

PRIVACY POLICY

INTRODUCTORY PROVISIONS

In accordance with the principle of transparency, this Privacy Policy is intended for respondents to have accurate and complete information about which of their personal data is collected, used, disclosed or otherwise processed, as well as to what extent this personal data is processed or will be processed. Likewise, the purpose of this Privacy Policy is to familiarize individuals using this internet portal with the risks, rules, protective measures and rights related to the processing of personal data and the manner in which to exercise their rights related to the processing.

This Privacy Policy applies to the collection, processing and protection of your personal data and the use of cookies and other similar analytical tools when visiting, registering and using the internet portal www.amtest-smt.com and when sending e-mails. which has a link to this Privacy Policy.

PROCESSOR

AMTEST d.o.o., Ulica kneza Borne 30, 10000 Zagreb, OIB: 95206978963 (hereinafter: AMTEST)

LEGAL BASIS FOR PROCESSING OF PERSONAL DATA

The collection, use and processing of your personal data is carried out in accordance with this Privacy Policy and applicable legal provisions, including Regulation (EU) 2016/679 of April 27, 2016 (hereinafter: "General Data Protection Regulation") and the Law on the Implementation of the General Data Protection Regulation (OG 42/2018).

PERSONAL DATA THAT IS COLLECTED

Personal data is any data that can be used to determine your identity. Through its internet portal, AMTEST collects the following personal data:

- Name and surname
- Gender
- E-mail
- Contact phone number
- Company name and address
- Country
- Username
- Password

LEGAL BASIS FOR THE COLLECTION OF PERSONAL DATA

AMTEST collects and processes your personal data only if one of the following assumptions is met:

- We have your permission

Example: receiving the newsletter, registering on the internet portal

If you wish to receive our newsletter, you will click the check box on the AMTEST internet portal indicating that you wish to receive the newsletter, and you will enter the e-mail address to which you wish to receive the newsletter.

PERSONAL INFORMATION THAT IS COLLECTED

AMTEST collects data during the use of its services or during access to AMTEST internet portal:

(I) When registering for our newsletter, the following is collected:

Name and surname, gender, e-mail, phone number, company name and address, country, username and password.

(II) By registering to receive the catalog, the following are collected:

Name and surname, e-mail, company name and address, contact phone number.

(III) In addition to directly from respondents, AMTEST can also collect personal data from other sources in the following cases:

- from specialized companies that provide information (e.g. credit rating agencies), business partners and public registers (trade register);
- through video surveillance in business premises.

HOW YOUR PERSONAL DATA IS USED

AMTEST processes the collected data for the purpose for which they were given and/or for a purpose based on the relevant regulation or legitimate interest arising from or related to the use of the AMTEST internet portal and the provision of the desired services.

Accordingly, AMTEST may use your personal data:

- For marketing and promotional purposes:
 - In order to send you notifications about new services, updates to services, events, trainings, seminars and special offers that believe you may be interested in;

WHO CAN SEE YOUR DATA

AMTEST does not sell, rent or lend your personal information to third parties.

AMTEST may share data with trusted partners who perform certain functions for us, such as IT system and application maintenance, marketing campaigns, payment processing.

In any case, when AMTEST needs to share collected personal data, we require that it is protected and not used for marketing purposes.

HOW TO PROTECT YOUR RIGHTS

You have the right to request a copy of all your personal data that we have collected. Delivery of this data is free, but AMTEST reserves the right to charge a reasonable fee for special requests, such as multiple copies, special format or similar.

We want all of your information to be accurate and up-to-date, and if you notice that some of the information we have is incorrect, please let us know.

Also, we remind you that you have the right to request to ask for your personal data to be corrected or deleted, as well as the right to oppose the processing of your personal data. AMTEST will correct or erase your personal data, unless we need to retain it for legal, legitimate legal or business interests.

If you have objections to the processing, use or storage of your personal data, please feel free to contact us.

