS Ltd.
Kuzminečka 8a,
10000 ZAGREB

To: The Personal Data Protection Officer

e-mail: dpo@biss.hr
phone: +385 1 389 12 50

3. What personal data is collected?

All BISS activities are based on strictly ethical principles and legal requirements, and BISS is committed to protecting the privacy of all its clients, website visitors and all other Data subjects.

BISS does not collect any sensitive data on Data subjects.

BISS collects the following type of personal data:

1. Recipients of second income

1. Name and surname
2. Address
3. PIN
4. IBAN number of gyro accounts and business bank
5. Affiliation with the Pension Pillar of I or I and II
6. For the recipient not resident Certificate of status of insurance in the country of residence

7. vocational education and special examinations and courses required for the performance of the work, including licensing, certificates and icons)
8. name of employer
9. E-mail address book
10. telephone number; and
11. contact cell phone number.

2. Business partners natural persons (buyers and suppliers)

1. First name and last name
2. address of residence of residence
3. PIN
4. IBAN number in a business bank
5. vocational education and specific examinations and courses required to carry out the work (including licenses, certificates and similar)
6. E-mail address book
7. telephone number; and
- 8 contact cell phone number.

3. Data of board members (non-employed persons)

1. First name and last name
2. address of residence of residence
3. PIN
4. Information on insurance grounds and confirmation of status in compulsory insurance either in the territory of the Republic of Croatia or in other countries, within or outside the EU - refers to the members of the administration of the resident and not resident of the natural person
5. E-mail address book
6. telephone number; and
7. contact cell phone number.

4. Data of company owners (non-employed)

1. First name and last name
2. address of residence of residence
3. PIN
4. The IBAN number of giro accounts and the current account for the purpose of dividend income distribution
5. E-mail address book
6. telephone number; and
7. contact cell phone number.

5. Personal data of a Party for the purpose of identifying and verifying the identity of the party:

1. Name and surname
2. address of residence
3. Date of birth

4. Place of birth
5. Identification No
6. Document title, number and name of the issuing ID issuer

4. Purpose in which the BISS collects personal data:

- carrying out the registered activity,
- the conclusion of contracts with customers and suppliers,
- invoicing,
- the protection of the assets of the Controller,
- the protection of the safety of customers / suppliers / business partners and their property.

The Controller shall collect personal data by making it available to him for one of the purposes set out in Article 4 of this Regulation.

5. Lawfulness of processing

BISS shall treat the Data subject in accordance with the principle of legality and shall process personal data on the basis of and in accordance with the applicable legal requirements.

The processing of personal data is lawful as it is founded on:

- the consent given by Data subject, and if it is revoked, it does not affect the legality of the processing that was based on it before the revocation,
- on the contract concluded by the BISS in the exercise of its activity, and
- in compliance with the legal obligations.

Processing is also lawful if it is necessary to protect Data subject essential interests as well as to fulfil the tasks of public interest or is based on the legitimate interest of BISS.

BISS collects personal data under the Companies Law, fiscalization law, Law of invoicing, Contracts with suppliers / Customers / business partners, Data subject consent, Income tax law, Corporate tax law, Law on the Prevention of Money Laundering and Financing of Terrorism and other applicable rules.

6. Disclosure of personal data of the Data subject

BISS may share the personal data of the Data subject in accordance with legal obligations, laws and regulations relating to BISS.

The personal data of the Data subject may be shared by BISS if it has the consent of the Data subject, or without consent if this is necessary for BISS to fulfill its obligations.

Personal data may be made available to State authorities to whom the data are disclosed in accordance with special laws prescribing their competence (for example: inspections).

7. Data subject's Rights

- The right to request access to personal data
- The right to change and / or delete personal data
- The right to restrict the processing of personal data
- The right to transfer data.

The Data subject may request, access, modify, correct, restrict the processing, transfer or deletion of personal data.

The Data subject may submit the request for exercising the right referred to in paragraph 2 of this Article in writing by post or Email to the BISS address listed under item 2.

BISS will act upon the Data subject's request and inform him / her about it in a concise, transparent, understandable and easily accessible form in a way that will be understandable to everyone, without undue delay, and no later than within 30 days. If the Controller is not able to act on the request, the notification must also contain instructions on the legal remedy and the right to object to the national competent bodies.

