

PRIVACY POLICY

The law firm LLD Advokati (hereinafter: "*our law office*", "*we*", "*Controller*") is committed to protecting your personal data and ensuring transparency regarding the processing of this data. As the Controller of personal data, we provide you with all relevant information about how we process your data, in accordance with the Personal Data Protection Law ("Official Gazette of RS, no. 87/2018", hereinafter: "*the Law*") and other applicable regulations.

This privacy policy explains what data we collect, how we use and share it, and how we protect your privacy. It also contains information about the purpose of processing, the legal basis, the data retention period, and your rights related to the processing.

Please read this privacy policy carefully to fully understand our approach to processing your data.

PURPOSE AND LEGAL BASIS OF PERSONAL DATA PROCESSING

The purpose of data processing depends on the type of data and the category of individuals to whom the data relates:

1. **Website Visitors.** Our website (www.lld-advokati.rs, hereinafter: "*the site*") uses cookies to enhance the user experience and track user activity. More information about the use of cookies can be found in our separate cookie policy. We recommend that you read that policy (*insert link to cookie policy*).
2. **Clients.** Your personal data is processed in order to provide the services we have agreed upon. The legal basis for processing is the execution of the contract in which you are a party (based on a power of attorney) and compliance with legal obligations. Providing the data is mandatory for the execution of the contract, and if you do not provide it, we will not be able to provide the requested service.

During the provision of services, we may process special categories of data (e.g., health data), but only if it is necessary for legal protection or the exercise of claims.

Retention Period: Data is retained during the cooperation and for a certain period after the end of the cooperation, in accordance with the statute of limitations for exercising legal claims.

3. **Job Candidates.** The data we collect in the selection process (such as CV, cover letter, or application) is used to consider potential employment. The legal basis for this processing

is our legitimate interest in conducting selection and hiring new collaborators. If you do not provide the requested data, we will not be able to process your job application.

Retention Period: Data is retained for up to three months from receipt and will be deleted if no employment occurs.

4. **Business Partners.** Data about individuals employed by our business partners is processed in order to establish and maintain business relationships. The legal basis for this processing is our legitimate interest in establishing business connections. If you do not provide the requested data, we will not be able to establish business cooperation.

Retention Period: Data is retained during the duration of the business relationship and after it, in accordance with legal deadlines for the exercise and defense of legal claims.

TRANSFER OF PERSONAL DATA

Your personal data may be shared with third parties in the following cases:

- When necessary to fulfill a contract or negotiate a contract (e.g., providing data to public notaries or other contractual parties).
- When necessary for providing legal services (e.g., providing data to courts, public prosecutors, enforcement officers, and other authorities for the purpose of establishing or defending legal claims).

RIGHTS RELATED TO THE PROCESSING OF PERSONAL DATA

As a data subject, you have the following rights:

- **Right of access:** You may request information about whether we process your data, access that data, and request a copy.
- **Right to rectification:** You have the right to correct inaccurate or incomplete data.
- **Right to erasure:** You have the right to request the deletion of data when the data is no longer necessary for the purpose for which it was collected, or if you withdraw your consent.
- **Right to restriction of processing:** In certain situations, you may request the restriction of processing.
- **Right to data portability:** You have the right to transfer your data to another controller.
- **Right to object:** You have the right to object to the processing of data if the processing is based on our legitimate interest.

- **Right to withdraw consent:** If you have given consent for processing, you may withdraw it at any time without affecting the legality of the previous processing.
- **Right to lodge a complaint:** If you believe that the processing of your data is not in accordance with the Law, you may file a complaint with the Commissioner for Information of Public Importance.

For any requests or further information about your rights, please contact us using our contact details.

CONTACT INFORMATION

- Phone: +381 63 267 679
- Email: dimitrije.lukic@lld-advokati.rs
- Mail: Mirjane Kodžić 31, 11000 Belgrade, Serbia

If you believe that we have not fully respected your rights, you may file a complaint with the Commissioner for the Protection of Personal Data:

- Address: Bulevar Kralja Aleksandra 15, Belgrade
- Phone: +381 11 3408 900
- Email: office@poverenik.rs

SECURITY MEASURES

Our law office implements appropriate technical and organizational data protection measures. Personal data is stored on secure servers with protection against unauthorized access. We only process the necessary data required to achieve the purpose of the processing.

UPDATING THE PRIVACY POLICY

The privacy policy may be updated periodically. All changes will be published on this page, and the date of the last update will be indicated at the top of the document.