

Privacy Protection Statement for Job Applicants

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Owner: Human Resources / Data Protection Officer

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2 DOCUMENT CONTROL

Document History				Approval	
Ver.	Date	Author	Comment	Date	Approved by
0.0	18.08.2021		Initial version provided by Attorney		
0.1	18.08.2021	Zhaneta Ilievska	Transfer in IW Template; basic contact information; language corrections		
0.2	27.08.2021	Zhaneta Ilievska	<p>Changes in accordance with current practice + information after consultation with an Attorney (27.08.2021)</p> <p>Controller data -Contact data for the Controller (information according to the current state of the AZLP portal) are placed in the last section Contact data for the Controller and Authorized person for personal data protection</p> <p>What personal data do we process? - Restructured list - some data may or may not be available, depending on the attached CV; added information collected during an interview with HR: expected salary - Added requests for certificate of conviction and / or certificate of prohibition to perform a profession, activity or duty</p> <p>How we collect your personal data - Short description of the application procedure in terms of the form of submitting info, Web site, CV, motivation letter, communications. The data is stored in internal systems - It is emphasized that the collection of information for AVRМ, FZO, bank, etc. applies only to successful applicants and added link to employee privacy statement</p> <p>Why we process your data - Added legitimate interests: Administering the recruitment process, Evaluating the application, Interviewing the candidate (steps that are part of the Recruitment and selection process)</p> <p>Special categories of personal data - We do not collect special categories of personal data in the recruitment and selection process (according to the definition in the LPDP that they are special categories of LP) - Clarified paragraph, however, if we need to process a special category of PD, consent will be required which can be withdrawn at any time</p> <p>Data on criminal convictions Abbreviated text, added, depending on the job position for which you are applying: in addition to a certificate of non-conviction, a certificate is added that there is no ban on performing a profession, activity or duty; The Law on Labor Relations is connected as a basis</p> <p>Automatic decision making We declare that there is no automatic decision making without human intervention in the recruitment process or profiling</p> <p>Sharing your data We do not share with third parties in the recruitment process, information that they will be shared only for successful candidates for which they will be notified with a special Statement for employees</p> <p>International transfer - backups are stored on servers in the EU / EPP where protection is guaranteed</p> <p>Security of personal data processing General privacy policies, TOM according to LPDP, reference to ISO 27001 controls, brief description of security along the entire information path (network, authorized processors, trained and responsible for keeping LPs confidential)</p> <p>Your rights to your data Added contact privacy@iwconnect.com to exercise rights and added links to forms that the applicant needs to fill out and submit</p> <p>Changes in the statement Added section with obligation to notify candidates of changes to the statement as the processing consent is tied to a specific version of the statement</p> <p>Contact information for the Controller and Authorized Person for personal data protection Completed data for DPO + added as contact general data for the controller</p>		
0.3	12.10.2021	Zhaneta Ilievska	<p>Revision of clauses throughout a document that do not sound "Macedonian"</p> <p>Your rights to your data - Links to forms for exercising each individual right are drawn. Initially, the forms will not be posted on the IWC Web site and</p>		

