

Privacy Policy

This Privacy Policy informs you regarding the personal data that **Mermeren Kombinat AD Prilep** (hereinafter “the Controller”) processes about you when you use our website or otherwise provide them to us. While collecting this information, we act as a controller in accordance with the Law on Personal Data Protection, and according to the law we are obliged to inform you about the processing of your personal data. We consider the processing of your personal data to be very serious activity, and we take all the necessary technical and organizational measures to protect the processing of your personal data. At the same time, while processing your personal data, we are always guided by the principles related to the processing of personal data, i.e. we process only the necessary data in order to fulfill the legal obligations and authorizations.

This Policy applies to all categories of personal data subjects, whose data we process in accordance with the law.

Who are we?

Controller:

Name: **Mermeren Kombinat AD Prilep**

Address: Lece Koteski No. 60A, Prilep

Contact email: info@mermeren.com,

Contact telephone: +389 (48) / 418-940 / 418-942 / 426-468

Authorized person for personal data protection, i.e., **officer** is: Darko Nikoloski, contact telephone: +389 (48) / 418-940 / 418-942 / 426-468; e-mail: info@mermeren.com,

Categories of personal data subjects

We, as a controller, for the purpose of fulfilling our legal obligations and authorities, for normal functioning of the Company, as well as in accordance with the nature of the Company's operations, process the personal data of the following categories of personal data subjects:

- Visitors to the website - navigation data, i.e. essential cookies for normal functioning of the website. See more in Cookie Policy.
- Employees - in accordance with the Law on Employment Records, and for fulfilling contractual obligations.
- Employment candidates - for fulfilling contractual obligations, i.e. for the purpose of employment of an individual, the Company processes data of employment candidates.
- Clients - for implementation of rights and obligations resulting from business and financial operations, as well as fulfilling contractual obligations.

- Visitors - data required for implementation of preventive measures in accordance with the Law on Safety and Health at Work, as well as for keeping records of entry and exit from the Company's premises.
- Interns - data are needed for fulfilling legal obligations under the Law on Internship and for fulfilling contractual obligations.

How do we collect your personal data?

Your personal data that we process or collect about you as visitors to our website, during your visit to our website, are only navigation data or cookies essential for normal functioning of our website. Our website does not allow two-way communication, i.e., it cannot collect data from you, and it is for informational purposes only. It is used for informing the public, for announcements, activities, data that we are obliged to publish about the Company, as well as contact information (company address, telephone number, email, and data protection officer).

Visitors to our website:

When visiting our website, logs are created for each visitor with the following data:

- Your Internet Protocol (IP) address.
- The device you are accessing from, type and model.
- Your operating system.
- Browser type, plugins and version.
- The pages you visit on our website and the time you spend on each page.
- The URL of the page that redirected you to our website and, in some cases, the words you used when trying to find our website.
- The language of the browser you are using.
- Country (specified via the IP address).

Server logs are automatically deleted within 30 days, unless they are used to investigate an incident or attack on our website.

Personal data of employees

The data about employees are collected in line with Article 8 and Article 20 of the Law on Employment Records, and such data are needed for fulfilling the contractual obligations, i.e., data are needed for implementing specific rights and obligations resulting from the employment relations. Therefore, we process the following data of our employees:

- name and surname of employees;
- name of one of the parents;
- date of birth;
- place of birth;
- municipality of birth;
- address of residence or stay;

- place of residence;
- municipality of residence;
- unique ID number of citizen;
- country;
- gender;
- email address;
- telephone number;
- data on current employment and previous employments (group, subgroup, category, level and job position);
- data on education, professional qualifications and job competencies;
- data on annual assessments; and
- data on amount of salary and salary allowances;
- number of bank account;

The time limit for storage of personal data of employees is determined by the Law on Employment Records and a List of documentary material with storage time limits. Employee files are kept for 45 years from the date of termination of employment. All other data on employees are stored within the time limits provided in the Procedure for limitation of storage time limits and the List of documentary material with storage time limits.

Personal data of employment candidates

We process the personal data of the employment candidates via submitted CV, employment application, motivation letter or during the interview. Therefore, we process the following data of employment candidates:

- Name and surname;
- Date of birth;
- Address of residence;
- Information whether you possess a driver's license;
- Contact details (phone number, e-mail);
- Education;
- Occupation/profession;
- Work experience;
- Foreign language skills;
- ICT skills;
- Other relevant skills in the field of the job the candidate is applying for.

Your personal data during the whole process of selection of a candidate are processed in order to conclude an employment contract, and it is based on your consent. At the end of the procedure, if you are selected for the job position, an employment contract will be concluded. Otherwise, your personal data, including the documentation you have submitted to us (CV, cover

letter, copy of diplomas, certificates, and other documents) will be returned to you or destroyed if submitted as a copy. If we believe that our Company may need your work experience in the future, we will continue to store your data, with your explicit consent, so that you can be contacted when there is a suitable job vacancy. This processing of personal data is based on your explicit consent and as such you can withdraw it at any time free of charge, and your personal data will be deleted.

