



# Personal Privacy Policy

Your privacy is of utmost importance to us. Data Solutions shall protect and safeguard your privacy and confidentiality of your business and personal data

Data Solutions warrants that all employees having access to your information are trained and educated to handle and protect your data and devices and observe our policy at any time.

#### What is business information?

Business information is defined as 'information about business' and it involves all data related to accounting, customers, suppliers, stock, employees, finances, addresses, phone numbers. Data available to the public are not considered as business information.

## What is private information?

Personal information is considered as 'information about an identified individual'. It includes information regarding: race, nationality, origin, skin color, years, marital status, religion views, education, medical records, criminal files, employment, financial standings, address and phone number, identification numbers such as: ID card numbers, personal identification numbers, passport numbers, blood type. Standpoints and personal views are also considered as private information. Information available to the public such as lists of postal service users are not considered private information.

### Confidentiality principles

Data Solutions collects personal data on clients who delivered devices or media, such as: name and surname, contact phone, e-mail address. Such information, as well as any other information requested on the application form, is used and collected solely for the purpose of contacting and identifying the client.

Data Solutions Laboratory employees are the only persons authorized to have access to such data.

Data Solutions is held responsible in accordance with the Law on Information System of the Republic of Serbia (RS Official Gazette no. 12/96). See our Data Protection Policy for more details.

### <u>Note</u>

Data Solutions reserve the right to amend and supplement Data Privacy Policy from time to time, in line with changes in technologies and business, pursuant to the laws of the Republic of Serbia. This Policy shall not substitute any contract or agreement, nor will grant you any legal authorizations. In case you are interested in Data Confidentiality Agreement, please contact us.