If you are not satisfied with our response, you may contact the Croatian Personal Data Protection Agency.

All requests or complaints related to personal data collected by AMTEST shall be submitted in writing to the personal data protection officer. The request must include the email address you provided at the time of registration as well as the email address to which you wish to receive a response (if it is not the same as the email address from which you sent the request). AMTEST will deliver the data to you, within a reasonable time, by e-mail to the e-mail address specified in the request.

Address of the personal data protection officer of AMTEST: andrea.ribaric@amtest-smt.com. Please note that before processing your request, we may ask you for more information to confirm your identity.

Also, we may ask you for more information to confirm whether you have approval to file a request if you are doing so in someone else's name.

SAFETY OF YOUR PERSONAL INFORMATION

We are fully committed to protecting data from unauthorized access, disclosure or erasure, regardless of the place of storage or processing, as well as the format in which it is located. AMTEST uses the services of reliable IT partners who are obliged to apply high standards of IT protection.

AMTEST applies recognized information security standards:

- we implement technical and organizational protection measures based on risks,
- we minimize data exposure,
- we check information collection, storage and processing methods,
- where possible, we protect the data, pseudonymize and anonymize ,
- we test organizational and technical protection measures,
- we limit access to personal data to employees, contract workers and representatives who have been granted permission to use personal data in a limited and controlled manner based on user tasks, and who are required to comply with strict contractual confidentiality obligations.

AMTEST takes all measures that can identify problems, as well as measures to minimize potential damages.

Please do not forget that you are also our partner in data security. We invite you to take steps to make your personal data safe (including your password), and to always log out of our internet portal after use.

If the personal data we process is transferred outside the European Union and the European Economic Area because it is necessary to technically perform the service requested by the user, then AMTEST will take reasonable measures to ensure that persons with whom the data is shared, who are located outside the EU, take appropriate measures to protect the said data and to provide protection in accordance with this Privacy Policy.

PERIOD FOR WHICH PERSONAL DATA IS STORED

The period in which AMTEST keeps personal data is limited to a strict minimum, so accordingly AMTEST prescribes periods of storage or periodic review of certain personal data so that they are not kept longer than is necessary to fulfill the purpose for which they were collected.

After this period is over, AMTEST will delete personal data, and if the data is necessary for the purpose of creating statistical indicators, analysis or archiving, or some other legitimate interest of AMTEST, all measures will be taken to ensure that this personal data is anonymised.

USE OF COOKIES

On the www.amtest-smt.com page, the so-called cookies-text files are placed on the user's computer by the Internet server (server), through which the Internet access service provider (ISP) displays the website.

Cookies are created when the browser on the user's device loads the visited web destination, which then sends data to the browser and creates a text file (cookie). The browser retrieves and sends a cookie to the server of the website when the user returns to it.

At www.amtest-smt.com, the so-called **technical cookies** that are necessary for the functioning of the website and for which it is not necessary to ask for your consent.

VIDEO SURVEILLANCE

AMTEST implements video surveillance measures in its business premises for the purpose of protecting people and property (legitimate interest).

AMTEST displays appropriate signage at all locations under video surveillance.

Personal data collected by video surveillance is kept by AMTEST with special care and for this purpose it has a system of security, availability and deletion policy regulated by the Rules on the establishment and use of the video surveillance system.

Data collected as part of video surveillance is stored for 15 days on a special server to which only authorized persons have access, and is destroyed after the expiration of the specified period.

Exceptionally, data collected as part of video surveillance can be stored for a period longer than 15 days, if this is prescribed by law or if they are evidence in court, administrative, arbitration or other proceedings.

CHANGES TO THE PRIVACY POLICY

This Privacy Policy supersedes all previous versions.

The privacy policy was last updated: **February 2024**.

AMTEST reserves the right to change, modify and/or amend this Privacy Policy at any time. We will publish all changes to the Policy on the AMTEST internet portal, and in case of significant changes, we will inform you about it in a clear and understandable way.