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1. General

- 1.1. This Notice on the processing of personal data (hereinafter: the "**Notice**") is issued by MERITUS PLUS d.o.o., Zagreb, Heinzelova ulica 62/a, OIB: 30746232536 (hereinafter: the "**Company**" or "**We/Us**") in accordance with the General Data Protection Regulation ("EU Regulation 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC"). In this sense, the Company holds the position of head of the processing of your personal data.
- 1.2. This Notice contains information about the processing of your personal data if you are our business or other partner, if you are interested in business cooperation with us, or in employment at the Company (hereinafter: "**You**").
- 1.3. This Notice is published on the date indicated above.
- 1.4. In case of any questions or requests regarding the handling or protection of your personal data, please contact us at dpo-meritus@dlaw.hr with the indication "PERSONAL DATA PROTECTION". More information on the possibility of exercising rights under the General Data Protection Regulation is available in item 11 of this Notice.

2. Personal data

- 2.1. Personal data means any data relating to a natural person on the basis of which an individual can be directly or indirectly identified. Direct identification means that it is clear from the data itself to which individual the data refers. Indirect identification means that it is possible to identify an individual based on more data that is available to us.
- 2.2. Data relating to legal entities are not personal data. Therefore, this Notice is intended exclusively for natural persons who we can identify on the basis of the information available to us.

3. Contact and request forms on the website

3.1. What personal data do we process?

- 3.1.1. If you have contacted us via one of the forms on our website (*contact form, respondent request form*), we process your following information:

Name and surname, E-mail address and telephone number, country, name of the company in which you are employed, department of the Company to which you are sending the message

3.2. For what purpose do we process your personal data?

- 3.2.1.** If you sent us a message via the contact form, we process your personal data in order to respond. In that case, the basis for the processing of your personal data is our legitimate interest, based on your message.
- 3.2.2.** If you sent us a respondent request via the request form, we process your personal data in order to satisfy your request. In that case, the basis for the processing of your personal data is the fulfillment of our legal duty.

4. Visitors to our website (cookies)

- 4.1.** Cookies are small text files that your browser saves to your computer or mobile device when you visit our website. Cookies can be divided into several categories:
 - 4.1.1.** First-party cookies are those implemented by the websites you visit. Only those websites can read them. In addition, the site can also use external services, which implement their own cookies, and these are called third-party cookies.
 - 4.1.2.** Persistent cookies are stored on your computer and are not deleted automatically when you close the browser, unlike temporary cookies (session cookies), which are deleted when you close the browser.
- 4.2.** Depending on their function, cookies can be:
 - 4.2.1.** Necessary cookies: Support the formation of the page: They enable the use of the page by enabling basic functions such as navigating the page or accessing protected areas of the site. The website cannot function properly without these cookies and the consent of visitors is not required for their use.
 - 4.2.2.** Statistical cookies: Allow site owners to understand how visitors use the site, by collecting data and reporting to the owner.
 - 4.2.3.** Marketing cookies: Used to track visitors through various websites. Their purpose is to show ads that are relevant and interesting to each user.
- 4.3.** Statistical and marketing cookies will only be stored on your device if you have given your consent via our cookie tool. You can withdraw your consent at any time, and you can also delete cookies when deleting the search history in your browser. For more information, check the privacy and cookie settings in the browser you are using. Furthermore, for more

information about cookies, visit allaboutcookies.org (please note that this is a website operated by a third party with whom we are not affiliated in any way).

4.4. Our website (www.mplusconnect.com) uses the following cookies:

| <i>Necessary cookies</i> | | |
|-----------------------------------|--|--|
| Cookie name | Purpose | Expiration time (deletion time) |
| PHPSESSID | Saves the session state | Temporary |
| rc::a | Used to distinguish humans from bots | Permanent |
| rc::b | Used to distinguish humans from bots | Temporary |
| rc::c | Used to distinguish humans from bots | Temporary |
| <i>Statistical cookies</i> | | |
| Cookie name | Purpose | Expiration time (deletion time) |
| _utm.gif | Google Analytics Tracking Code that stores information about the visitor's browser and computer | Temporary |
| _utma | Collects data on the number of page views from each visitor and the time of the first and last visit of each visitor. It is used by Google Analytics. | 2 years |
| _utmb | Creates a timestamp with the exact time when an individual user accessed the website. It is used by Google Analytics to calculate the duration of page visits. | 1 day |
| _utmc | Creates a timestamp with the exact time when an individual user left the website. It is used by Google Analytics to calculate the duration of page visits. | Temporary |
| _utmt | Used to limit the number of requests to the server. | 1 day |
| _utmz | Collects information about the location of the visitor, the Internet search engine, the link selected, and search term used. Used by Google Analytics. | 6 months |
| pll_language | Used to determine the user's preferred language and set the language of the website accordingly, if possible | 1 year |

4.5. You can find more information about cookies provided by Google on the following pages:

- <https://support.google.com/analytics/answer/6004245>,
- <https://policies.google.com/technologies/ads?hl=hr> i
- <https://policies.google.com/privacy?hl=hr>.