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Ver.	Date	Author	Comment	Date	Approved by
			<p>will be sent to the applicant after he / she submits a request for a certain right to privacy@iwconnect.com</p> <p>Principles for personal data protection - the contents that refer to current employees are excluded - the statement refers to applicants who may or may not be employed after a specific announcement of a job advertisement</p> <p>Special categories of personal data - Included paragraph that the company has no obligation to seek consent for purposes related to the implementation of the company's legal obligations</p> <p>Changes in the statement - (Proposal) The obligation to monitor changes in the statement is transferred to the applicant, who agrees with the acceptance of the statement.</p>		
0.4	18.10.2021	Zhaneta Ilievska	<p>Why we process your data (this to be discussed with a lawyer)</p> <p>We rely on the consent given by the applicant. The objectives for processing based on the legitimate interest for recruitment of labor are extended to the next open vacancies (not only for the current vacancy for which the candidate is applying). By giving consent for such purposes, for current and daily advertisements, there would be no need to ask for special consent from the unsuccessful candidates, they would only be informed that they have the right to withdraw the consent, i.e. to request deletion.</p> <p>How long do we store your data? (this to be discussed with a lawyer, especially max deadline)</p> <p>In accordance with the change of objectives in the statement (data to be processed for current and future open positions), the data will be stored for as long as necessary unless the candidate has in the meantime withdrawn his consent or requested deletion, but not longer than 5 years.</p>		
0.5	21.10.2021	Zhaneta Ilievska	<p>Closed comments after consultation with a legal entity by version 0.4</p> <p>1. The extended goal approach is fine - the consent given before Submit will also apply to future vacancies. The unsuccessful applicant will be able to withdraw the consent or request deletion</p> <p>2. The company should specify an upper storage limit, only state authorities consider processing LPs indefinitely</p> <p>Changes in:</p> <p>Why we process your data Added that the company in certain situations can continue to process personal data even after the withdrawal of consent if there are legitimate interests</p> <p>Processing Security - Content Optimization</p> <p>Your rights to your data - Changes to the right of access (instead of a link to the Access Policy, an abbreviated version of the content of the policy - key information). The Access Policy together with the link to the PDF form would be set in the following versions.</p>		
1.0	25.10.2021	Vlado Mitev	Reviewed, Approved	25.10.2021	Vlado Mitev
1.1	28.07.2023	Zhaneta Ilievska	<p>In the first paragraph, a brand was added - INTERVORKS d.o.o.e.l branded as :IWConnect</p> <p>Section: Controller Data Change of address of the headquarters of the Controller at Metodija Andonov Cento 15 Street , in the sections Who is the Controller of Your Data? and Contact data for the Controller and Authorized Person for the Protection of Personal Data</p> <p>Section: How we collect your personal data A clause has been added with information that some of the data entered through the form are mandatory, the rest are optional (minimum data collection principle)</p> <p>Change due to the transition of the processing of personal data for employment candidates from internal systems to the BambooHR cloud platform (generalized only as "system") - the data is collected in a third-party platform with which an agreement has been concluded in accordance with the PDP Law (referring to the DPA - Agreement between Controller and Processor under Article 32, (3) and SCC – Standard Contractual Clauses for Transfer to a Third Country under Article 50, (2) (c)). It was added that</p>		

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			<p>the third party (according to official e-mail communications with the third party) will adjust it according to our needs, that is, for personal data subjects who are citizens of a country that is not part of the EU/EEA.</p> <p>Added NOTE for candidates who applied previously, before transitioning to a cloud platform – personal data are still stored and processed only in the Controller's internal systems.</p> <p>Section: Why we process your data Change in paragraph 3, clause: "When you apply for a suitable job position through our website we rely on your consent, which you give freely during the application process" - the words "through our website" have been deleted because the consent is literally given when the user is on the side of the BambooHR platform and not on the IWC website and reads "When you apply for a suitable job position we rely on your consent, which you give freely during the application process".</p> <p>Change in paragraph 4, instead of "Your data will not be used for any other reason and with the withdrawal of consent, they will be destroyed in our system" reads "Your data will not be used for any other reason and with the withdrawal of consent , they will be destroyed in the system where they are stored"</p> <p>Change in paragraph 5, enumeration - Administration of the recruitment and selection process, instead of "we process your application in our systems" it says "we process your application in the system";</p> <p>Section: Sharing Your Data - International Transfer Added a whole paragraph regarding the transfer of data due to the use of a cloud platform: <i>As we informed you in the section How we collect your personal data, we process your data using a cloud platform provided by a third party and which, according to the PDP Law, has the role of Processor. The servers where the data is stored are hosted in an EU/EEA country, while the headquarters of the Processor is in a third country (USA), where there may be occasional transfers. Therefore, the transfer is based on the use of the Standard Contractual Clauses for the transfer of personal data which are approved by the European Union and are part of the Agreement for the processing of personal data between us as a User of the Platform (Controller and exporter of personal data). and the third party (Processor and importer of personal data). The third party has the obligation to make further adjustments to the contract according to our needs.</i></p> <p>Addition to the existing clause for storing copies in the cloud and the same applies to copies of applicant data from a previous period that are still stored in internal systems</p>		
2.0	01.08.2023	Vlado Mitev	Reviewed, Approved	01.08.2023	Vlado Mitev

