

Privacy Notice

1. INTRODUCTION

The protection of privacy in personal data processing by KING ICT Ltd., Buzin, 10010 City of Zagreb, Buzinski prilaz 10, PIN: 67001695549 as data controller ("us" or "we" or "our") is extremely important for us hence our continuous efforts to be as efficient as possible in the protection of your rights and the fulfilment of our obligations.

This privacy notice will provide information in a concise, comprehensive, and transparent way that will help data subjects ("you") to comprehend ways in which we process your personal data and protect your privacy in any interaction with us. It will also inform you of your rights regarding the processing of your personal data and ways we can help you execute them fully.

To ensure the highest level of data protection and compliance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("GDPR") we appointed a Data protection officer with the following contact details:

Data protection officer
Buzinski prilaz 10, Buzin (City of Zagreb)
dpo@king-ict.eu

Learn more about the basic principles and policies of privacy protection in our organisation from our [Privacy Policy](#) and [Information Security Policy](#).

2. WHEN DO WE PROCESS YOUR PERSONAL DATA?

Your personal data is processed only in a lawful way with an appropriate legal basis for processing stated in Article 6 of the GDPR. Depending on the reason for processing your personal data, we are either acting as a data controller or a data processor, collecting personal data directly from you.

As a data controller, we process personal data of:

- 1) Our employees and students that work for us to comply with our legal obligations as their employer.
- 2) Our candidates for employment that show interest to work for us for potential employment.
- 3) Our clients for the purpose of concluding a contract, providing services, sharing data with members of KING ICT Group, sending invitations to conferences and events, satisfaction surveys examining the quality of our services.
- 4) Our potential clients who reach out to us either through our website or directly to our business e-mail addresses for the purpose of responding to inquiries and requests to establish cooperation.
- 5) Our external contractors engaged to work on projects as subcontractors and suppliers for the purpose of product or service delivery to the customer.

As data processor, we process personal data exclusively to fulfil our contractual obligations as service providers when we act according to the data controller's instructions.

Regardless of the role we are in when processing your personal data, we implement numerous technical and organisational measures to protect your personal data from unauthorised disclosure or access by third parties i.e., from their accidental loss, destruction, or damage.

3. WHAT ARE OUR LEGAL BASIS FOR PROCESSING?

Our processing of personal data is based on one of the following legal bases from the GDPR:

- Personal data processing is necessary for compliance with legal obligations to which we are subjected (employee personal data)
- Personal data processing is necessary for the performance of a contract in which you are a party or to take steps at your request prior to entering a contract (potential client personal data, potential employee personal data, external contractor personal data)
- Personal data processing is necessary because of our legitimate interests that are not overridden by your interests or fundamental rights and freedoms that require protection of personal data (client satisfaction surveys, ID cards of employees, sharing client data within the KING ICT Group)
- You gave consent to personal data processing for one or more specific purposes (marketing purposes)

In case of personal data processing based on our legitimate interests, we perform a balance test to determine whether our interests are overridden by your interests or fundamental rights and freedoms in that specific case of data processing.

Should you consider there is no legitimate interest on our side, we invite you to reach out to us for insight into our specific balance test or to lodge a complaint with a supervisory authority. We will promptly answer to inquiries containing all information necessary to identify you as a subject of a specific personal data processing.

4. WHO CAN ACCESS YOUR PERSONAL DATA?

In the abovementioned cases of personal data processing, our employees are the ones that process your personal data in performing their regular work tasks.

We ensure that our employees are educated in personal data processing and privacy, both upon and during the employment, to raise awareness of the importance of personal data protection and privacy, as well as to prevent any breach. Also, we commit our employees and external contractors to maintain confidentiality and integrity of all personal data that becomes available to them during personal data processing activities.

In certain circumstances, persons outside our organisation will have access to your personal data (whether it is one of our affiliated companies or other natural or legal persons) based on a contractual relationship with us in which we seek to ensure the highest standards of personal data protection. Namely, these persons process personal data as data processors exclusively according to our instructions, whereas we ensure that there is at least an equivalent level of privacy protection in their organisation as is in ours.

Personal data is revealed to persons outside our organisation solely when necessary to fulfil our legal obligations or when based on a contract under which we (as a data controller

or a data processor) transferred the obligation to process personal data on the data processor or data subprocessor (e.g. notification to the Tax administration for salary payments, maintaining internal records of our employees by the data processor, hiring subcontractors to work on projects, and so on).

