

G.P.P. MIKIĆ d.o.o.
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PRIVACY POLICY

G.P.P. Mikić d.o.o. with headquarters in 51511 Omišalj, Pušća 131, OIB: 82386143355, respects the privacy of your personal data. G.P.P. Mikić d.o.o. hereby informs you of the type, manner and legal basis for collecting your personal data, its protection and generally concerning your rights.

Controller

Pursuant to the provisions of Regulation EU 2016/79 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation), the Act on Implementation of the General Data Protection Regulation (OG 42/2018) and other provisions regulating the respective area, G.P.P. Mikić d.o.o. is deemed to be the controller of your data, and has the obligation and duty to respect and protect your privacy.

Purpose of collecting personal data

- Providing scholarships
- Providing employment
- Business activities

The principle of data protection

Legally, honestly and transparently processing personal data;

Limiting the purpose – collecting of personal data for special, explicit and legal purposes, and which may not be further processed in a manner not in accordance with such purposes;

Reducing the amount of data – personal data must be appropriate, relevant and limited to what is essential in relation to the purpose for which it is processed;

Accuracy – personal data must be accurate and based on the requirements, it must be up to date;

Limiting storage – personal data is also kept in a form which enables identification of the data subject only so long as the need exists for the purpose for which the personal data is processed;

Entirety and confidentiality – personal data is processed in the manner in which it ensures suitable security of personal data

Legal basis of collecting data

- Consent from the data subject
- Legitimate interest of the controller

Period the data is kept

The data which G.P.P. Mikić d.o.o. collects for scholarship requirements is kept for 2 years.

The data which G.P.P. Mikić d.o.o. collects for providing employment is kept for 1 year.

G.P.P. Mikić d.o.o. may also, based on your explicit consent, collect and store data on the content you view on the website (so called cookies), and in that case will keep them in its database for a period of 2 years. The stated data will be used by G.P.P. Mikić d.o.o. for the purpose of providing notices of special and personalised offers, news and events which are organised via an online channel (email, webs, internet promotion).

The data subject's rights

Regardless of the basis of collecting data, you can request free of charge:

- Access, amendments to data in all personal data databases, deletion (“right to be forgotten”) of personal data in all personal data databases;
- Limiting the processing of your data or lodging a complaint against the processing of such data;
- To have the data which we have collected transferred to You or third parties (“right to data portability”), in accordance with current legal provisions;
- If the data is given based on a consent, you can always withdraw that consent without any consequences whatsoever;
- The right to lodge a complaint to the supervisory body – Agency for the Protection of Personal Data (more about that on www.azop.hr)

Send your requests to the email address of the data protection officer: pravnasluzba@ggpmikic.hr or by postal mail to the following address: G.P.P. Mikić, Pušća 131, 51511 Omišalj, Hrvatska (Croatia)

Personal data which is collected from candidates /and parents for scholarship requirements

Personal data of the candidate's parents

- Name and surname, address, date of birth
- Telephone/ mobile phone number
- E-mail address

Personal data of the candidate:

- Name and surname, address, date of birth
- High school/faculty enrolled into or attending; class/year
- Program/occupation attended/enrolled into

G.P.P. Mikić d.o.o. does not transfer your personal data to third parties and will not use them for other purposes.

Personal data which is collected from workers for the employment requirements

- Name and surname
- Date of birth
- Telephone or mobile phone number
- E-mail address
- Address of permanent/temporary residence
- Working position the data subject is applying for
- Duration of the data subject's work experience on similar jobs
- Working position filled by the data subject and at which he/she has worked
- Employers present and previous

- Period of duration of work for current and previous employers
- Professional qualification
- Profession
- Name and place of educational institution
- Year of completing schooling
- Added training (education)
- Knowledge of a foreign language and level of proficiency in speaking and writing
- Category of driver's licence
- Level of proficiency with computers

Personal data collected from clients

- Name
- E-mail
- Telephone

Cookies

As is the case with many other websites, ours too may use “cookies” (small files which we store on your computer when accessing our website in order to enable basic or additional functionality of the website) including other technologies which assist us in delivering content depending on your area of interest, processing reservations or requirements, and/or analysing characteristics of your visit. Cookies cannot be used for revealing your personal identity. When accessing our website, the information identifies the properties of your browser to our servers, but does not identify you.