5. Visitors to our Facebook page

- 5.1. If you are a Facebook user and you have visited our Facebook page "M + Connect", *Facebook Ireland Ltd (4 Grand Canal Square, Grand Canal Harbor, Dublin 2 Ireland)* and the Company are joint managers of the processing of your personal data.
- 5.2. Facebook processes your personal data as a visitor to our Facebook page in accordance with its rules (*more on this at <https://hr-hr.facebook.com/privacy/explanation>*), while we influence the same processing only by indicating which groups of Facebook users (*for example, by age, gender, or similar*) are of business interest to us.
- 5.3. We are independently responsible for all our posts and messages via Facebook. Facebook was not involved in this process or consulted prior to each post/message. Facebook does not necessarily share our views, vision, etc., which arise from our posts/messages.
- 5.4. We receive user data from Facebook exclusively on a statistical basis, anonymized for us. If you have left a comment, inquiry, or similar post on our Facebook page, we will not store or process your data separately.

6. Work applications

6.1. What personal data do we process?

6.1.1. We process personal data that you have given us, i.e., that we have collected for the purpose of employment at the Company, i.e., the following data (the specific set of data depends on the method of application):

6.1.1.1. Your basic information

Name, surname, sex, date, and place of birth;

6.1.1.2. Your contact information

Residence and address (street and house number, city, postal code),

Mobile and/or telephone number;

Email address;

URL profile on social networks;

6.1.1.3. Additional information relevant to the employment relationship

Education data (including name of educational institution, name of diploma, time of education, knowledge of foreign languages, computer competencies, and driver's license)

Information on previous work experience (including names/companies of previous employers, the positions you held, and duration of employment)

Information on previous projects (including project name, project URL, project description, and project duration)

6.1.1.4. Other data

Photography

6.2. For what purpose do we process your personal data?

- 6.2.1.** In order to implement the recruitment procedure, i.e., the assessment and selection of candidates. In that case, the basis for the processing of your personal data is our legitimate interest based on your job application;
- 6.2.2.** If you sent us an open job application, we process your personal data when we look for potential candidates for a new job. In that case, the basis for the processing of your personal data is our legitimate interest;
- 6.2.3.** If you have given us your consent to collect your data in our records and contact you for other jobs, then we will process your personal data when we look for potential candidates for a new job. In that case, the basis for the processing of your personal data is your consent;
- 6.2.4.** In order to fulfill our legal duties.

7. Our business partners

7.1. What personal data do we process?

- 7.1.1.** We process the personal information you provide to us as well as those we collect when establishing and maintaining our business relationship. These are the following data (*data of the authorized person and contact person*):

name, surname, OIB, connection with the legal entity (owner, director, employee, or similar);

phone, Email.

7.2. For what purpose do we process your personal data?

- 7.2.1.** In order to fulfill our contractual obligations and to take other necessary actions in connection with the conclusion and execution of the contract (*for example, for the purpose of issuing invoices*) or previous actions (*for example, sending offers*). In that case, the basis for the processing of your personal data is the execution of our contract or taking action at your request before concluding the contract;
- 7.2.2.** In order for us to carry out the actions from the previous point towards our business partners, if you are the authorized person, contact person, or employee. In that case, the basis for processing your personal data is our legitimate interest, taking into account our relationship with the business partner and your position at the partner;
- 7.2.3.** For other purposes when we have a legitimate interest in it as your business partner (*for example, when it is necessary to determine your satisfaction with our services and the like*);
- 7.2.4.** In order to fulfill our legal duties.

