

PRIVACY POLICY

For the purpose of protection of your right to privacy, which is guaranteed by the Law on personal data protection, we would like to inform you of the following:

Your personal data is being processed and taken care of it's security by:

SERBIA AND MONTENEGRO AIR TRAFFIC SERVICES SMATSA LLC BELGRADE

Adress: Trg Nikole Pašića 10, 11000 Belgrade, Republic of Serbia

Personal data protection officer contact: dpo@smatsa.rs

Serbia and Montenegro air traffic services SMATSA llc Belgrade (hereinafter referred to as: SMATSA), processes the personal data of the following persons:

1. Visitors to business premises located in the Republic of Serbia

For the purpose of safety of work performance, we register visitors, that is, persons who enter our business premises. We process your personal data based on our legitimate interest to protect business, property and persons working or staying in the business premises.

Your personal data may be disclosed to the Serbian Armed Forces when you enter facilities of special importance for defense, for the purpose of a security check.

The collection of your personal data is entrusted to a licensed legal entity in accordance with the Law on private security. We store personal data of visitors in the Republic of Serbia for a maximum of 3 years.

2. Visitors to business premises located in Montenegro

In order to control entry into the business premises, we record and process your personal data (name and surname, name of the legal entity on whose behalf you come, date and time of entry and exit) on the basis of the Law on protection of persons and property, and in accordance with the Law on personal data protection.

The collection of your personal data is entrusted to a licensed legal entity in accordance with the Law on the protection of persons and property. We store personal data of visitors in Montenegro for a maximum of 3 years.

In order to protect your right to privacy, we inform you that you have the right to access your data and the right to correct your data.

3. Users of Aeronautical Publications (AIS) - Order Form

We process your personal data for the purpose of providing aviation information services, i.e. delivering aviation publications. Depending on which type of user you belong to, we process your personal data:

- on the basis of legal obligations from regulations in the field of air traffic;

or

- in order to conclude or execute a contract for the sale of the publication with you.

Your personal data is not disclosed to other persons and is stored in the Republic of Serbia for 2 years.

Please note that providing your correct and complete data is a legal obligation or condition for concluding a contract and that otherwise we will not be able to provide you with our service.

4. Users of Aeronautical Publications (AIS) - user satisfaction questionnaire

For the purpose of improving our work and the quality of services, we process your personal data based on our legitimate interest to examine your satisfaction with provided services.

Your personal data is not disclosed to other persons and is stored in the Republic of Serbia for 1 year.

5. Employment candidates

For the purpose of establishing an employment relationship, SMATSA collects and processes your personal data based on your consent. Your personal data is not disclosed to other persons and is stored in the Republic of Serbia for 5 years.

We inform you that you can revoke your consent to the processing of your personal data at any time, provided that the revocation of consent does not affect the admissibility of processing based on the consent given before the revocation.

By filling out the application form or sending your personal data, we will consider that you have given your consent to the processing of personal data.

6. Training candidates

For the purpose of admission to training, SMATSA collects and processes your personal data based on the laws and regulations governing air traffic. Your personal data is not disclosed to other persons and is stored permanently in the Republic of Serbia.

It is your legal obligation to provide us with accurate and complete personal data. Otherwise, you will not be included in the candidate selection process.

7. Persons who evaluate the quality of services in the field of air traffic management

In order to improve our work and the quality of services, we process your personal data based on our legitimate interest to examine your satisfaction with provided services.

Your personal data is not disclosed to other persons and is stored in the Republic of Serbia for 5 years.

Security of personal data processing

Your personal data is confidential information and is stored in the Republic of Serbia, i.e. Montenegro, with the application of appropriate technical, organizational and personnel measures that ensure their security, and only authorized employees of SMATSA.

Your rights

In order to protect your right to privacy, we inform you that you have:

- the right to access your personal data, i.e. the right to receive information from us about the way your personal data is processed;



- the right to ask us to correct your personal data;
- the right to ask us to delete your personal data;
- the right to restrict the processing of your personal data;
- the right to file a complaint if you believe that your right to privacy has been violated and
- the right to file a complaint with the Commissioner for Information of Public Importance and Personal Data protection i.e. Agency for the Protection of Personal Data and Free Access to Information.

You can exercise your right by submitting a request by mail or to the address: dpo@smatsa.rs.

You can find the request form for the exercise of rights in connection with the processing of personal data on the website of the supervisory authority:

- <https://www.poverenik.rs/sr/>
- <https://www.azlp.me/me/agencija>