

1. Introductory provisions

(1) The following Privacy Policy refers to collection and procession of personal data by the company **Beohemija Ltd. Zrenjanin, Pančevačka 84, tax identification number: 100165386, company registration number: 17079590** (hereinafter: BEOHEMIJA, COMPANY or WE), as the data operator, in accordance with the Law on Personal Data Protection that applies in the Republic of Serbia. The Privacy Policy is also aligned with the principles of the General Data Protection Regulation (EU) 2016/679 (GDPR).

(2) This Policy describes the types of data that may be collected through our website—www.beohemija.com (hereinafter: WEBSITE), the purposes for which the data is collected, how we use and protect the collected data, and the rights which individuals have in terms of the usage of their personal data.

(3) We also inform you about the ways in which you can contact us in order to receive additional information about our Privacy Policy.

(4) Personal data is any data relating to a natural person whose identity is determined or determinable, directly or indirectly, especially based on an identity marker, like a name and an identification number, location data, identifiers within electronic communication networks, or one or more characteristics of their physical, physiological, genetic, mental, economic, cultural. and social identity.

(5) Beohemija may collect your personal data depending on the nature of your interaction with our website, including, but not limited to, the following categories:

A) Data collected by way of contact forms;

- First and last name
- Email address
- Phone number
- The content of the message you deliver to us

B) Data collected during job applications;

- First and last name
- Email address
- Phone number
- Curriculum vitae (CV)
- Cover letter
- Other data that you as a candidate voluntarily deliver to us

C) Technical data collected automatically while visiting our website (for more details see Section 2);

- IP address
- Device and browser data
- Cookies

D) All others cases of your personal data collection, depending on the nature of the relationship, which relate to;

- collection of personal data for informative purposes;
- collection of personal data—yours contact data—when you contact us to obtain information regarding with our business operations or to realize business cooperation;
- collection of other data that you voluntarily share with us.

(6) By using our website, you agree to this Privacy Policy. If you do not agree with our Privacy Policy, please stop using our website immediately.

2. Automatic collection of technical data

(1) If you use our website exclusively for informational purposes, i.e. if you do not receive notifications, we do not collect any personal data, except for the data sent by your browser, enabling you to visit our website. Those data include:

- a) IP address
- b) date and time of inquiry
- c) time zone difference in relation to Greenwich mean time (GMT)
- d) content of the request (specific website)
- e) access status/HTTP status code
- f) amount of transferred data
- g) website from which the request was sent
- h) search engine
- i) operating system and its interface
- j) language and browser software version.

3. The Cookie Policy

(1) When you use our website, cookies are stored on your computer. Cookies are small text files, stored on your hard drive for the particular browser you use, by way of which certain information is sent to the entity that placed the cookies (in this case, us). Cookies can neither run programs nor introduce viruses to your computer. They merely make the internet offer easier to use and generally more effective.

(2) This website uses cookies in the following scope: temporary cookies (used on a temporary basis), permanent cookies (used for a limited period), and third-party cookies (placed by third-party service providers).

- a) Temporary cookies are deleted automatically when you close your browser. They specifically include session cookies. They also store the so-called session ID, which bundles various queries from your browser into a single unique session. That allows your computer to be recognized when you revisit the website. Session cookies are deleted once you log out or close your browser.
- b) Permanent cookies are deleted automatically after the specified period, which may differ depending on the cookie. You can delete cookies at any time in the security settings of your browser.
- c) You can adjust the settings of your browser to your liking and you can, for instance, reject third-party cookies or all cookies. However, please note that in this case you may not be able to use all the website's functionality.
- d) The use of cookies is recorded in your browser. In them necessary data is stored independently of the browser you use and they do not have an automatic expiration date. If you do not want any cookie processing, you must select the appropriate settings in your browser.

(3) That information is stored separately from other data that you may have provided to us. Cookie data will not be linked to your other data.

(4) You can prevent the storage of cookies by adjusting your browser appropriately; however, please note that in this case you may not be able to fully use all the website's features.

4. Data collection by way of the forms on the website

(1) Contact form: We collect your personal data (name and last name, email address, phone number, message content) that you provide to us by filling out the contact form. The entered data will be processed and used for the sole purpose of answering your inquiry and providing the requested information.

(2) Job application form: When you apply for a job through our website, we collect information that you provide to us, such as name and last name, contact information, CV, cover letter, and other information that you voluntarily share with us. This data is used for the sole purpose of the candidate selection and recruitment process.

5. Using web analysis service (Google Analytics)

(1) This website uses Google Analytics, a web analysis service by Google Inc. (*Google*). Google Analytics uses so-called cookies, i.e. text files stored on your computer that enable the analysis of your use of the website. The information generated by the cookie in relation to your use of this website is usually transmitted to a Google server in the USA and stored there. If IP anonymization is activated on this website, Google will shorten your IP address beforehand in member states of the European Union or in other signatory states to the Treaty on the European Economic Area. The full IP address is only in exceptional cases transmitted to a Google server in the USA and shortened there. At the behest of the operator of this website, Google will use this information to evaluate your use of the website and compile reports on website activity on that basis, as well as to provide to the website's operator other services in connection with the website itself and internet usage.

