



Privacy Statement

We highly appreciate your interest in working for Emakina.RS (hereafter "Emakina.RS"). We want to make sure that you understand what kind of information we will be collecting from you via our career placement website (the "Site") and how it will be used. You can find this information below.

Collection and use of personal data

Emakina.RS, a company based in the Serbia, is the data controller for any personal data you submit through our Site during your job application process.

Cookies

When you access our Site, we use cookies and other tracking technologies. Through these cookies we collect your computer IP information, device identifiers, type of operating system you are using, your location, mobile network information, standard web log data and other information. Web log data includes the browser type you are using and traffic to and from our Site.

We use this information to:

- Recognize you as an applicant;
- Recognize if you are entering the Site through a referral link;
- Customize our services to your settings (such as your preferred language);
- Improve the Site, to mitigate risk and prevent fraud.

Personal data submitted by you

As part of your application, you will be required to submit personal data, otherwise we will

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21000, Novi Sad
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Phone: +381 (0)21 6616557
Email: contact@emakina.rs





not be able to process your application. This includes personal data such as:

- Contact information, such as your first name, last name, city, country, email and phone number;
- Resume, portfolio and/or cover letter;
- Current and desired salary;
- Position of interest;
- Assessment result (if applicable);
- Employee referral or social media
- Photo
- Date of birth

We may also obtain these personal data from third parties such as recruitment firms. The personal data you submitted and any additional personal data will be used to assess your skills and interest in career opportunities at Emakina.RS and to process your application.

Disclosure

We may share your personal data with members of Emakina Group to assess whether your profile fits with the vacancy. Access to your personal data will be shared with employees or agents of Emakina.RS on a need to know basis. Emakina.RS is part of Emakina Group. If you apply for a function with relevance for Emakina Group, your application may be shared with Emakina Group and her affiliated companies in the European Union.

We may need to involve service providers to process your personal data. These service providers will always act on our behalf and they will be obligated to protect your personal data consistently with the terms of this privacy statement. We may need to disclose your personal data when we believe, in our sole discretion, that this is necessary to:

- protect the legal rights and/or safety of Emakina.RS and/or its employees, agents and contractors;
- respond to inquiries or requests of public authorities;
- comply with the law or a legal process.

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You can obtain a copy of the Emakina Group Binding Corporate Rules by contacting us at contact@emakina.rs.

Security

In accordance with applicable data protection laws, we use appropriate business systems and procedures to protect and safeguard the personal data you give us. Only authorized personnel are permitted to access your personal data in the course of their work.

Assessment

Depending on the vacancy, you may be requested to perform an online assessment to establish whether you meet certain job requirements (e.g. language tests, job preview and competency test like a coding test if you want to work as a software developer). Your assessment results shall be automatically transferred to Emakina.RS and will be part of your application file.

Retention of personal data

If Emakina.RS employs you, Emakina.RS shall share your relevant personal data with its holding company, Emakina Group S.A. in Brussels, Belgium. Your personal data collected during your application period will become part of your personnel records. Emakina.RS may retain your personal data collected during your job application procedure for a period of one year following the end of the employment, unless otherwise required by applicable law.

If Emakina.RS does not employ you, Emakina.RS may nevertheless continue to retain and use your personal data in order to consider you for new positions. By accepting this privacy statement you have given us consent to keep your personal data. Emakina.RS may

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refer back to an earlier application in case you submit a new application in the future. In this respect Emakina.RS may retain your personal data for a period of one year following termination of the job application procedure, unless otherwise required by applicable law.

You can withdraw your consent for keeping your personal data at any time. The withdraw of consent does not affect the lawfulness of processing before its withdrawal. Please contact contact@emakina.rs if you do not wish to be contacted anymore by Emakina.RS for new job vacancies.

[Accessing or changing your personal data](#)

You always have the right to review the personal data we keep about you. You can request an overview of your personal data by emailing us at contact@emakina.rs. Please write 'Request personal data' in the subject line of your email.

If the personal data we have for you are incorrect, we will update it at your request. You can also ask us to remove your personal data from our database by sending an email to contact@emakina.rs with 'Request for removal of personal data' in the subject line. However, we may need to retain certain information, for example for legal or administrative purposes, such as record keeping or to detect fraudulent activities. Instead of removal you can also request the restriction of processing.

[Right to lodge a complaint with a supervisory authority.](#)

We are committed to protect your privacy. If you are in any way dissatisfied with the way we process your personal data or handle your request, you have the right to lodge a complaint with a supervisory authority.

[Changes and contact](#)

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We may amend this statement at any time by posting a revised version on our Site. The revised version will be effective at the time we post it. If the revised version includes a material change, we will provide you with a prior notice by posting a notice of change on this Site and by contacting you per email. If you do not agree to the changes, please contact us at contact@emakina.rs.

This privacy statement and the processing of your personal information during the job application procedure is governed by applicable data protection law.

Emakina.RS's data privacy officer is Vladan Ostojčić, who can be contacted at vladan@emakina.rs.

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