Document summary	
Document name	IW_Privacy Statement_Job Applicants_IWC Website_EN
Author and collaborators	Ilija Rojkoski, Igor Petkovski, Zhaneta Ilievska
Document owner / OU	Human Resources / Data Protection Officer (Security)
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Version	2.0 Issued: 01.08.2023
Application	Processing of employment applications in InterVorks - Recruitment and Selection
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Superior document IW_Data Protection Policy_EN

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3 PRIVACY PROTECTION STATEMENT FOR JOB APPLICANTS

INTERVORKS DOOEL branded as :IWConnect (hereinafter "Company", "We", "Us") is aware of its obligations under the Law for Personal Data Protection of Republic of North Macedonia (hereinafter: "PDP Law") and is fully committed to the safe and transparent processing of your personal data.

This privacy statement, in accordance with the PDP Law, provides the basis on which we will process the personal data we collect from You, or what You provide to Us as a candidate for employment in the Company. the types of data we hold about you as a job applicant with the Company. Please read the statement carefully to understand why we process and use your data, what is the legal basis for the processing, how long we keep it and other relevant information we need to provide you in accordance with the applicable regulations in the Republic of North Macedonia.

3.1 Who is your Data Controller?

INTERVORKS DOOEL based in Methodija Andonov Chento 15, 7000 Bitola, Republic of North Macedonia is a Controller, and in accordance with the PDP Law, determines the purposes and the way how your data are processed. The contact details can be found under the section *Contact information for the Controller and Authorized Person for personal data protection*.

3.2 Principles for personal data protection

Your personal information:

- We **process** in accordance with the law, to a sufficient extent and in a transparent manner;
- We **collect** only for purposes that we deem appropriate and, in the manner, explained to you in this statement;
- We **use** only on the way we inform you when we collect the data;
- **Ensure** they are accurate and up to date;
- We **keep** only as much as the law requires, i.e. as much as we need to fulfill our legal obligations;
- We process in a way that ensures that they **will not be used for another purpose** for which you have not been informed or agreed (when possible and appropriate), and will not be lost or destroyed.

3.3 What personal data do we process

When you apply for a job with us, we process the following types of personal information about you that may include:

- Information that identifies you and your contact details: Name and surname, e-mail contact, address, telephone number, date of birth;
- Other data from your CV that you submit and which may contain: references, education, work experience, employment history, knowledge of languages, your photo, marital status, if you have any disabilities, driver's license;
- Notes from the interview process (notes may include preferences and information about your lifestyle, such as your hobbies, motivations and interests and our assessment of you as a candidate, expected salary);
- Documentation confirming your right to work in the Republic of Northern Macedonia;
- Depending on the position you are applying for, there may be a confirmation of non-conviction and / or confirmation that there is no prohibition to perform a profession, activity or duty;

3.4 How we collect your personal data

For you, as a personal data subject, we collect and process data in a number of ways. When you apply for a particular job position (either through our website or at an email address), you submit basic information so we can contact you, send you your CV and possibly a cover letter and other materials containing your personal information. When submitting the application, some of the data are mandatory and the minimum necessary to achieve the objectives of the job application, while some are optional and the choice to submit

them to us is yours alone. We process the data you submit as part of the recruitment and selection process, during which we also collect data about you, which were recorded by our employees during the interview.

Depending on the job position you are applying for, in certain cases, we may collect data about you from third parties, such as employment agencies, former employers when collecting referrals, etc.

The personal data we process about you as a job applicant is processed within the human resources department, using a cloud platform (hereinafter referred to as the "system"). The system is provided by a third party, with whom we have an agreement in accordance with the requirements of the PDP Law, whereby the third party has the obligation to make additional adjustments according to our needs (read more about it in the section *Sharing your data*).

NOTE: If you applied for a job with us before we switched to using the cloud platform, from **01.08.2023** and you gave your consent to keep your personal data for future recruitments, we inform you that these data are stored and processed only in our internal systems.

