

5th EMERGENCY MEDICINE CONGRESS with International Participation

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Pursuant to the European Union Regulation on the protection of personal data of the General Data Protection Regulation (GDPR) 2016/679 of the European Parliament and of the Council (hereinafter referred to as GDPR) and the Law on Personal Data Protection (OG 106/2012) (hereinafter PDO) Kolman doo (hereinafter: the Management) at its session held on 29.01.2018. brings the following

Ordinance on the protection, control of the collection, processing and use of personal data

I. General provisions

Article 1

On the day this Rulebook is adopted, all decisions and practices that were in force until the adoption of this Rulebook shall cease to apply. The Ordinance stipulates: 1. Assignment of the right to use personal data to employees of the company 2. Method of authentication and authorization of employees to work with personal data 3. Procedures and system of data storage in a secure manner 4. Method of traffic of personal data inside and outside the company 5. Processing and delivery of personal business data 6. Keeping and keeping records of personal data in business

Article 2

Certain terms have the following meanings: • "personal information" means all information relating to an individual whose identity is identified or identifiable ("respondent"); an identifiable individual is a person who can be identified directly or indirectly, in particular by identifiers such as name, identification number, location information, network identifier, or by one or more factors inherent in physical, physiological, genetic, mental, the economic, cultural or social identity of that individual;

• "Processing" means any process or set of operations performed on personal data or on sets of personal data, whether by automated or non-automated means such as collection, recording, organization, structuring, storage, adaptation or modification, retrieval, insight, use, detection by transfer, dissemination or otherwise making available, harmonizing or combining, limiting, deleting or destroying; • "storage system" means any structured set of personal data available according to specific criteria, whether centralized, decentralized or dispersed on a functional or geographical basis; • "processing manager" means a natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of processing personal data; where the purposes and means of such processing are laid down by Union or Member State law, the processing manager or specific criteria for his designation may be provided for by Union or Member State law; • 'processing agent' means a natural or legal person, public authority, agency or other body that processes personal data on behalf of the processing manager; • "recipient" means a natural or legal person, public authority, agency or other body to whom personal data is disclosed, whether or not it is a third party. However, public authorities which may receive personal data in the framework of a particular inquiry under Union law or a Member State shall not be considered as recipients; the processing of such data by these public authorities must comply with the applicable data protection rules for the purposes of processing; • "third party" means a natural or legal person, public authority, agency or other non-respondent, processing manager, processing agent or persons authorized to process personal data under the direct responsibility of the processing manager or processing agent; • "biometric data" means personal data obtained through special technical processing relating to an individual's physical, physiological or behavioral characteristics that enable

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or confirm the unique identification of that individual, such as facial photographs or dactyloscopic data; • "right of access" (authorization and authentication) - how selected employees are identified for the chosen scope of responsibility and how they are granted

access to information • "source of personal data" - any institution, legal or natural person, that provides personal information

II. Grant of rights to access personal data and information

Article 3.

Assigning the right to access personal information and informationThe right to access personal data is owned exclusively by selected employees of the company, which is considered to be authentication with the assigned username and password, which is considered an authorization.

The selection of employees referred to in paragraph 1 shall be made by the Management Board.

III. Method of employee authentication and authorization

Article 4.

The right of access to personal data and information is granted to selected employees at the department level.

The authorization is as follows: a) Employees of the Management Department have an unlimited right of access to all personal data in the internal and external business of the company. b) Marketing department employees have a limited right of access to personal information that is essential to the regular operations and business processes that the company accomplishes in meeting the planned day-to-day business goals. c) Employees of the Information Technology Department have a limited right of access to personal data that are essential for the fulfillment of temporary and project tasks d) Employees of the Sales Department have a limited right of access to personal data according to a decision of the Management Board of the company solely for the purpose of meeting the project sales goals.

The manner and model of access restriction is determined by the management of the company and reports to employees by electronic mail, and is carried out by the IT department.

When establishing new departments or closing down and redefining existing ones, the rules for employee authentication and authorization will also be modified accordingly.

IV. Procedures and places to store data safely

Article 5.

The rights to access personal and company information are stored in a spreadsheet with a list of first and last names, OIB and employee department names.

The selected employees list table is stored in encrypted form on an external disk (NAS) located in a protected local area network at the corporate headquarters premises. The table is only available for amendment and processing to the employees referred to in Article 3.

The personal data of employees shall be kept in an electronic form in a prescribed electronic folder to which only employees selected under Article 3 have access.

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Personal data and other information obtained from a source of personal data shall be kept in the folder of the supplier or contracting authority or manager of processing, to which only the employees referred to in Article 3 have access.

An electronic folder for the temporary or permanent storage of personal data may be established on a local enterprise network, on a remote computer, server, or storage site of a mass storage service provider who is responsible for the security of personal data under the general conditions of business and is in compliance with applicable regulations.

V. Method of personal information traffic within the company

Article 6.

