

NOTIFICATION

On the information provided when personal data are collected from the data subjects (personal data collected from business partners)

1. Data controller:

The Maize Research Institute »Zemun Polje«, Belgrade-Zemun, Slobodana Bajića 1, 11185 Zemun Polje, phone +381 11 3756 704, fax +381 11 3754 994, www.mrizp.rs – (hereinafter referred to as: controller or Institute).

2. Business partners:

This Notification applies to the Institute's business partners. The Institute's business partners within the meaning of this Notification are buyers, manufacturers, users of services, service providers, bidders, suppliers, contractors, subcontractors, partners - their legal representatives, persons responsible for the implementation of the contracts, persons engaged in the contract implementation, as well as all other contractual and non-contractual partners of the Institute, in the country and abroad, in the procedures of the performance of activities within the cope of the Institute.

3. Data on the person responsible for personal data protection:

Ranka Milisavić, Bachelor of Law, Head of the Department of Common Affairs, contact phone: +381 11 3756 704, e-mail: mranka@mrizp.rs

4. Data to be collected:

Name and surname, name of employer/institution/organisation/educational institution/body, etc. that the person represents or comes from, date and place of birth, address of residence or dwelling, gender, unique personal identification number, number of identity card or a passport, data on academic and professional skills, position or function, contact e-mail address, contact telephone number.

5. Purpose for personal data collection and processing:

The Institute processes personal data solely for the purposes set out below and does not process more data or a wider range of data than those necessary for the purposes stated below.

The Institute processes personal data for the purpose of the implementation of the concluded contracts, project managing, formation of tenders, monitoring of goods and services and the business development, reporting the ordering parties and governmental bodies on implemented projects, performance of trainings and other services provided by the Institute.

The Institute processes personal data for the fulfilment of legal obligations and harmonisation of business with applicable legal regulations, primarily in the fields of occupational safety and health, tax legislation, financial and general regulations.

The personal data are collected for the purposes that are specifically defined, explicit, justifiable and lawful and cannot be further processed in a manner inconsistent with those purposes. The personal data that are collected are relevant, essential and limited to what is necessary in relation to the processing purpose.

Personal data processing is done in accordance to the Article 12 of the Law:

"Processing is lawful only if one of the following conditions is fulfilled:

1) The data subject has consented to the processing of his/her personal data for one or more specified purposes;

- 2) Processing is necessary for the implementation of the contract concluded with the data subject or for undertaking actions, at the request of the data subject, prior to the conclusion of the contract;
- 3) Processing is necessary in order to comply with legal obligations of the controller;
- 4) Processing is necessary in order to protect the vital interests of the data subject or another natural person;
- 5) Processing is necessary in order to perform activities in the public interest or the execution of legally prescribed authorisations of the controller;
- 6) Processing is necessary in order to achieve legitimate interests of the controller or a third party, unless those interests are overridden by the interests or fundamental rights and freedom of the data subject requesting the protection of personal data and in particular if the data subject is related to a minor".

6. Recipient of personal data:

The Institute may submit personal data to third parties only for the following purposes:

- To external providers of processing services (data processor) on behalf and for the account of the Institute as personal data controller, on the basis of a contract concluded between the Institute and the processor;
- To public authorities only when prescribed by the Law and to the extent and for the purpose prescribed;
- To the ordering party, in the process of joint submission of tenders or tenders with a subcontractor,
- To other competent authorities when reasonably necessary, e.g. in case that the life and health of employees are endangered.

7. Transfer of personal data to another country or an international organisation:

The Institute does not intend to transfer personal data to another country or an international organisation. If necessary, in order to achieve the legitimate interests of the data controller, personal data may be submitted to contractual partners from abroad, in the process of concluding an international contract, in compliance with the Law.

8. Rights of the data subject and withdrawal of consent:

The data subject has the right to request from the Institute, pursuant to the Law and other relevant regulations, regarding personal data the following:

- Processing notification and insight (which includes reviewing, reading, listening to the data and taking notes), copy, correction, amendment, updating personal data;
- If the purpose of processing is not clearly specified or is changed, but the processing requirements for such changed purpose are not met, or the purpose of processing has been achieved, i.e. if data are not longer needed for such purpose, if data are processed by inadmissible means, or if data are such that their number or type is disproportionate to the purpose of processing, or data are inaccurate and cannot be replaced with accurate ones by means of corrections, or if data are processed without consent or authority based on the law, as well as in other cases where processing is not allowed under this Law, data subject shall have the right to require termination and/or temporary suspension of processing and deletion of data;
- If the data subject challenged the correctness, completeness and accuracy of data, she/he has the right to require cessation and/or temporary suspension of processing, as well as the right to have such data labelled as challenged pending a decision on their correctness, completeness and accuracy;
- The data subject has the right to request from the Institute to transfer personal data to another data controller, if it is technically feasible, i.e. if the personal data requested to be transferred are structured and machine-readable data;
- If the consent of the data subject is the legal basis for the processing of personal data, the data subject is aware that the consent is given voluntarily and has the right to revoke such consent in writing at any time, to oppose the processing of personal data for the purpose of direct advertising and to request, in

accordance with the Law, a restriction of processing, therewith that the recall has a legal effect from the date of the recall receipt in the Institute and does not affect processing of data performed prior to recall;

- The data subject has the right to file a written complaint to the Institute on the processing of personal data by e-mail at the mail address www.mrizp.rs;

- In case of unauthorised personal data processing by the Institute, the data subject has the right to contact the Commissioner for information of public importance and to request the protection of personal data, Bulevar kralja Aleksandra 15, 11120 Belgrade, telephone 011/3408 900, fax 011/3343 379, e-mail office@poverenik.rs.

9. Data retention period:

The Institute shall retain personal data as prescribed by the Law, i.e. as long as it is necessary to accomplish the purpose for which they have been collected.

Once the purpose is accomplished, i.e. after the expiry of the statutory time limit for data retention, data will be permanently deleted. Personal data may be retained for an extended period of time, for the purposes of fulfilling legal obligations, or for establishing, exercising or defending a legal claim, in accordance with regulations.

10. The provision of personal data is a necessary condition for the conclusion of the contract, that is for establishing a specific partnership.

11. Personal data protection measures:

Within her/his business organisation, the data controller shall take all necessary organisational, technical and human resources measures to protect personal data, that include but are not limited to:

- Technical protection measures;
- Control of physical access to the system where personal data are stored;
- Data access control;
- Data transfer control;
- Data availability control;
- Other information security measures;
- All other measures necessary for personal data protection.

The Institute retains and processes all personal data as a business secret, with the use of all available technical and organisational measures for data protection, in accordance with the Law, and other relevant regulations and legal regulations of the Institute.

12. This Notification is available to business partners as it was presented at the Institute's website at www.mrizp.rs on August 21, 2019, and it is considered that business partners are aware of the contents of the Notification.