If your application is successful and you accept our job offer, additional data will be collected directly from you by filling out forms at the beginning of your employment, such as data necessary for Employment Service Agency of the Republic of North Macedonia (hereinafter ESA), Health Insurance Fund of the Republic of North Macedonia (hereinafter HIF), bank, etc. Also, in the form of official documentation, other details such as your driver's license, passport or other data required for employment may be collected directly from you. You will also be notified of the processing of such data through an *Employee Privacy Statement*.

3.5 Why we process your data

PDP Law allows us as a Company to process your personal data only if at least one of the following conditions is met:

- If you have **given your consent** for processing your data for one or more specific purposes;
- To fulfill the **contractual obligations** arising from the employment contract;
- To fulfill **legal obligations**;
- To fulfill the **legitimate interests** of the Company;
- To protect **your interest**;
- For protection of the **public interest**.

Any processing of personal data by us meets at least one of the above listed conditions as a legal basis. As a Company, we mainly rely on the first four conditions as a legal basis for the processing of your data.

When you are applying for a particular job position through our Website **we rely on your consent**, which you give freely during the application process. The provision of personal data is voluntary but necessary for the purposes of the processing set forth below in this statement. We will not be able to review your job application unless you provide us with your details and appropriate consent for their processing.

You are free to give or withdraw your consent and this will have no consequences for you. Your data will not be used for any other reason and upon withdrawal of consent, it will be destroyed in the system where they it is stored. However, in certain circumstances, it is possible that we may continue to process your data after the consent has been withdrawn, provided that we have a valid legitimate purpose for processing it.

We collect and process your data so that we can perform activities that are in a **legitimate interest** of the Company. Legitimate interests are determined in this order:

- **Recruitment and selection of staff**, which according to the type of our business model, takes place continuously. For this purpose, we process your data more specifically for:
 - **Administration of the recruitment process** and selection process - we arrange your application in the system
 - **Communicate with you appropriately regarding the recruitment and selection process** for the position you have applied for and / or for other positions that are currently active or would open in the future (for example, we will use your contact details to ask you for additional information or clarifications, to schedule an interview, to inform you about the status of your employment application and to inform you about your career opportunities in the Company);

- **Application evaluation** - based on the data you have provided, we assess whether you are a suitable candidate for the position you are applying for and / or other positions that are currently active or would open in the future, e.g. whether education, experience and language skills meet the requirements for current or future positions;
- **Interviewing the candidate** - During the recruitment and selection process, the recruitment and selection team may take notes e.g. interviews that may contain personal information. Such data are processed in order to assess you as the candidate for the employment in question;
- **Deciding to whom to offer employment from the candidates** who have applied for the job position;
- **Making salary and benefits decisions;**
- Training needs assessment;
- Dealing with legal proceedings against us i.e. for the establishment, realization or protection of our legal rights;

We must also process your personal data in order **to ensure that we comply with legal obligations** such as:

- To check if you have the right to establish employment in the Republic of North Macedonia;
- To make appropriate adjustments, if you have a certain disability;
- Reporting to competent authorities;
- Ensuring the availability and integrity of your data, ie ensuring the resilience of our systems.

3.6 Special categories of personal data

In **the recruitment and selection process, we do not process special categories of data** such as Health data, ethnic origin, political views, religious or philosophical beliefs or trade union membership, genetic data, biometric data or data on a person's sex life or sexual orientation. Special categories of data, such as Health data will be processed if your application is successful and we start the employment process with you. You will also be notified of the processing of such data through an *Employee Privacy Statement*.

Based on the legal regulations for personal data protection, we are not obliged to obtain your consent for the processing of special categories of personal data for those purposes that are related to the fulfillment of our legal obligations and which arise from the regulations on labor relations, social and health insurance.

However, if in the process before your employment and depending on the purpose of processing, it is possible in certain situations to ask for your **consent for the processing of special categories** of personal data. In that case, you will be fully aware of the reasons for processing. As in all cases where the legal basis is your consent, in this case you will have full control over your decision to give consent or not to give it. Your decision will not have any consequences if you decide not to consent to the processing of certain categories of personal data.

You can withdraw the consent you give at any time, free of charge, in the same way as you gave it before. Withdrawal of consent will have no consequences.