8. Data storage and security

BISS has taken the technical, personnel and organizational measures to protect personal data necessary to protect personal data from accidental loss, accidental or intentional destruction, unauthorized access, unauthorized alteration, unauthorized disclosure and any other misuse. Also, BISS will secure the access and resilience of systems and services data processing. In particular the obligation to:

I. Access control

1. The purpose of access control is to prevent unauthorized persons from gaining access to technical systems that process or use personal data.
2. Access to offices shall be controlled by locking. Only employees have the keys.
3. There are rules for third party staff (external collaborators, cleaners, visitors, and so on) to ensure that no unauthorized access can occur.
4. Access to the server room is secure. Servers are housed in lockable cabinets and are protected from unauthorized physical access. Authorized logical access is allowed only to persons specifically designated by the BISS.
5. Appropriate measures to prevent unauthorized use of IT systems are described and implemented (for example: user ID, password assignment, automatic screen lock requiring an unlock password). The measures are subject to regular reviews.
6. Passwords - each authorized person has his own password with which only he is familiar. There is a guideline for setting, managing, assigning, and using passwords. There is a controlled procedure for recovering forgotten passwords.
7. Documentation containing personal data from the previous articles of this Privacy policy shall be archived and stored in a special cabinet. Access to the locker is restricted by locking and assigning a key to persons authorized by BISS.

8. Logical security: storage of documentation containing personal data in electronic form in a secure manner: computers, mobile phones and other electronic devices are password protected.

II. Input control

Entry control includes measures to ensure that it will later be possible to verify and determine whether personal data have been entered into computer systems, modified or removed from them, and who has performed those actions.

Only those employees who have access to the data can enter it.

BISS undertakes to collect confidentiality statements from persons employed in the processing of personal data.

III. Transmission control

Transmission control shall be provided, including measures to ensure that personal data cannot be read, reproduced, modified or removed during electronic transmission or transmission or storage on a data medium. Also, it will be ensured that it is possible to verify and determine where personal data is transmitted by data transmission equipment.

IV. Availability and resilience

Access control includes measures to ensure that personal data is protected from accidental destruction or loss.

The basis of availability monitoring is the installation of special IT system rooms and the implementation of a high level of security. This includes being equipped with an additional power supply system that allows uninterruptible power supply (UPS).

Data is backed up regularly.

Antivirus software is installed on all BISS computers.

V. Separation control

The separation request includes measures to ensure that data collected for different purposes can be processed separately.

9. Supervisory authority

Supervisory authority for personal data protection:

Croatian Personal Data Protection Agency
Selska cesta 136, 10 000 Zagreb

Tel. 00385 (0) 1 4609-000
Fax. 00385 (0) 1 4609-099
Email: azop@azop.hr
Web: www.azop.hr

BISS cooperates with the supervisory authority. In case of personal data breach, BISS is obliged to inform CPDPA it no later than 72 hours after learning of the breach. If it is certain that the violation will cause a high risk for the individual, the Controller is obliged to inform the competent authority without delay. If it is likely that some type of processing will cause a high risk to the rights and freedoms of individuals, the Controller is obliged to conduct an assessment of the impact of the envisaged procedures on the protection of personal data. One estimate is applicable to several similar processing operations.

10. Policy changes

BISS undertakes to adhere to the fundamental principles of privacy and data protection, for which reason it regularly reviews its privacy policy and ensures its compliance with the principles of privacy and data protection.

This Privacy Policy may change from time to time to keep pace with new developments and opportunities related to the Internet and to comply with applicable laws.

Any changes to the privacy policy in the future will be published on the BISS website.

11. Privacy Policy from May 17, 2018.

As of May 25, 2018, BISS applied the Privacy Policy from May 17, 2018. / further: Privacy Policy 2018 /. The Privacy Policy 2018 applies until the entry into force of this amended Privacy Policy.

PUBLICATION CERTIFICATE:

This Policy was published on the BISS bulletin board on: March 6, 2020.
For BISS:

Ivan Branica, director

M.P.

CERTIFICATE OF ENTRY INTO FORCE:

This Policy shall enter into force on: March 16, 2020.

For BISS:

Ivan Branica, director
M.P.