Personal data of clients

In order to implement the rights and obligations in the field of business and financial operations of the Company, and to fulfill the contractual obligations, the Company processes personal data of authorized persons from the buyers, the suppliers and other legal entities the Company has concluded a cooperation agreement with (hereinafter “the Clients”). Therefore, we process the following data of our clients:

- Title, name and surname;
- Unique ID number of citizen, Unique ID number of entity and/or Unique tax number;
- ID card number;
- Contact details (phone number, email);
- Occupation/profession.

Data are processed in order to complete the contracts signed with our suppliers, buyers and other related parties. The time limit for storage of data of our clients is regulated by the Policy for limitation of storage period, and it is 5 years starting from the date of termination or fulfillment of the contract. The destruction of data is performed in accordance with the Rules on archival processing.

Personal data of visitors

The Company keeps records of visitors in order to record their entry and exit from the Company's premises. The data is processed in order to protect the property and functioning of the Company. When entering our Company's premises, the following categories of personal data are collected about you:

- Name and surname;
- ID card number;
- Name of the company the visitor is representing.

Movement of visitors in our premises is possible only if they are accompanied by an employee of the Company. Data are destroyed within 30 days in accordance with the Rules on archival processing and the Policy for limitation of storage period.

Personal data of interns

An intern, within the meaning of the Law on Internship, is any individual who performs an internship with an employer in order to acquire practical knowledge and skills that will help him/her improve employability in the labor market. In accordance with the Law on Internship, i.e., Article 2 of the Rulebook on the form and content of the system of records, as well as monitoring the reporting on internships, the Company keeps electronic records of interns who serve their internship in our company. The records contain the following elements:

- Information about the intern – Unique ID number of citizen, name and surname, type and degree of completed education, degree of professional training, profile of completed education;
- Data on application of the intern - date of application - start of internship, job position where the internship is performed, working hours - hours per week, estimated duration of internship;
- Data on termination of internship - date and basis for termination of internship;
- Contact information - phone, email; and
- Amount of monthly internship fee.

Your personal data as an intern are processed in order to fulfill the legal obligation arising from the Law on Internship, as well as to fulfill the contractual obligations arising from the contract signed between you and the Company. Your data are submitted to the Employment Agency of RNM. Data are stored until the goals are met, and they are further archived and stored in accordance with the law.

Personal data of shareholders

In accordance with the Law on Trade Companies, the Company also processes personal data of the Company's shareholders, who are owners of the Company. Such data are submitted to the Central Securities Depository for keeping the shareholder register which must be legally kept in accordance with Article 283 of the Law on Trade Companies. Article 298 paragraph 1 item 5 determines which personal data should be collected concerning the shareholders in order to be entered in the trade register.

The following categories of personal data are entered in these records:

- Name and surname;
- Unique ID number of citizen;
- ID card number;
- Address;
- Contact information - email and phone number;
- Bank account number;
- Central Securities Depository Account.

Data are stored until fulfillment of the purposes of personal data processing, and the time limits are set in accordance with the Policy for limitation of storage period and the regulations for archival and document processing.

Sharing personal data

Depending on the category of personal data subjects, for the purpose of exercising legal rights and obligations, your data may be shared with third parties. Within the employment, data are shared with the Employment Agency, the Health Insurance Fund, the Pension Insurance Fund, your designated salary bank, the Public Revenue Office, the insurance companies, as well as other competent institutions. Your data as visitors and clients, are not shared with third parties except in cases provided by law. Regarding the data of shareholders, they are transferred to the appropriate institutions in accordance with the legal requirements, such as Central Securities Depository, Central Register of RNM.

Disclosure of personal data

Personal data we process are disclosed only based on a written request from authorized persons according to the law. If the controller hires a processor, he/she does so in full compliance with Article 32 of the Law on Personal Data Protection, and takes all technical and organizational measures to protect personal data processing. Concerning the process of selecting a processor, the Company has adopted a procedure for selection of processors, stipulating the level of compliance with the Law on Personal Data Protection as one of the selection criteria.

International transfer of personal data

The Company has concluded an agreement for maintenance of the IT system with a company from the Republic of Greece, which has limited access to our IT system when necessary. According to the Law on Personal Data Protection, this processing is considered a transfer of personal data, and all technical and organizational measures are taken to ensure that this transfer is secure every time the processor logs into our system.

Personal data security

The Company takes all the technical and organizational measures to ensure the security of personal data processing, in line with the risk to the rights and freedoms of the personal data subject. The Company invests special efforts and funds into training of employees, and especially of the data protection officer. Paper data are stored in separate rooms, and access is restricted to authorized persons.

Your rights

Your rights regarding the processing of personal data are:

- the right to be informed about the processing of personal data
- the right of access to personal data
- the right to amend and delete personal data
- the right to restrict the processing of personal data
- the right to object

For additional information and/or exercising your rights to personal data protection, you can contact your data protection officer.

Your right to submit a complaint to the competent authority

If you believe that during the processing of your personal data, the Company violates the provisions of the Law on Personal Data Protection, you can submit a complaint to the supervisory body - Agency for Personal Data Protection. Complaint: <https://www.dzlp.mk/node/3274>