3.7 Data on criminal convictions

Depending on the nature of the assignments for the job position you are applying for and when the law permits, we may process criminal conviction data and, in that case, the processing will be in accordance with the PDP Law.

This data is usually collected at the stage of interviewing and collecting data about you, but still there is a possibility to request such data for the duration of the employment. These data usually appear in the form of: a certificate of non-conviction or a certificate that there is no prohibition to perform a profession, activity or duty issued by the relevant competent court. We use your criminal records in accordance with the Labor Law.

3.8 Sharing your data

Your data will be shared with our employees in the Company, only in a situation when it is necessary for them to perform their duties. This includes, for example, the human resources department, i.e. the employee in charge of verifying your application and your interview, the department where you may need to have access to our verification systems that require IT technology.

In some cases, we will collect information about you from third parties, such as employment agencies, previous employers.

Your data will only be shared with third parties if your application is successful. In that case, we will share your data e.g. with ESA, HIF, bank, accounting company for payment of salaries as well as other third parties for which you will be notified through another *Employee Privacy Statement*.

International transfer

As we informed you in the section *How we collect your personal data*, we process your data using a cloud platform provided by a third party and which, according to the PDP Law, has the role of Processor. The servers where the data is stored are hosted in an EU/EEA country, while the headquarters of the Processor is in a third country (USA), where there may be occasional transfers. Therefore, the transfer is based on the use of the Standard Contractual Clauses for the transfer of personal data which are approved by the European Union and are part of the Agreement for the processing of personal data between us as a User of the Platform (Controller and exporter of personal data). and the third party (Processor and importer of personal data). The third party has the obligation to make further adjustments to the contract according to our needs.

On the other hand, in order to achieve resilience of our internal systems (where we still process data of applicants who applied before the transition to a cloud platform), as well as to achieve the availability and integrity of data, we make a backup of the data we process and keep such a copy in the cloud, on servers hosted in EU / EEA countries where the security of personal data is guaranteed.

3.9 Security of personal data processing

Our Company takes all technical and organizational measures to ensure that your data is protected from accidental loss or disclosure, destruction or misuse. To achieve this goal, we have envisioned and implemented a number of procedures and policies that is controls to protect your data and your privacy. These controls for personal data security are correlated or complement each other with the controls from the certified Information Security System (ISMS) which is implemented in accordance with ISO 27001:2013.

The technical and organizational security measures are at various levels, including encryption and authentication tools. Your personal information is stored on systems in a secure network and is only available to a limited number of persons with special access rights to such systems. Employees who have access to your personal data are obliged to treat your personal data as confidential and to take care of their security.

When we share your data with third parties who are also Personal Data Processors, we ensure that your data is stored securely and in accordance with the with the PDP Law.

Third parties must take technical and organizational measures to ensure the security of your personal data. When selecting Processors, we pay special attention to the technical and organizational measures that Processors take for the security of personal data.

3.10 How long do we store your data?

In accordance with the principles of personal data protection, we process your personal data only as much as necessary, depending on whether your application will be successful or unsuccessful.

If your application is unsuccessful, we will continue to process and store your data for the purposes of possible future employment and / or other current open positions in accordance with the processing objectives stated in this statement but not longer than **5 years**.

At the end of this period, we will destroy your data, unless you have already withdrawn your consent in the meantime, in which case your data will be destroyed upon withdrawal of your consent.

In the event of a dispute, the Company will safeguard your personal information for as long as necessary to protect our rights and interests.

If your application is successful, your data will be transferred to the employee records. We are implementing a particular *Employee Privacy Statement*, which will be made available to you.

3.11 Automatic decision making

Your personal information will not be subject to automated decision making or profiling. The Company will not make any decision for you solely on the basis of automatic decision making (when the decision is made for you only using an electronic system, without human influence) and which has a significant impact on you as a candidate for employment.

3.12 Your rights to your data

PDP Law provides you with certain rights regarding your data that we process and which you can read more about it below. If you wish to exercise any of these rights, please contact the Privacy Officer at privacy@iwconnect.com. Contact details you can also find at the end of this Statement. Please note that some of the rights may not apply to your situation.

