



M SAN Grupa d.d., Buzinski prilaz 10, 10010 Zagreb-Buzin
dioničko društvo za proizvodnju računala, trgovinu i uvoz-izvoz
Tel.: ++ 385 1 365 49 00 Fax.: ++385 1 365 49 05
www.msan.hr
OIB:34695138237
Trgovački sud Zagreb, Tt-97/2865-2, MBS 080157581
ERSTE BANK ŽIRO RAČUN: 2402006-110006134
IBAN HR0924020061100061346

PRIVACY POLICY

We, **M SAN Grupa d.d.**, Buzinski prilaz 10, 10010 Zagreb, collect and process personal data by observing all relevant laws and regulations. Protection of your privacy is our priority, so please read this information carefully!

1. Who is the head of the processing personal data?

M SAN Grupa d.d. is the head of the processing your personal data as it is regulated by the all relevant laws and regulations on protection of personal data. M SAN Grupa d.d. as the head of the processing personal data determines the purpose and means to process personal data and is responsible for the storage and use of personal data in paper or electronic form.

2. Data protection officer

M SAN Grupa d.d., has appointed the Data protection officer according to the relevant regulations which you can contact regarding all questions related to processing of your personal data or regarding exercise of individuals' rights to the protection of your personal data. Contact: voditelj@msan.hr.

3. What kind of personal data we collect?

Personal data that we collect are primarily your official data mentioned on your official web sites (name, surname, address, and contact information) data that you deliver personally on our request and we collect them due to legal and contractual basis, therefore by your Consent. Our employees have exclusive right to access your data.

4. How we collect and use your personal data?

We collect personal data primarily to provide services and to answer as effective as possible on your inquiry. We do not sell, do not transfer and do not reveal data that are collected on our web site, except:

- in cases when it is necessary to fulfil our legal obligations



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- in cases when it is necessary to protect your own life or physical integrity and you are not in the position to give your consent for processing of your personal data
- in cases when it is necessary to fulfil tasks carried out in the public interest.

Protecting the privacy of your data is permanent and you can request at any time the deletion of your personal data by a link that can be found in any type of our communication sent to you or by direct sending of request. Personal data of one subject are deleted on its request without any unnecessary delay and under the terms mentioned in valid regulations regarding data protection.

During defined period for data protection in our records, we are taking the following measures:

- Periodical review of records
- Verifying of applicability of period for data storage due to business demands, type of personal data, purpose of processing and category of the processed subject.

5. Who will have the access to you personal data?

We will make sure that your data are processed only in accordance with the purpose mentioned above. If this is necessary to fulfil the mentioned purpose, your data will be approached by authorized employees from our company.

M SAN Grupa d.d. is not selling, neither will sell your personal data. In addition, your personal data are not being transferred or exchanged with any other legal or physical persons, except in the following cases:

- a) If there is a legal obligation or explicit authorization under the law (e.g. by the court's request)
- b) If we engage another person to perform certain tasks of the processor, but we have to stress out that such processor shall operate exclusively by our instructions and orders and in such case we will ensure all protection measures regarding your personal data and as well that all mentioned tasks will be performed by ourselves.



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c) On the basis of your approval

6. Where will my data be processed?

Your personal data will be primarily processed in Republic of Croatia but they can also be processed within European Economic Area (EEA), but always ensuring adequate protection of personal data, at least in such manner as personal data are being processed in the Republic of Croatia, therefore in accordance with all technical and organizational measures and regulations governing data protection. Your personal data shall not be available to anyone who does not have the authorization from M SAN Grupa d.d.

7. Usage of social networking

Your personal data shall not be used for social networking without your approval.

8. Statistical software

Our global network server uses statistical software. These programs are standard feature of all web servers and not only for our website. These programs enable us to customize our website to make it more efficient and easier for our visitors (establish the data, that at the most or at the least, interest our users, what kind of a browser is necessary to introduce, the efficiency of the structure of our location and the visiting rate of our pages.)

9. Cookies

In order to facilitate browsing through our website, our web server uses cookies. Cookies are small files which are stored on a user's computer in order to monitor the use of individual language versions of our websites, as well as during access to some parts of the website that require a user's name and a password. Cookies cannot be used to run programs or to place viruses on your computer. If you disable cookies on your internet browser, you can still view our website without their usage.



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10. Data security

In order to warrant the safety of information at this address and to make sure that this service is approachable to all users, this IT system uses programmes that are monitoring visits to the Web and recognizing unauthorized attempts of despatch or change of information as well as those that might cause damages in any other way.

You have to bear in mind that there is no method of transmission over the Internet or method of electronic storage that is 100% safe and reliable and we cannot guarantee its absolute security.

We appreciate your confidence in providing us your personal data so we carry out technical and organizational measures including protection against unauthorized or illegal processing in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage by which we make sure that only necessary data is processed on appropriate level of security by one integrated method.

11. What rights do I have in relation to my personal data?

When it is legally provided you have the right on information regarding your personal data process, withdrawal of approval at any time, correction or amendment of your personal data in order to be accurate, record deletion of your personal data when no longer needed for the above purposes, transfer of your personal data in a structured format, notification regarding record deletion, changing or blocking of data towards third person to whom such data has been revealed, submission of complaint to M SAN Grupa d.d. or to competent national authority.

12. To whom you can turn to?

Your rights from Article 11 you can obtain by addressing, or by submitting a corresponding request to the Data Protection Officer for M SAN Grupa d.d. on e-mail address: voditelj@msan.hr.



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In addition, you can also submit your objection regarding personal data processing to the supervisory body:

Agency for Personal Data Protection

Martićeva 14, Zagreb

azop@azop.hr,

www.azop.hr

13. How long do we keep personal data?

We will keep your personal data as long as it is necessary to achieve the purpose for which we process them, unless it is regulated by the valid regulations to keep them for longer or shorter period of time for the particular purpose. The criteria that determines the period of keeping personal data is the purpose of collecting and the time period in which you want us to provide you with our services.

14. Amendments to the Privacy Policy

We reserve the right to, if necessary, at any time change and / or amend our Privacy Policy.

Any change comes into force by publishing on our website www.msan.hr.

The latest version of the Privacy Policy is available on our website www.msan.hr.