All personal data used for the purpose of processing employee salaries, keeping records of working hours, vacations and all daily activities of the company shall be confidential and shall be made available to the selected employees referred to in Article 3. Processing, insight and management of personal data of employees which is not related to the law prescribed necessary use, and for the internal needs of the company, is allowed only with the written consent of the employee.

Employees' computers are not permitted to store or distribute personal information or personal data of other employees or company data, but such information must be stored in a secure place in accordance with Article 5.

Only personal data processing is allowed on company computers.

VI. A way of dealing with personal information outside the company

Article 7.

Personal data may not be disclosed, disclosed or distributed outside the company with the exception of a formal institutional order to an official or a business order of the processing manager or the client.

Upon receipt of the original of the official institutional order, personal data may be submitted outside the company solely in writing addressed to the institution that requested access to the personal data by registered mail with return receipt.

Access to personal data may be issued by the competent employee referred to in Article 10, upon presentation of the order of the competent court, prescribed to the identified official.

Access to personal data may be issued by the competent employee referred to in Article 10, with the written and signed official approval of the processing manager or the client, in the event that Emergency medicine congress co-processor of personal information with third parties. In this case, the processing manager must clearly state with a business order that he entitles Emergency medicine congress to provide personal information for inspection and further processing to third parties for a well-reasoned reason and to the name and OIB of the third party (in accordance with Article 28, paragraph 2, GDPR).

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VII. Processing and delivering personal information in business

Article 8.

Business process of processing personal data at Emergency medicine congress it's called personalization. Personalization involves the application of a first name, last name, identification number, biometric content, stick (or other graphic) code, photograph, magnetic record and other data to different media depending on the technology commissioned by the client and uniquely and specifically identifying the person.

The contracting authority is considered to be any institution, legal or natural person, who orders the personalization project, and is considered as the processing manager because it determines the purposes and means of processing personal data.

Kolman Ltd., in the receipt of personal data necessary for the execution of personalization projects, is in the role of the recipient and executor of personal data because the company discloses personal data, and is responsible for processing and application of the same for the purpose of performing business tasks.

Each client, that is, the processing manager, is obliged to inform Emergency medicine congress in writing. on the compliance of their own business processes to protect, control the collection, processing and use of personal information. Each client, that is, the processing manager is obliged to sign the electronic document of official statement, that is, the statement which must be signed by the processing manager to Emergency medicine congress thereby guaranteeing the security of personal data traffic and that he, in turn, has taken all technical, personnel and organizational measures to protect personal data.

Each procuring entity or processing manager is required to submit only the necessary data for processing and personalization (in accordance with Article 25 (2) GDPR). The information shall be submitted in writing or electronically. If the information is to be provided in writing, it must be provided in a sealed return receipt. If the data is sent electronically, it must be submitted in a tabular format, summarized by some of the data compression applications and password protected by what we call a processing set. The set is called the name of the business assignment and the date of delivery (according to the partial alias instruction, in accordance with Article 25 (1) and Article 32 (1a), GDPR). The client, that is, the processing manager, submits the password in the manner determined by the competent employee referred to in Article 3, of which the competent employee shall inform the client or the processing manager.

VIII. Keeping and recording personal information in business

Article 9.

Personal data submitted for processing and application in the process of personalization by successfully completed business tasks are destroyed and not stored (in accordance with Article 17, paragraph 1a and Article 28, paragraph 3g, GDPR).

The competent employee referred to in Article 3 shall, upon receipt of the delivery of personalized material or upon completion of the project, delete or destroy any personal data that has been the subject of processing, and in particular for the data referred to in Article 8, paragraph 1.

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In the event of an error in the processing of personal data and after the completion of the project or business assignment, the processing manager shall re-submit the said data for correction or further and additional processing under Article 8, paragraph 5 (in accordance with Article 19 GDPR).

The personal data of employees are kept permanently, that is, according to the established rules prescribed by law.

IX. Personal Data Protection Officer

Article 10.

Pursuant to the PDO, Article 18a, the Management Board of Kolman Ltd., although not obliged, appoints a personal data protection officer in writing. By appointment, Emergency medicine congress will make publicly available on his website the contact details and the name of the person selected.

The personal data protection officer may not be the person against whom proceedings are being conducted for breach of official duty, work obligation, or pronounced a measure of violation of the code of ethics and other rules of business ethics and principles of good business conduct.

The Data Protection Officer is obliged to supervise the lawfulness of the processing of personal data, to keep all records of processing, traffic and justified disclosure and disclosure of personal data under Article 9 and to report and alert the processing managers, that is, the contracting authorities about the use and implementation of processing of personal data. safely (in accordance with Article 33, paragraph 2 and Article 39 of the GDPR)

X. Transitional and final provisions

Article 11.

This Regulation shall enter into force on the day of its adoption and shall be published on the website of K d.o.o. for the sake of publicity in accordance with the provisions of the Right to Access to Information Act (Official Gazette 25/13 and 85/15).

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Zagreb 29.01. 2018.

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