(2) Google will not combine the IP address, provided by your browser as part of the Google Analytics service, with other data.

(3) You can prevent the transfer of the data generated by the cookie and relating to your use of the website (including your IP address) to Google, as well as the processing of this data by Google, by downloading and installing the browser plug-in available at the following link: <http://tools.google.com/dl-page/gaoptout?hl=de>

(4) This website uses the Google Analytics service with the “_anonymizeIp()” extension. That extension ensures further processing of the IP address in abbreviated form, so its direct association with a specific person is excluded.

(5) The use of the Google Analytics service is carried out according to the preconditions agreed by the data protection authorities with Google. Third party service provider information: Google Dublin, Google Ireland Ltd., Gordon House, Barrow Street, Dublin 4, Ireland. Terms of use: <https://marketing-platform.google.com/about/analytics/terms/us/>, and privacy policy: <http://www.google.de/intl/de/policies/privacy>

6. Data usage for social media

(1) We currently use the following social media software plugins: Facebook, Twitter, LinkedIn. In this case, we employ the so-called two-click solution, meaning that, if you visit our site, no personal data is primarily transmitted to the providers of those software plugins. You will recognize the software plug-in provider by the mark in the grayed-out box based on the first letter. Personal data is only transmitted if you click on one of those software plug-ins: by activating said plug-in, the data is automatically transferred to and stored by the respective software plug-in provider (US providers in the USA). We have no control over the collected data and data processing operations, nor are we aware of the full scope of data collection, its purposes, and the retention periods. Since the provider collects specific data through

cookies, we recommend that you clear all cookies in your browser's security settings prior to clicking on the grayed-out box.

(2) When you activate the software plug-in, the software plug-in provider will be informed that you have called up the corresponding sub-website of our online offer. The data transfer from Section 2 of this Policy is also carried out, with the exception that, in the case of Facebook and in accordance with the information provided by the providers in question, only anonymized data about the IP address is collected. This is done regardless of whether you have an account with the provider of the specific software plug-in and whether you are logged into it. If you are logged in with the software plug-in provider, that data will be directly linked to your account. If you activate the button and, for instance, place a link to the website, the software plugin provider will also save the information about it in your account and will publicly notify your contacts about it. If you do not want the data to be associated with your profile existing at the software plug-in provider, you must log out before activating the button.

(3) The software plug-in provider stores this data as a user profile and uses it for the purposes of advertising, market research, and/or designing its website adapted to the specific needs. Such evaluation is especially carried out (including the users who are not logged in) for the purpose of individually tailored advertising and informing other users of the social network about your activities on our website. You have the right to object to the creation of such user profiles, provided that, to exercise that right, you must contact the respective software plug-in provider.

(4) You can find more information about the purpose and scope of data collection and processing by the software plug-in provider in the Privacy Policies of the providers listed below. There you will also find additional information about your rights and settings options to protect your privacy.

(5) Provider addresses and URL links to their privacy notices

- a) Facebook Inc., 1601 S California Ave, Palo Alto, California 94304, USA; <http://www.facebook.com/policy.php>; dodatne informacije o prikupljanju podataka: <http://www.facebook.com/help/186325668085084>, <http://www.facebook.com/about/privacy/your-info-on-other-applications> i <http://www.facebook.com/about/privacy/your-info-everyoneinfo>.
- b) Twitter, Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA; <https://twitter.com/privacy>.
- c) LinkedIn Corporation, 2029 Stierlin Court, Mountain View, California 94043, USA; <http://www.linkedin.com/legal/privacy-policy>.

7. The purpose and legal basis of data procession

(1) Beohemija processes your personal data in a legal, fair, and transparent manner Processing is lawful if one of the following conditions is met:

- a) The person to whom the data refers has consented to the processing of their personal data for one or more of the specifically specified purposes;
- b) Data processing is necessary for the execution of the contract concluded with the person to whom the data refer or for undertaking actions, at the request of the person to whom the data refer, before the conclusion of the contract;
- c) Data processing is necessary in order to comply with the Company's legal obligations;
- d) Data processing is necessary in order to protect the vital interests of the person to whom the data refer or another natural person;
- e) Data processing is necessary in order to carry out work in the public interest or to exercise the powers prescribed by law;
- f) Data processing is necessary in order to achieve the legitimate interests of the operator or a third party, unless said interests are overridden by the interests or basic rights and freedoms of the data subject that require the protection of personal data, especially if the data subject is a minor.

(2) Beohemija respects the privacy of your data and will not share them with third parties, except in the following cases:

- a) if you have given express consent;
- b) if we are obliged by law to share certain data (e.g. based on a court order or other competent authority), in which case we are not obliged to ask for your additional consent.