The processing of your personal data takes place in the Republic of Croatia where our business is registered. Should it become necessary to transfer your data to another country, we ensure assessment of the level of data protection in that country under the GDPR (by means of adequacy decisions of the European Commission for countries outside the territory of the European Union) and when appropriate we use standard contractual clauses (https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en) that help us achieve the highest level of data security. Please note that personal data transfers would happen exceptionally with a limit on the amount of personal data transferred (exclusively personal data that is necessary to achieve the purpose in the specific case of personal data transfer).

Information security and data protection are two mutually compatible aspirations we aim at in doing business, and we apply equivalent measures to achieve them. For this purpose, we use a functional and efficient information security management system that was established, maintained, and improved in accordance with the requirements of the international standard ISO 27001.

We do not carry out automatic processing of personal data in our business processes.

5. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We process personal data in a way that allows you to be identified as the data subject only as long as it is necessary to achieve a certain purpose for which the personal data is being processed.

Once this purpose has been fulfilled or once we determine there is no legal basis for processing (e.g., when you withdraw consent), we anonymise personal data in case we need to retain it to give evidence of regulatory compliance or for internal use, i.e., we permanently delete your personal data all according to regulatory requirements.

In case we process your personal data based on your consent, the processing shall last as long as there is a purpose for it and when consent is not withdrawn after it was given. You may always withdraw consent by notifying our Data protection officer through the official e-mail address dpo@king-ict.eu. Consent withdrawal does not have effect on the period that precedes it when processing was lawful.

We regulate in more detail the processes and periods of personal data retention in our internal acts applicable to our employees and external contractors to the extent necessary for them to comply with their obligations.

6. WHAT ARE YOUR RIGHTS AND WAYS TO EXERCISE THEM?

Processing your personal data assumes that you have certain rights guaranteed by the GDPR in relation to that processing. We seek to ensure that our business processes enable you to exercise your rights feasibly, simply, and effectively.

Having said that, we enabled you to exercise the right of access through a form that is to be sent to the official e-mail address dpo@king-ict.eu or to the address of our headquarters.

As data subjects you have the following rights:

- **Right to access** – this right shall enable you to get information whether personal data concerning you is being processed, and, where that is the case, you have the right to get a copy of your personal data.
- **Right to rectification** – once you establish personal data concerning you is inaccurate, you may contact us with a request to rectify personal data. This also applies to situations when completion of your incomplete personal data is necessary. No matter what, you have the obligation to inform us of any need for rectification of your personal data that we process.
- **Right to erasure** (“right to be forgotten”) – you have the right to demand us to delete without any delay all personal data that concerns you, in which case we will promptly act and delete all your personal data if one of the following conditions applies:
 - Personal data is no longer necessary in relation to the purposes for which it was collected.
 - You withdrew your consent and there is no other legal ground for processing.
 - You objected to the processing and there are no overriding legitimate grounds for it.
 - Personal data was unlawfully processed.
 - Personal data must be erased for compliance with a legal obligation in Union or Member State law to which we are subject.
- **Right to restriction of processing** – you can demand the restriction of processing when you contest the accuracy of the personal data; when you find the processing unlawful and oppose the erasure of personal data; when personal data is required by you for the establishment, exercise, or defence of legal claims; when you objected to processing and verification whether our legitimate grounds override those of the data subject is pending.
- **Right to object to processing** – depending on your specific situation you may at any times object the processing of your personal data; in that case processing is not to be continued unless we give proof of legitimate interests to process personal data that overrule your interests, fundamental rights and freedoms, or processing is necessary for the establishment, exercise, or defense of legal claims.
- **Right to data portability** – when we base our processing on your consent or on fulfilling a contractual obligation towards you, you have the right to receive your personal data in a structured, commonly used, and machine-readable format and have the right to transmit that data to another controller without hindrance on our side.

For any further clarification or right enforcement, you may contact us on our Data protection officer's official e-mail address dpo@king-ict.eu. We reserve the right to enforce a reasonable administrative fee or to reject your request in case it is manifestly unfounded or excessive, notably by reason of their unfounded frequent repetition.

Nevertheless, you have the right to object to the Croatian Personal Data Protection Agency, Zagreb, Martićeva 14 should you find a processing that involves your personal data is a breach of the GDPR.