

## Information on the protection of personal data

### Purpose of processing and legal basis for processing personal data

INA-INDUSTRIJA NAFTE, d.d. (hereinafter: INA) as a Personal Data Controller protects your privacy and processes only those personal data that are necessary to consider your request for **donation/sponsorship**, as well as conclude and execute a contract or perform requests that may be approved.

We also process Your personal data for the purpose of replying to Your inquiries and comments, for our internal purposes including the preparation of internal documentation (donation decisions/sponsorship contracts) such as auditing, data analysis and research, to help us develop and improve our business activities, services and communication with customers.

Based on the above legal grounds and in accordance with the stated purpose/purposes, INA collects and processes the following personal data: Name and surname, PIN, IBAN, e-mail address, telephone/fax, address and medical documentation of minors and adults.

INA processes personal data in a fair, lawful and transparent manner and takes care of their accuracy, completeness, up-to-dateness and security.

INA assumes no responsibility for the accuracy, truthfulness, up-to-dateness, and completeness of personal data that have been changed after they were collected, if You have not promptly notified us of this change.

By sending Your data in a **donation/sponsorship** request, You guarantee that the data You have provided to us for this purpose are true and complete and acknowledge that You are aware that INA will process Your personal data mentioned above, which includes INA's right to collect, record, organize, structure, store, adjust or modify, retrieve, control, use, detect by transfer, dissemination or otherwise placing at disposal, synchronize or combine, restrict, delete or destroy data.

### Period in which the data will be stored

INA shall keep Your personal data for the duration of and after the termination of the validity of the contract or sponsorship/donation realization, as long as there is an obligation or justified interest on the part of INA to keep the documentation related to Your request, for example, to prevent potential fraud.

### Recipients or categories of recipients of personal data

INA undertakes to keep Your personal data and shall not communicate or make them available to third parties without Your special approval, except:

- to service providers that we engage as Processors to perform the tasks in connection to the execution of the contract to which You are the Party (for example, an accounting service)
- to competent bodies for the purpose of carrying out tasks within their jurisdiction, for example to the Office for Cooperation with NGOs of the Government of the Republic of Croatia (obligatory annual report),
- when these data are required by the court or the competent state attorney's office or other bodies in equivalent legal proceedings
- when INA is required to submit these data under law.

### Rights regarding the processing of personal data

When INA processes Your personal data, You are entitled to:

- request access to personal data related to You, correction or deletion of personal data, restricted processing or object to the processing of such data and the right to transferability of data (in cases where it is possible)
- if you believe that there has been an irregularity in processing Your personal data, contact the Personal Data Protection Officer at:

Address: INA-INDUSTRIJA NAFTE, Av. V. Holjevca 10, Zagreb, c/o Personal Data Protection Officer

E-mail: [szop@ina.hr](mailto:szop@ina.hr)

- file a complaint with the national supervisory body, i.e. the Croatian Personal Data Protection Agency (AZOP)