

PRIVACY POLICY

Last updated July 18, 2023

Welcome to **ARTEL** - the platform that combines the best of outstaffing and outsourcing, providing you with access to IT teams that have proven expertise.

We're doing business as ARTEL SOLUTIONS doo Beograd ('Company', 'we', 'us', or 'our'), a registered company in Serbia located at Belgrade, Bulevar Mihajla Pupina 10 A-I / 12, floor 4, Belgrade, Serbia 11070.

We operate the website <https://artel.jobs> and/or the related chatbot placed on Telegram platform (both referred as the 'Site'), that refer or link to this Privacy policy (the 'Privacy policy').

We respect the privacy of every individual who visits our Site.

This Privacy Policy is designed to describe and explain how the Company uses personal information received from our Site, and informs visitors of the site ('visitor', 'user', 'you') about the data protection rights.

WHAT INFORMATION WE COLLECT and HOW

The Site provides you with descriptions about our services and primarily used for informational purposes about our business. But also we may propose you to use some functions that collect information you provide to us when you ask us to contact you or just to be informed.

We collect only personal information that you voluntarily provide to us. The personal information we collect may include the following:

- names
- phone numbers
- email addresses
- job titles

We do not process any kind of sensitive information.

Mainly we collect information from the Site when you contact us using the contact details available on the Site or provide your contacts by filling in online forms in order to ask us to contact you.

Additionally we could collect your personal information through the functions that improves the user experience and supports the Site analytics, so called automated data collection -



cookies, *web beacons* and *pixels*. More information about these functions can be found in our [Cookies policy, published here](#).

Procession of the personal information is always done on the legal basis according to the applicable legislation and when it is necessary.

For example, we may collect and process the information when we have your consent, based on the legal obligations or vital interests.

WHAT MEASURES WE TAKE TO KEEP YOUR INFORMATION SAFE

We have implemented necessary and reasonable technical and organizational security measures that help us to provide an appropriate level of security of any personal information we process.

However, please be informed that transmission of your personal information during usage of the Site is at your own risk.

HOW WE SHARE YOUR INFORMATION

We may share your data with third-party entities, service providers, contractors ('third parties') who provide us with services and require access to such information. We may share personal information with providers of services connected with Ad Networks and Data Analytics Service.

We may transfer, store and process your personal information in countries other than your own. However, we are taking all necessary measures to keep your personal information safe.

TERMS OF PROCESSING OF PERSONAL INFORMATION

We'll keep your personal information for as long as we need it to provide you the services or support you've signed up to. We may also keep it to comply with our legal obligations, respond to queries and resolve any disputes, to meet our legitimate interests and to enforce our rights.

In order to determine storage periods we follow the next approach: periods we have informed you on our Site or in Site Terms and conditions. We will also use criteria such as applicable contractual provisions that are in force, legal statutory limitation periods, applicable regulatory requirements.

DATA PROTECTION RIGHTS

Respect to your personal information your rights include the following:

- withdrawal of the consent you have given to us;
- provision of information and access to your personal data that we keep;



- correction or amendment of inaccurate data, and in certain circumstances to restrict, request erasure, object to processing, or request portability of your personal data to another organization.

UPDATE OF THE PRIVACY POLICY

We may update this Privacy policy from time to time. You may find the updated version with indication of revision date. In case of significant changes we may notify you by direct message if applicable or by posting a corresponding notice on our Site.

CONTACT US

For any reason regarding personal information matters and your data protection rights, please get in touch with us:

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