

Privacy policy

This privacy policy provides a framework for understanding the personal data collected by FindIT d.o.o.. Belgrade (hereinafter referred to as the Data controller or together the Data Controllers), as required by the Personal Data Protection Act, including the provisions of the European Union Data Protection Regulation (GDPR) in the field of its application.

Purpose of privacy policy

This privacy policy explains how we gather your personal information, how we process it, and how we store and distribute it. It also describes the rights you have in regards to your personal data, as well as how to contact us or other relevant authorities if you have any complaints, recommendations, or comments regarding the above.

The following is the content of this privacy policy to help you navigate:

- Manner of collecting personal data
- The types of data we collect
- For what purpose do we collect and process your personal information
- How we protect personal information
- How long we keep the data we collect
- Data transfer
- Rights you are entitled to
- Updates to our Privacy Policy
- How to contact us

Manner of collecting personal data

We may collect your personal information in a variety of ways, for example during your visits to the site, including, without limitation, traffic information, location information, online activity records, survey content and contact forms, and other communication and access resources . We may use your personal information to send you direct marketing messages via email if you have opted for this option when registering on our site. You can declare at any time that you do not want to receive marketing messages in the future.

The types of data we collect

As users of our site and the services we provide, the data we will process is the data you provide us during registration, most often those contained in your CVs, which include, but are not limited to:

Name and surname

Residence address

E-mail address

Phone number

Education

Work experience

For what purpose do we collect and process your personal information

We collect your personal information for the following purposes:

- a) providing solutions for the workforce and connecting people with possible jobs;
- b) finding a suitable job;
- c) providing additional services, such as training, career counseling and career transition services
- d) providing other services in the field of HR consulting;
- e) creating and managing online accounts;
- f) answering your questions and requests;
- g) managing, evaluating and improving our business including developing, improving, analyzing and improving our services, managing our communications, performing data analytics, etc ..

How we protect personal information

We maintain administrative, technical and physical safeguards designed to protect the personal information you provide from accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

In order to ensure adequate security and confidentiality of personal data, we have implemented the following security measures:

Encryption of data in transit;
Strong authentication authorization control;
Reinforced network infrastructure;
Network monitoring solutions.

How long we keep the data we collect

In our systems, we store personal data that we collect in a way that allows the identification of the owner of the data no longer than is necessary to fulfill the purpose for which the data was collected or for which the data is further processed. The deadline for storing data is 5 years from the day we stored it in our database.

Data transfer

In accordance with the purpose of processing your personal data, we may transfer it to third parties, such as related legal entities of the Handlers, as well as other legal entities with which the Handlers of your data have concluded agreements on business and technical cooperation.

If we transfer your data to third parties, the transfer and processing of data is done exclusively in accordance with the provisions of the Personal Data Protection Act.

When we share your personal information, we require recipients to use personal information only in a manner consistent with the provisions of this Privacy policy. We transfer your data to companies to potential employers (hereinafter: Employers) who are interested in your further employment. Joint handlers We treat all employers as joint handlers. FindIT and Employers jointly determine the purpose and methods of processing personal data in such a way that their decisions to process your personal data are convergent, ie that their decisions to process personal data have a decisive influence on the purpose and method of processing personal data as follows :

Employers

Purpose of data processing: Employers determine the purpose of processing in such a way as to make decisions on the implementation of procedures for the selection of job candidates and process personal data for the purpose of selecting candidates who best suit his business interests; Method of data processing: Employers determine the parameters, ie the profile of the job candidate and in that way influence which data will be processed and which category of persons;

Operator or FindIT doo:

FindIT doo determines the purpose of processing by deciding to make your personal data available to Employers in accordance with the parameters set by Employers. FindIT determines the method of processing by matching data from its databases in accordance with the parameters determined by the Employers. Employers and FindIT together determined the method of processing in the context of conducting interviews and exchanging personal data of candidates for jobs with Employers. If you wish to exercise your rights in the processing segments for which the Employers are responsible, please contact our Personal Data Protection Officer (see Section: "Personal Data Protection Officer"). For the content of the contract on data processing with Employers, please review our following website: Contents of the contract

In the event that FindIT publishes job advertisements on behalf of the Employers or conducts interviews with candidates for jobs with the Employers on its behalf, FindIT acts as a processor. Your personal data may be disclosed or transferred to other persons in the event of a change in ownership structure, and such person will be obliged to use your personal data in accordance with the provisions of this Privacy policy. Furthermore, your personal data may be disclosed: If required by applicable laws and regulations. In this case, we will not disclose more of your personal information than is really necessary in this particular case; In case of acting by the Operator by order of the court; In order to protect the rights and property of the Operator; In case of emergency or if necessary to protect the person / persons; In the event that your personal data is publicly available; With your consent.

Rights you are entitled to

Right of access - you have the right to request information from the Handler as to whether he is processing your personal data, access to that data, as well as the right to a copy of the data being processed.

Right to correction and supplementation - you have the right to correct inaccurate data about you without undue delay, as well as to supplement incomplete data.



Right to delete data - you have the right to request from the Controller that your personal data be deleted in accordance with the Law on Personal Data Protection.

Right to limit processing - you have the right to restrict the processing of data by the Controller.

Right to data portability - you have the right to receive from the controller personal data that you have previously provided to us and to transfer this data to another controller without interference by the controller, if the processing is carried out with consent or contract.

Right to complain - you have the right to complain to the Handler about the processing of your personal data.

Right to complain to the supervisory authority - you have the right to lodge a complaint with the Commissioner for Personal Data Protection if you believe that the processing of your personal data has been carried out contrary to the provisions of the Law.

Updates to our Privacy Policy

The operator reserves the right to amend the Privacy Policy.

The last date of changes to the Privacy Policy is at the top of the home page.

How to contact us

The person for the protection of personal data is Jelena radojković, whom you can contact if you have additional questions regarding the Privacy Policy and the processing of your personal data, whose contact details are:

jelena.radojkovic@findit-recruitment.com