



VERBA CENTAR d.o.o., with the registered office in Zagreb, Croatia, protects your privacy and cares about the way your personal data are processed. We want you to understand how and why your personal data are collected.

### **What personal data do we collect?**

In order to collaborate with you, we need the following personal data: name and surname, address, e-mail, PIN, telephone or mobile phone number and information on your education, work experience and professional qualifications. Legal persons should also provide their company data (name of organisation) and company VAT.

### **How do we collect your personal data?**

We collect personal data via e-mail.

### **Why do we collect your personal data?**

We collect your personal data to be able to register you in our external associates database and contact you for the purpose of potential collaboration on certain projects.

### **How long do we keep your personal data?**

The personal data required under the applicable laws and regulations are kept within the stipulated terms.

Other personal data you provided shall be kept in our database until we receive your request for their deletion.

### **With whom do we share your personal data?**

Your personal data are available to our employees and certain external associates and partners providing services for us so that we could conduct our business.

For the purpose of tendering for translation and other language service contracts, we may share your CV in an anonymised form with our clients. Before that, we shall delete your name, surname and all contact data from your CV.

### **Transfer of your personal data to third countries**

In order to provide our services, we may have to transfer your personal data to our reliable partners outside the EU, to countries which may not guarantee an adequate level of data protection. In such cases, we shall apply standard contractual clauses laid down by the European Commission to ensure an appropriate level of protection for your personal data.

### **Protecting your personal data**

VERBA CENTAR d.o.o. shall take the appropriate legal, technical and organisational measures for adequate protection of your personal data.

### **Your rights**

At any time, you have the right to:

- Request information regarding the protection of your personal data, including the information on which personal data we keep;
- Request the correction or deletion of your personal data; and
- Request the restriction of the processing of your personal data.

For any information or requests regarding the processing of your personal data, contact us at: [info@verba.hr](mailto:info@verba.hr). The person responsible for the protection of your data is Vanja Keindl.