PDP Law provides you with certain rights regarding your data that we process, which you can read more about below. Please note that some of the rights may not apply to your situation.

- **Right to be informed** - This means that we must tell you how we process your data, which is the purpose of this *Privacy Protection Statement for Job Applicants*.
- **Right of access** - You have the right to receive confirmation from us that we process your personal data, and if that is the case, to provide you with access to it, i.e. a copy, in order to be aware of the data processing and to be able to confirm the legality of the processing of the data.

The request for access to personal data must be made in writing and in order to be able to carry out the procedure, please initiate it at privacy@iwconnect.com. To be able to provide a more efficient response, please include in the request specific details of the data you want to view.

After receiving the request, it is possible to contact you and ask you for proof of your identity. This proof must be provided in order to fulfill your request. Also, if there is not enough information in the request, it is possible to contact you to supplement the request with certain information.

Your request will be answered free of charge. However, we may charge a reasonable fee if you request additional copies of the same information. The fee charged will be based on the administrative costs of providing the requested information.

The company may reject your request if it is manifestly unfounded or excessive, or if it is repeated. In this case, within the legally established deadline after receiving the request, we will explain why we reject your request.

- **Right for rectification** - If any information is incomplete or incorrect, you have the right to request its correction or supplementation.
- **Right for erasure** - You have the right to have your personal data deleted and / or removed from our systems, unless there is a business reason or legal obligation for the Company to continue processing it. If you want us to stop processing your data, you have the opportunity and right to submit a request to delete the data, if you consider e.g. that there is no reason or legal obligation for us to continue processing them.
- **Right to restrict processing** - If you believe that any information about you is incorrect, we will stop processing that information (but we will still keep them) until it is determined that it has been updated or corrected.
- **Right for data portability** - You have the right to transfer your personal data for your personal purposes. If this is technically possible, we are obliged to provide them in a format that will be usable for you and for that purpose.

- **Right to object to the processing of certain personal data about you** - You have the right to object to the way we use your data, when we use it to fulfill our legitimate interest.
- **Right to object to any automatic decision making and profiling of your personal data** - You have the right not to be subject to automatic decision-making when it negatively affects your rights. According to the statement under the section *Right to object to any automatic decision making and profiling of your personal data Automatic decision making*, we do not make decisions for you in this way.
- **Right to withdraw consent - Once you have given a consent** to the processing of your personal data, you have the right to withdraw it at any time. Withdrawal of consent means that we will stop the processing of your personal data for which you have previously given us consent for processing. There will be no consequences from the withdrawal of consent. However, in certain situations, it is possible that we may continue to process your data after the consent has been withdrawn, provided that we have a valid legitimate purpose for processing it.

If you wish to exercise any of these rights, please:

- Contact the Personal Data Protection Officer via privacy@iwconnect.com or contact us using our contact details below;
- Provide us with enough information to identify you, i.e. provide us with proof of your identity and address;
- Let us know what information your request refers to.

3.13 Report for violation of personal data

The competent supervisory body in the Republic of Northern Macedonia for personal data protection is the Agency for Personal Data Protection (APDP). If you consider that a certain right provided for in the regulations for personal data protection has been violated, you can file a report with the APDP.

3.14 Changes in the statement

The Company reserves the right to update this Privacy Statement at any time. When we do, we will notify on website and revise the update date. You agree that it is your responsibility to periodically review this Privacy Statement and that you are aware of any changes.

3.15 Contact information for the Controller and Authorized Person for personal data protection

If you have any questions regarding the processing of your personal information, requests for your rights set out in this Privacy Statement, or if you would like to give us feedback on our Privacy Statement and / or our Privacy Practices, please contact us:

Controller:	INTERVORKS DOOEL E-mail: legal@iwconnect.com Address: Methodija Andonov Chento 15, 7000 Bitola, Republic of North Macedonia Tel: 047 221 914
Data Protection Officer:	E-mail: privacy@iwconnect.com

Bitola

INTERVORKS DOOEL, CEO

01.08.2023

_____ (Seal)

Bitola

dd.mm.20yy

Consent given by:

(name and surname and abbreviated signature)