



Obnovljivi izvori energije Hrvatske

Notice on personal data processing for Conference participants

info@oie.hr

25 May 2018

1. General Information

- 1.1. This Notice on personal data processing for Conference participants (hereinafter **the Notice**) is made and delivered by **CROATIAN RENEWABLE ENERGY SOURCES Economic Interest Association**, Radnička cesta 80, Zagreb (hereinafter **the Association, OIEH GIU or We**). In this case, the Association acts in the capacity of data controller during your personal data processing procedure.
- 1.2. This Notice contains information as regards to your personal data processing in case you are applying for the Conference organized by the Association or in case someone else is making an application on your behalf (for example, your Employer), (hereinafter **You**).
- 1.3. This Notice contains information which refers to physical persons only or to their personal data.
- 1.4. This Notice is valid until the above defined date. This Notice determines some categories of participants and their personal data which is being processed in more detail.
- 1.5. In case of any questions or requirements as regards to your personal data processing or protection, please write to info@oie.hr or contact us via mail at the Association's headquarter address: Radnička cesta 80, Zagreb, stating "PERSONAL DATA PROTECTION".

2. What personal data do we process?

- 2.1. We process personal data which you provided in your application to the Conference organized by the Association. In other words, we process the personal data provided by the person who filled in the application form on your behalf (for example, your employer). We process the following personal data:

Name and surname

Name of the company which applied your participation

Work position

E-mail

Telephone/mobile phone number.

3. What is the purpose of processing your personal data?

- 3.1. Your personal data can be processed for the following purposes:
 - 3.1.1. In order to enable your participation at the Conference (*this includes conference*

registration, participants' accreditation, notice on the timetable changes, issuing invoices and similar). In this case, the base for your personal data processing is our legit interest since we are acting upon your request (application) for the participation in the event in our organization.

- 3.1.2. In order to send you an e-mail with the Conference follow-up once the Conference is over. The base for your personal data processing is our legit interest in informing you as the Conference participant as regards to the Conference results, media reports and similar.
- 3.1.3. In order to use your photographs when reporting on held conferences in the media, including Association's website and social networks. Base for your personal data processing is our legit interest to inform the public as regards to the Conference, and to promote renewable energy sources in accordance with the Association's business subject.
- 3.1.4. In order to protect our justified interests (*for example, when this is necessary to implement safety measures*). In this case, the base for your personal data processing is our legit interest.
- 3.1.5. In order to meet our legal duties (*for example, enable you to realize your rights as regards to your personal data*).

4. Who has the access to your personal data?

- 4.1. We consider your personal data a business secret and, as such, we protect them in accordance with the valid legal regulations and best practice.
- 4.2. Third parties have the right to access and process your personal data only in the following situations:
 - 4.2.1. Third service providers who provide certain services and products necessary to organize the Conference and conduct our business (*accreditation printing, conference material printing, conference fee invoices preparation etc.*), on behalf and for the account of the Association. In this case, your personal data are processed exclusively in accordance with our instructions.
 - 4.2.2. Third service providers whose services we use for our business purposes (*for example, tax advisors, auditors, lawyers etc.*). In this case, your personal data are processed in accordance with their legal authorizations and rules of profession.

4.2.3. Competent institutions while implementing supervision as regards to our business and processes legality. In this case, they process your personal data in accordance with their legal authorizations.

4.2.4. Competent institutions (*police, state attorney, court etc.*) during court or other proceedings implementation. In this case, they process your data in accordance with their legal authorizations.

5. Are my personal data being transferred to the third countries?

5.1. We do not transfer your personal data to the third countries (outside the European Union).

6. How do we protect your personal data?

6.1. Your personal data protection is of extreme importance to us. Some of the measures we are implementing in order to protect your personal data are as follows:

6.1.1. Data base pseudonymization implementation whenever possible;

6.1.2. Safety methods usage while exchanging your personal data in order to prevent an unauthorized access;

6.1.3. The application of modern methods referring to the access protection and control in relation to the data resources containing personal data;

6.1.4. Continuous supervision of all resources (physical premises where your data are stored) which are used for your personal data processing.

7. Period of keeping your personal data

7.1. In case of personal data with legally defined record-keeping period, we keep such data during the above defined period (*for example 11 years for accounting documents*) and then we delete them within a period of one year.

7.2. We keep personal data we process pursuant to your approval until your approval expires. If you withdraw your approval, we delete your data within the shortest possible period.

7.3. We keep your personal data which we process pursuant to our legit interest until such interest exists. We delete them in the period of 1 year after our legal interest ceases to exist.

8. Your rights

8.1. If you decide to use one or more below defined rights, the Association has the right to check your identity in order to protect your personal data.

8.2. Your rights are free of charge. However, if you ask for an access to or transfer of your personal data often (*for example, if you made the same request 2 within the period of 6 months*) or excessively (*for example, if you request all your personal data in writing*), we have the right to ask you to settle our expenses before implementing such action.

8.3. In order to realize your right, you have to send a request to info@oie.hr. In the message title, you should state "Subject request". The message should state the right you wish to exercise or the subject of your request. After the message is received, we shall send you a receipt confirmation.

8.4. Access to your personal data:

You have the right to ask us for a confirmation as regards to whether we process your personal data. Also, you have the right to ask for an access to your personal data which are being processed.

8.5. Correction of incorrect personal data:

You have the right to request the correction of your incorrect personal data. You also have the right to supplement your personal data.

8.6. Personal data transfer:

You have the right to take over or request a transfer of your personal data.

8.7. Complaint against processing or managing your personal data:

You have the right to object to the way your personal data are processed and generally, to our management of your personal data.

8.8. Approval withdrawal right:

You have the right to withdraw you approval for further personal data processing at any time. Your approval withdrawal does not impact the processes which are made pursuant to the approval before it was withdrawn.

8.9. Right to a complaint to the Personal Data Protection Agency:

You have the right to appeal to the competent personal data protection institution at any time. This institution is the Personal Data Protection Agency (www.azop.hr). You have the right to complain to it as regards to your personal data processing and protection.

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