Types of cookies:

Strictly necessary cookies – they are essential for the functioning of the website, and without which the website cannot function. This means that without these cookies, the website cannot be opened or shown. These cookies are used for the purpose of transmitting communication or are essential in providing services of an information company which is explicitly requested by the user of such a service. Moreover, these cookies will enable us to conduct a basic analysis of the website with the aim of improving its operation based on the data which are completely anonymised or are not based on your personal data or data which can in any way be linked to you. For these cookies, your consent is not necessary nor do we seek it.

Functionality cookies – assist us in improving analysis of website operation. These cookies are used to analyse user behaviour and based on obtained anonymised data, we are able to determine what the website visitor mostly wants and views, and we are then able to adapt the website and make its content and functionality simpler to use. For these cookies we are requesting your consent.

Advertising cookies – assist us in analysing your interests and desires, and we use them to send you information which you will find interesting and create offers adapted to your use of the website belonging to G.P.P. Mikić d.o.o. For these cookies, we are requesting your consent.

G.P.P. Mikić d.o.o. stores cookies in a base and they are kept for a maximum of 2 years.

You can always delete the cookies which are stored on your computer, and in that way prevent further processing of your personal data using such technologies.

Protection of children's personal data

G.P.P. Mikić d.o.o. may collect personal data from children older than 16 years of age. Every other type of processing children's data under the stated age limit and other processing besides that explicitly stated here is permitted for G.P.P. Mikić d.o.o. solely based on prior parental consent.

Altering data

You may contact us at any given time to inspect your personal data, as well as for the purpose of updating, correcting or deleting the data. Prior to that time, we use your previously recorded data for the stated purposes.

Your consent

When providing information to G.P.P. Mikić d.o.o., you guarantee in every way that the information you have provided is accurate, that you possess legal capacity and are authorised to dispose of the given information, and that you fully consent to G.P.P. Mikić d.o.o. using and collecting your data in accordance with the law and conditions of this privacy policy.

Technical and integrated data protection

G.P.P. Mikić d.o.o., as the controller, takes into account the highest organisational and technical standards for data protection, and endeavours to process only the personal data which is essential for the specific purpose.

Record of processing activities

G.P.P. Mikić d.o.o., as the controllers, maintains records on processing activities containing the following data:

- Name and contact data of the controller, if applicable, joint controller, and data protection officer;
- Purpose of processing;
- Description of categories of data subjects and categories of personal data;
- Categories of recipients to whom the personal data is disclosed or to whom it will be disclosed, including recipients in third countries or international organisations;
- If applicable, the transferring of personal data into a third country or an international organisation, including the identifying the third country or international organisation and, in the event of the transferring as referred to Article 49, Paragraph 1 of the second subparagraph, documentation on appropriate protection measures;
- If possible, the planned deadlines for deleting the various categories of data;
- If possible, a general description of technical and organisation security measures

Actions in the event of breaching personal data

G.P.P. Mikić d.o.o., as the controller, is obliged in the case of a breach of personal data, without necessary delays and, if feasible, no later than 72 hours after discovering the breach, to notify the supervisory body of the breach of personal data, unless it is not probable that the breach of personal data will lead to a risk for the individual's rights and freedom.

In the event of a breach of personal data which will probably cause a high risk to the individual's rights and freedom, G.P.P. Mikić d.o.o., as the controller, without unnecessary delay, will notify the data subject of the breach of personal data. The data subjects will not be informed in cases when the respective Regulation stipulates that such notification is not necessary.

Omišalj, 25 May 2018

G.P.P. Mikić d.o.o.
Nikola Turčić, Board Member