8. Who has access to your personal data?

- 8.1.** We consider your personal data to be a business secret and, as such, we protect them in accordance with applicable legal regulations and best practices.
- 8.2.** Third-parties have the right to access and process your personal data only in the situations described below:
 - 8.2.1.** Third-party service providers who provide us with services and products necessary for our regular business operations (*for example, advertising, consulting, etc.*) - who process your personal data exclusively for our needs, in accordance with our instructions;
 - 8.2.2.** Third-party service providers who provide us with services and products necessary for our regular business operations (*for example, certification bodies, auditors, etc.*) - who process your personal data in accordance with their legal powers or rules of the profession;
 - 8.2.3.** Competent authorities in the implementation of supervision over the legality of business and in the case of court and other similar procedures. In that case, they process your personal data in accordance with their legal powers.

9. Profiling and automated decision making

- 9.1.** We do not carry out automated decision-making based on your personal data, nor do we create profiles of respondents for these purposes.

10. Is my personal data transferred to third countries?

- 10.1.** Your personal data is only transferred to third countries as an exception, when it is processed for the purposes of our business operations by our affiliates in those countries. In order to ensure an adequate level of protection, in such cases, we enter into agreements with our affiliates with standard approved clauses of the European Commission.

11. How do we protect your personal information?

- 11.1.** The protection of your personal data is extremely important to us. Some of the protective measures we implement are the following:
- 11.1.1.** Implementation of database pseudonymization whenever possible;
 - 11.1.2.** Minimization in the handling of personal data (in a particular process, we only handle the necessary set of data);
 - 11.1.3.** We require confidentiality in the handling of personal data both internally and externally;
 - 11.1.4.** Application of modern methods of protection and control of access to data resources containing personal data;
 - 11.1.5.** Continuous monitoring of all resources used to process personal data.

12. Retention period of your personal data

- 12.1.** For personal data for which there is a statutory retention period (*for example, in accordance with accounting regulations*), we retain your personal data during that mandatory period. We delete them after the expiration of the mandatory period, in an additional period of one year.
- 12.2.** For personal data for which there is no legally defined mandatory retention period, we proceed as follows:

- 12.2.1. If you are our business partners, we keep your personal information for the duration of our business relationship. Upon termination of the business relationship, i.e., the year in which it ended, we delete your personal data after the expiration of the appropriate statute of limitations additionally increased by one year;
- 12.2.2. We store personal data that we process on the basis of your consent for the duration of the consent and delete it after the expiration of the consent. In case of withdrawal of consent, we delete them as soon as we possibly can;
- 12.2.3. Personal data that we process based on our legitimate interest, we store as long as our legitimate interest exists - we delete them within a period of one year from the termination of our legitimate interest.

13. Your rights

13.1. You exercise your rights by sending a request to dpo-meritus@dlaw.hr with the title of the message "*Respondent's request*" or by filling out the application form available on the Company's website. In the message itself, indicate which right you want to use or what is the subject of your request. Upon receipt of the message, we will send you an acknowledgment of receipt of the request. Please note that you can only exercise your rights regarding your own personal data.

13.1.1. Access to personal data:

You have the right to ask us to confirm whether we process your personal data, to access your personal data, and information on how we process them.

13.1.2. Correction of incorrect personal data:

You have the right to request the correction of your inaccurate personal data, as well as the right to supplement your personal data.

13.1.3. Restriction of personal data processing

If you dispute the accuracy of your personal data or in other situations provided for in the General Data Protection Regulation, you have the right to ask us to limit the processing of your personal data until such a situation is resolved.

13.1.4. Deletion of personal data

If you withdraw your consent to the processing of your personal data or when the legal basis for the processing of your personal data ceases to exist, or in other cases provided for by the General Regulation on Personal Data Protection, you have the right to ask us to delete your personal data.

13.1.5. Transferability of personal data

You have the right to request a transfer and retrieve your personal data if we process it on the basis of your consent or on the basis of a contract we have entered into.

13.1.6. Objection to the processing of personal data

You have the right to object to the processing of your personal data as well as to our way of handling your personal data in general.

13.1.7. Withdrawal of consent

You have the right to withdraw your consent for further processing of personal data at any time. Withdrawal of consent does not affect processing performed on the basis of consent prior to its withdrawal.

13.1.8. Complaining to the Agency for Personal Data Protection

At any time, you have the right to complain to the competent body for personal data protection - the Agency for Personal Data Protection (www.azop.hr), regarding the processing and protection of your personal data.

13.2. You exercise your rights without charge. However, if you frequently (for example, less than 6 months have passed since your last request) or excessively (for example, requesting all your personal information in writing) request access to or the transfer of your personal information, we have the right to ask you to pay for our costs before carrying out such an action.

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