(3) Data processing by way of the contact form is based on taking actions at the request of the person before concluding a possible business relationship, that is, on Beohemija's legitimate interest in responding to user inquiries. The processing of the candidate's data for employment is based on the undertaking of actions before the conclusion of the employment contract, that is, on the consent of the candidate when applicable. The processing of technical data and data about the website usage is based on Beohemija's legitimate interest in ensuring the functionality, security, and improvement of the website's operation, that is, on the user's consent when such consent is prescribed by law.

(4) Beohemija collects and uses personal data in accordance with applicable regulations for the following purposes:

- a) responding to your inquiries sent to us by way of the contact form;
- b) processing job applications, including communication with candidates and keeping internal records of the applications;
- c) improvement of functionality and user experience on our website;
- d) fulfillment of the legal and contractual obligations;
- e) pursuit of legitimate business interests, such as business analysis and protection against abuse.

(5) Beohemija neither collects nor processes special types of personal data, such as data revealing racial or ethnic origin, political affiliation, religious or philosophical beliefs, trade union membership, genetic or biometric data, data on health or sex life, or data on criminal convictions and punishable offenses.

8. Data storage and security

(1) Beohemija implements appropriate technical, organizational, and personnel measures to ensure that your personal data is processed in a secure manner and in accordance with the purpose of collection, and to protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorized access, or disclosure.

(2) Your data is neither sold nor transferred to third parties for commercial purposes. Your data can be accessed by our employees who are obliged to maintain confidentiality, as well as by our reliable partners (processors) who provide technical support to us (e.g. IT system maintenance and hosting), and only to the extent necessary for the provision of their services and on the basis of a contract that obliges them to apply protection measures. However, your personal data may be disclosed to competent government authorities if we are required to do so in accordance with the law.

(3) Beohemija may hire third parties as personal data processors only to the extent necessary for the provision of technical support services, hosting, maintenance of information systems, HR platforms, or other related services. In such cases, Beohemija ensures that the processing is carried out exclusively in accordance with the concluded agreement on the protection of data confidentiality, or on the processing of data and with the application of appropriate technical and organizational measures for the protection of personal data.

(4) We store your personal data only as long as it is necessary, to achieve the purpose for which it was collected. In particular, the data collected by way of the contact form is stored for up to 12 months from

the end of the communication, and the job candidate's data is stored for up to 24 months from the end of the competition procedure, unless the candidate requests earlier deletion or does not consent to storage for a longer period for the purposes of future competitions.

(5) We process personal data collected on the basis of your consent until the consent is revoked, after which they are permanently deleted.

(6) If you have given your consent for a specific processing purpose, you can revoke that consent at any time, with future effect. Consent revocation does not affect the admissibility of processing that was carried out on the basis of consent prior to the revocation. Revoking consent must be as simple as giving it.

(7) In the event of a breach of personal data security that may pose a risk to the rights and freedoms of natural persons, Beohemija will act in accordance with applicable regulations, including notifying the competent authority and the person to whom the data relates when prescribed by law.

9. Your rights in relation to data procession

(1) As a natural person whose personal data we collect, you have the following rights:

- a) The right to information about the processing of your personal data;
- b) The right to access the data we have collected about you;
- c) The right to correct the incorrect and supplement incomplete data;
- d) The right to delete data ("the right to be forgotten") under the prescribed conditions;
- e) The right to limit processing under prescribed conditions;
- f) The right to revoke, at any time, the consent for data processing, if the processing is based on consent;
- g) The right to object to data processing, including that done for direct marketing purposes;
- h) The right to data portability under prescribed conditions;
- i) The right to file a complaint with the Commissioner for Information of Public Importance and Protection of Personal Data.

(2) To exercise your rights, you can contact us via the email address: office@beohemija.com or by mail to the address: Beohemija doo, Pančevačka 84, 23 000 Zrenjanin

(3) The revocation of consent does not affect the legality of the processing carried out before the revocation of consent.

10. Data on minors

Our website is not intended for persons under the age of 15. We do not knowingly collect personal data on minors. If you know that a minor has provided us with their personal data without the consent of their parents or guardians, please notify us immediately so that we can delete that data.

11. Links to other websites and changes to the Privacy Policy

(1) Our website may contain links to other websites. Those websites operate according to their own Terms of Use and Privacy Policies. Beohemija has no control over the content of those sites and is not responsible for any content, products, or services available on them.

(2) Beohemija reserves the right to modify and update this Privacy Policy at any given time, especially for the purpose of complying with changes in legal regulations. All changes become effective on the

day they are posted on our website. We recommend that you regularly check this page so that you remain up-to-date on possible changes.

(3) If you do not agree with our Privacy Policy, please stop using our website immediately.

12. Contact

(1) For all inquiries referring to the processing of personal data, the exercise of rights, or the submission of requests related to the protection of personal data, you can contact us via the email address: office@beohemija.com or by mail to the address: Beohemija doo, Pančevačka 84, 23 000 Zrenjanin, with a tag "Personal Data Protection".