

Data Protection Policy

Data Solutions assume responsibility in accordance with the Law on Information System of the Republic of Serbia (RS Official Gazette no. 12/96) to provide:

- ⇒ Up-to-date and correct data
- ⇒ Material data integrity during processing
- ⇒ Conditions for undisturbed usage of data and information in line with the main purpose of their collection
- ⇒ Protection of data and information
- ⇒ Application of unique definition, classifications, nomenclatures and identifications
- ⇒ Standards regarding storage, transfer, processing and disclosure
- ⇒ Standards regarding computer equipment and their software support

Safety Measures

By using appropriate equipment, Data Solutions take safety measures against:

- ⇒ Unauthorized access
- ⇒ Unauthorized modifications or deletion
- ⇒ Unauthorized revealing or disclosure
- ⇒ Accidental loss or destruction

Data Base Protection

With regards to database, as a whole or in parts, Data Solutions shall not:

- ⇒ Make copies thereof
- ⇒ Change its content
- ⇒ Make distribution thereof
- ⇒ Link, disclose or make it public

Data Confidentiality Protection

Data Solutions ensures a special treatment of confidential data.

Client is entitled to a special protection treatment, if respective data is classified in one of the five confidentiality groups:

1. inventions, industrial processes and key technical data
2. technical data and materials
3. data related to marketing, purchase, procurement, clients base and plans of organization
4. data related to finances, accounting, legal rights and security
5. data related to keeping business books and records.

Depending on the classification, confidentiality level may be:

1. Most sensitive data
2. Important business secret
3. Business secret
4. Secret (know-how)
5. Public data

Access to Data

Data classification shall oblige Data Solutions:

- ⇒ To limit data collection
- ⇒ To control data delivery
- ⇒ To provide special control of data source
- ⇒ To delete data that are not required or are confidential
- ⇒ To separate confidential data from other data and provide them with a special treatment
- ⇒ To ensure data quality
- ⇒ In case of data destruction or loss, to report such event to competent state institutions

Note:

Treatment of confidential data implies much more complex procedure for handling and recovery of data, hence fees and commission are determined on case by case basis in agreement with clients.