

Privacy Policy

Data Controller: Bosnalijek d.d.

53 Jukićeva Street
71000 Sarajevo

Protecting the privacy of visitors to www.bosnalijek.ba is extremely important to us. This Privacy Policy governs the handling of visitors' data when they access Bosnalijek's website.

The purpose of this Policy is to inform visitors which data we collect and how we collect it, how we use and protect it, with whom we share it, how long we retain it, and how you may exercise your personal data protection rights.

The Policy contains information on the cookies and technical tools we use, our use of social media, and how to contact us regarding data protection.

All data collected by Bosnalijek are provided voluntarily by the data subject entering the data personally.

1. What data does Bosnalijek collect?

The data that Bosnalijek collects and stores on its servers are limited to data required for use of the website, provision of services and support, improvement of content quality, and compliance with legal obligations.

Bosnalijek does not collect personal data of website visitors.

Personal data are collected only when users voluntarily provide their data through the job candidate application page (<https://www.bosnalijek.ba/prijava-ostavite-svoj-cv>), for the purpose of participating in Bosnalijek's recruitment process. For this purpose, Bosnalijek collects the following data:

First name, surname, sex, date of birth, telephone number, email address, permanent residence, temporary residence, educational qualifications, occupation, professional work experience, knowledge of foreign languages, computer skills, details of additional training and certificates, as well as a CV and photograph if the candidate chooses to submit one.

2. How do we use your data?

We process the collected data, as well as data obtained in the course of providing services, solely for the purpose for which you provided your data and on a legal basis such as compliance with legal obligations, legitimate interests or consent.

We may use your personal data if we determine that an employee is required for a particular position, in which case we review the submitted job application.

We never disclose candidate data to third parties except under conditions prescribed by law. Where competent authorities request users' personal data, Bosnalijek is required to provide such data, and consent to the processing of data is deemed to be prescribed by law.

3. How do we protect data?

The privacy of candidates and website visitors is of exceptional importance to Bosnalijek, and we take our responsibility regarding personal data seriously. We have taken steps to protect your personal data against unauthorised access, manipulation, disclosure or deletion, irrespective of where the data are stored, how they are processed or the format in which they are held. As part of this protection, we cooperate with reliable and professional partners who are required to apply high protection standards and with whom data confidentiality is contractually stipulated.

With regard to information security, Bosnalijek applies recognised information security standards. We implement technical and organisational safeguards, review the collection, storage and methods of processing information, and take measures that allow unauthorised access to or misuse of personal data to be identified and/or prevented, with the aim of reducing potential harm.

Bosnalijek takes all measures in accordance with contemporary technological solutions and best practices to ensure the integrity of your data and protect them against unauthorised or unlawful processing and against accidental loss, destruction or damage. Data are stored in the cloud and in the Company's Data Centre, with appropriate physical and system security measures in place.

Bosnalijek continuously improves data security.

4. Data retention period

We retain the data that you voluntarily entered as job candidates only in accordance with applicable regulations or legitimate interests arising from or related to potential employment with Bosnalijek.

A job candidate's application is retained for 12 months from the date of submission, after which the data are automatically deleted.

We therefore invite you to resubmit your application after the period referred to in the preceding paragraph has elapsed.

It is important for you to know that you may always request the permanent deletion of all submitted data.

5. Exercising personal data protection rights

You may submit a request for access to data, rectification of data, restriction of processing, data portability, erasure of data, and exercise of the right to object.

We may refuse your request if it is not possible to verify your identity as the owner of the personal data or if other legal restrictions apply. If we cannot identify you using the data in our possession, we may request additional information by which we will attempt to identify you in order to assist you in exercising your rights.

6. Right to erasure

You may submit a request at any time for the erasure of data that you have provided to Bosnalijek.

We will notify you of the action taken on your request within 30 days of receipt of the request; in complex cases, this period may be extended to 60 days.

You may withdraw your consent at any time by emailing: sluzbenikzzlp@bosnalijek.ba.

If you have any questions regarding your personal data protection rights, you may contact us so that we can provide the assistance required for you to exercise your rights.

7. Cookies and the technical tools we use

To maintain the website and ensure that it functions properly, we use technology known as “cookies”. Cookies enable users to browse our website without difficulty. Full details on the use and management of cookies are available in the Cookies section of our website.

8. Do we use social media?

Implementation of social media plug-ins (Social Plugins): Facebook, Instagram and LinkedIn

Like most modern websites, Bosnalijek also has a Facebook page.

Facebook plug-ins are also used on Bosnalijek’s website. For this purpose, you use the “Like” option. This service is provided by the US company Meta Platforms, Inc. (1601 Willow Rd., Menlo Park, CA 94025, USA).

However, merely visiting the website as a user does not automatically connect you with this company. This will happen only after you give your explicit consent, which will be requested after you click the relevant field.

For information on the purpose and scope of collection and the subsequent processing and use of data by Facebook, as well as your related rights and privacy setting options, please consult Facebook’s data protection information at:

<http://www.facebook.com/policy.php>

If you do not want Facebook to associate data collected through our website with your Facebook account, please log out of Facebook before using our website.

You may also prevent Facebook plug-ins from loading by using an add-on for the relevant internet browser, for example “Facebook Blocker”:

<http://webgraph.com/resources/facebookblocker/>

We particularly emphasise that we never transmit personal data to Facebook. By selecting the “Like” option for the Bosnalijek Facebook page, you give Facebook consent to process your data. Bosnalijek has no influence over such processing.

9. Contact regarding personal data protection

All enquiries, comments and requests for additional information concerning your personal data collected on our website may be submitted to the Data Protection Officer by email at: sluzbenikzzlp@bosnalijek.ba.

Bosnalijek d.d. reserves the right to amend this Privacy Policy without prior notice or a separate notification thereof.