# **Privacy policy**

TERMS OF USE AND PRIVACY POLICY

INFORMATION ON THE PROCESSING OF PERSONAL DATA

(in accordance with Articles 13 and 14 of the General Regulation (EU) 2016/679 on data protection)

INFORMATION ON THE REGULATIONS OF THE EUROPEAN UNION AND THE REPUBLIC OF CROATIA ON THE PROTECTION OF YOUR PERSONAL DATA

REAL ESTATE ADRIA D.O.O. -agency, for mediation in real estate transactions, is the manager of personal data processing. We are aware of the importance that personal data represents for each individual, and that is why it is of great importance to us to act in accordance with the applicable regulations. We process and use your personal data legally, fairly and transparently, and apply high protection measures.

We process your personal data in accordance with the provisions of Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND COUNCIL of April 27, 2016 on the protection of individuals in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (further: General Data Protection Regulation), and the National Law on the Implementation of the General Data Protection Regulation. This Information on the processing of personal data includes the requirements of the General Data Protection Regulation and the Law on the Implementation of the General Data Protection Regulation. In accordance with Articles 13 and 14 of the General Data Protection Regulation, with this Information we provide you with information about how we process your personal data, what rights you have in relation to data processing and protection, and how you can exercise these rights.

### 1. INFORMATION ABOUT THE CONTROLLER

REAL ESTATE ADRIA D.O.O. - agency, for mediation in real estate transactions, Ivana Raosa 8, 232310 Biograd na Moru, Croatia, Registered in the register of the Commercial Court in Zadar, MB: 5867797, OIB: 14324360146, authorized mediator in real estate transactions is the manager of personal data processing.

#### Contact information:

REAL ESTATE ADRIA D.O.O.-agency Ivana Raosa 8, 232310 Biograd na Moru, Croatia, +385 (0)98 659 325, +385 (0) 23 384 397, infoadrianekretnine@gmail.com

For all questions related to the processing of your personal data or the exercise of the rights provided for in the General Data Protection Regulation, you can contact the employees of Real Estate Adria - the real estate brokerage agency that has your personal data at their disposal.

#### 2. PURPOSE OF PERSONAL DATA PROCESSING AND LEGAL BASIS OF PROCESSING

REAL ESTATE ADRIA D.O.O.-agency, for mediation in real estate transactions, as a processing manager protects your privacy and collects and processes only those data that are necessary for the performance of its business activities, for the execution of an action according to your request or for the purpose of complying with legal and statutory obligations or for the purpose of the legitimate

interest of the data controller (e.g. processing is mandatory and your consent is not required for the purpose of implementing regulations in the area of preventing money laundering and terrorist financing) or on the basis of your consent. Information that is not contained in this document will be provided to you by Bilan-agency, for mediation in real estate transactions, at the time of its collection in writing, by e-mail or orally.

#### 3. CATEGORIES OF PERSONAL DATA AND RECIPIENTS OF YOUR PERSONAL DATA

In order to be able to establish a business relationship with you and/or establish and verify your identity, the personal data we collect from you are: name and surname, date, country of birth, OIB, address, identification document information, citizenship, phone number, mobile device number and e-mail address. We use a copy of your identification document with a photo for the purpose of legal obligations in accordance with the Law on Prevention of Money Laundering and Financing of Terrorism and the Law on Intermediation in Real Estate Transactions and for the purpose of checking and confirming your identification.

If you contact us via the website, by phone or by text message and expect feedback from us, in that case we need your name, surname, address, phone number, e-mail address and sometimes personal identification number.

Sometimes we will also need some other personal data in order to perform an action at your request or to fulfill some legal obligation or legitimate interest (e.g. personal status, profession, etc.). Sometimes we collect data from publicly available sources (e.g. land registers, cadastre, etc.). We enter your personal data in the mediation contract, record sheet, database on our server.

Your personal data is available to the employees of Bilan-agency, for mediation in real estate transactions.

We may provide your personal data to external collaborators, all for the sake of faster fulfillment of your requests (e.g. law firm, authorized appraisers, etc.), supervisory authorities and third parties for the purpose of performing our business activities (e.g. if you are our principal to a potential customer, lessee or lessee, and if you are a party interested in buying, renting or leasing, to the owner of the property and/or his attorney, family member or any other contact person).

## 4. STORAGE PERIOD OF PERSONAL DATA

We store your personal data for the duration of the contractual relationship, i.e. for the time that the consent of the subject exists for the processing of Personal Data, and for the time for which we are legally obliged to store certain data in accordance with storage conditions prescribed by the Law on Prevention of Money Laundering and Financing of Terrorism, which is 10 years after the end of the year in which the business relationship ended. Your personal data may be stored for a longer period of time for other justified purposes (e.g. due to court and legal proceedings, legitimate interest, etc.).

#### 5. SECURITY OF DATA PROCESSING

REAL ESTATE ADRIA D.O.O., a real estate brokerage agency, implements technical and organizational protection measures to ensure the appropriate level of security of your data processing.

#### 6. RIGHTS OF RESPONDENTS

Every person whose personal data we process has the right to Information about the processing of personal data, the right to access all of his personal data, the right to withdraw previously given consent, to correct and delete his personal data, as well as the restriction of processing and the right to transfer data (if they are no longer necessary for the realization of rights and obligations from the business relationship or for the fulfillment of the obligations of the Bilan-agency, for mediation in the sale of real estate, specified by regulations or for the purpose of realizing and defending legal claims).

Every person whose personal data we process has the right to submit an objection to the processing of his personal data to the e-mail: infoadrianekretnine@gmail.com, to the address of the headquarters: Ivana Raosa 8, 232310 Biograd na Moru, Croatia, in the premises of the headquarters: Ivana Raosa 8, 232310 Biograd na Moru, Croatia, or phone number: 098/659 325. You can also send a complaint to the supervisory body for the protection of personal data, i.e. the Agency for the Protection of Personal Data (AZOP).

Information on the processing of personal data is available at the headquarters: Ivana Raosa 8, 232310 Biograd na Moru, Croatia,

If you do not agree with the personal data protection policy of the agency Bilan-agencija, for mediation in real estate transactions, please do not use our website and do not leave your personal data.

Biograd na Moru, 01.01.2024.

MANAGER OF PERSONAL DATA PROCESSING:

REAL ESTATE ADRIA D.O.O. - agency for mediation in real estate transactions