

WELCOME NOTE & CONTACTS

In collaboration with Talentarium, we strongly care about your data. This privacy policy is intended to better understand our process of collecting your information, the way we store and process it. These rules are important, so we hope you will read them carefully.

If you have any questions or concerns about our privacy policy, please contact us:
E-mail: privacy@talentarium.hr
**Address: Talentarium d.o.o., Selska cesta 179,
10000 Zagreb, Croatia**

Last update: 20230317

PURPOSE AND LEGAL BASIS OF DATA PROCESSING

Regarding the fact that Talentarium operates as an employment mediation agency, in order to perform its services we also rely on our candidate database.

The information that we collect about you may include certain digital identifiers that are considered "personal data" under European law. We process this data either as it is necessary to further our legitimate interest and/or pursuant to your consent.

WHAT IS PERSONAL DATA

As personal data we consider any information relating to an identified or identifiable natural person ('data subject'). Not only the name of a person but also, for example, one's email address, other contact information, CV and all other data that can be relevant during an employment process qualify as personal data.

HOW WE COLLECT PERSONAL DATA

Talentarium collects personal data using following ways: through the web form on [talentarium.hr](https://www.talentarium.hr) and by direct communication through e-mail, social media and interviews (live or call).

HOW WE STORE PERSONAL DATA

We store personal data both digitally and in paper form. Some aspects of the digital data processes Talentarium performs using the services of external service providers by applying all the technical and organizational data protection measures.

For the purpose of keeping internal records for candidates, Talentarium uses Cronel Assessments system (owned by the company Knjigice d.o.o.) which is governed by the DPA agreement (a contract related to personal data protection) which can be found on www.talentarium.hr/dpa_ca.pdf.

Talentarium uses industry-standard physical, electronic, and procedural measures designed to safeguard the information in our possession against loss, theft and unauthorized use, disclosure, or modification. However, please note that no transmission of information via the Internet or electronic storage solution can be guaranteed to be completely secure, although we take reasonable precautions to protect against security incidents. And the same goes for the data we store in paper form.

RETENTION OF PERSONAL DATA

We keep the personal data until its deletion is explicitly requested or if it has not been updated for 5 years. Therefore, we keep personal data for 5 years after the last update.

In some cases, we may keep some information for longer periods of time where required under certain laws or to comply with law enforcement or regulatory requests, which for example may include, those relating to corporate governance, taxation, money laundering and financial reporting legislation.

THE RIGHT TO ACCESS PERSONAL DATA

Person has a right to access their personal data and to be informed of how these data are being processed. Talentarium can provide export of personal data in CSV format following a personal request, within 48 hours after the request is made. Talentarium also provides its candidates an access to their personal data via Candidate Profile web interface.

All requests to access personal data can be claimed via contact information displayed on top of this document.

THE RIGHT FOR PERSONAL DATA TO BE DELETED

Person has the right to ask for their data to be deleted at any time and Talentarium will remove the data from its system within 48 hours after the request is made.

All requests to delete personal data can be claimed via contact information displayed on top of this document.

RESTRICT THE PROCESSING OF PERSONAL DATA

Person has the right to restrict the processing of their data by request.

All requests can be claimed via contact information displayed on top of this document.

SHARING PERSONAL DATA

We do not share personal data. We only share personal data for candidates who gave explicit consent for specific actions/processing (i.e. when candidates are introduced to our clients).

USE OF COOKIES

Talentarium can collect certain technical data using cookies and similar technologies. You can find out more information about the use of cookies [here](#).

DATA SECURITY

Talentarium applies technical and organizational measures of the highest security to protect personal data from accidental or illegal destruction, loss, modification, unauthorized disclosure or personal access to data. Only authorized personnel have access to personal data, they are aware of their responsibility and are obliged to protect the credibility of personal data. For this purpose, we implement organizational measures to always maintain the highest level of security and protection of personal data.

COMPLAINTS ABOUT DATA PRIVACY

All contacts and complaints can be made via contact information displayed on top of this document. In case of dispute, you can contact Croatian Personal Data Protection Agency (www.azop.hr).

OTHER

Promotional emails will not be sent unless the person explicitly opted-in to receive these. Our servers storing your data are located in the EU.

From time to time, Talentarium may modify this document to reflect industry initiatives, regulatory reasons, changes in the law, our information collection and use practices. Therefore, it is important that you review this document regularly to ensure you are updated as to any changes.

Privacy Policy is published on the website: www.talentarium.hr

Talentarium d.o.o. Zagreb, 2023.