

Privacy Policy

Updated July 2018

When you interact with University of Belgrade - Technical Faculty in Bor you are providing personal information about yourself.

The kinds of personal information that University of Belgrade - Technical Faculty in Bor collects and holds can include name, address, email, phone number and any other information required by the publications we publish or conferences, seminars, summits, meetings and any other events that we organize.

This privacy policy is to inform you about when and how University of Belgrade - Technical Faculty in Bor may collect your personal information, and what we use it for. It will also provide you with the details you need to let us know if you want us to correct or forget your information.

When you provide us with personal information about someone else

If you provide us with someone else's personal information, you should only do so if you have their authority or consent to provide us with their personal information. You should also take reasonable steps to inform them of the matters set out in this policy.

The purposes for which University of Belgrade - Technical Faculty in Bor collects, holds, uses and discloses personal information

University of Belgrade - Technical Faculty in Bor collects, holds and uses personal information for a number of purposes including:

- to keep you informed of the status of a publications, conferences, seminars, summits, meetings and any other events that we organizing that you have expressed an interest in, or are attending
- providing services to you
- to respond to queries made by you
- providing you with information about other services that we, our related entities and other organizations that we have affiliations with offer, that may be of interest to you
- facilitating our internal business operations, including the fulfilment of any legal requirements
- to monitor our websites performance
- providing your details to a third-party supplier for the purpose of serving you and that you would reasonably expect us to do

If you do not provide us with the personal information we have requested, we may not be able to complete or fulfil the purpose for which such information was collected, including providing a unique email address for email communications.

Promotional Communications

University of Belgrade - Technical Faculty in Bor may periodically send you free newsletters and e-mails that directly promote our publications, conferences, events and gatherings. When you receive newsletters or promotional communications from us, you may indicate a preference to stop receiving further communications from us – you will have the opportunity to “opt-out” by following the unsubscribe instructions provided in the e-mail you receive. Despite your indicated e-mail preferences, we may send you notices of any updates to our Privacy Policy.

Photographs, video-streaming, etc.

University of Belgrade - Technical Faculty in Bor may free of charge and without the further consent of the participants use and release pictures and shots taken of the participants and/or their works (such as posters, excerpts of presentations or lectures) during an event, for the purpose of publishing reports of the event and/or announcement of future events. University of Belgrade - Technical Faculty in Bor may audio and/or video tape the sessions and the tapes may be published in our newsroom or websites. Speakers who do not wish to give permission must submit complaints in writing before the commencement of the event.

University of Belgrade - Technical Faculty in Bor managed websites and privacy

‘Cookies’ (i.e. small text files placed on your computer when you first visit a website) are used on University of Belgrade - Technical Faculty in Bor’s websites. Most browsers now recognize when a cookie is offered and allow you to refuse or accept it.

Cookies are primarily used to enhance your online experience. If you visit our websites to read or download information, most of the information we collect is used only for statistical purposes (e.g. the domain from which you accessed the internet, the date and time you accessed our site, and the internet address of the website from which you linked directly to our site) and not personally identifiable. We use such information to make our sites more useful and attractive to you.

In general, you are not required to provide personal information when you visit our websites. However, if you apply to receive information about our services or events, provision of certain personal information will generally be required.

Links to third party websites

Our websites may contain links to third parties’ websites. These other websites are not subject to our privacy policy and procedures. You will need to review those websites to view a copy of their privacy policy. University of Belgrade - Technical Faculty in Bor does not endorse, approve or recommend the services or products provided on third party websites.

How can you access or correct the personal information about yourself that is held by University of Belgrade - Technical Faculty in Bor

You can request access to your personal information, any request for information must be made in writing to University of Belgrade - Technical Faculty in Bor. A report will be generated on all data we hold on you.

The right to be forgotten is available to anyone we hold data on, we will delete (safely and permanently) all personal data so that you become anonymous in regards to our institution. If you request that we do so, please note this is not reversible.

Keeping your details current

If you believe that any personal information University of Belgrade - Technical Faculty in Bor has collected about you is inaccurate, not up-to-date, incomplete, irrelevant or misleading, you may request correction in writing and based on this, adequate actions will be taken to correct these issues as soon as possible with providing all information made corrections to you.

Storage and Security

University of Belgrade - Technical Faculty in Bor stores personal information digitally and in hard copy. University of Belgrade - Technical Faculty in Bor takes all reasonable steps to protect personal information from unauthorized use, access, disclosure and alteration.

University of Belgrade - Technical Faculty in Bor may store digital information on remote servers or in the cloud, which are considered as part of University of Belgrade - Technical Faculty in Bor's infrastructure although they are not physically within.

Personal data is maintained under strict security and is only to be accessed internally by staff who require access as part of their job description or to complete a specific task. Records containing personal information will be held by University of Belgrade - Technical Faculty in Bor until there is no longer a need or obligation to retain such records, after which time they will be anonymised and archived.

Sharing of information

University of Belgrade - Technical Faculty in Bor will not disclose personal information to a third-party for any purpose other than the primary purpose of collection of the information unless:

- (a) the individual has consented to the use or disclosure of the information; or
- (b) there is a reasonable expectation that the entity would share personal information or for a secondary purpose in health or legal enforcement activities.

Relevant Legislation

University of Belgrade - Technical Faculty in Bor applies laws of the Republic of Serbia and others relevant legal regulations. If you receive a commercial electronic message from us and you do not wish to receive any further messages of this nature from us, either unsubscribe following the unsubscribe instructions provided in the electronic message or, email us at privacy@tfbor.bg.ac.rs or phone +381 30 424 555

Complaints and concerns

Any concerns about University of Belgrade - Technical Faculty in Bor's handling of personal information should be directed to the Faculty Dean by telephone +381 30 424 555 or email privacy@tfbor.bg.ac.rs. University of Belgrade - Technical Faculty in Bor may require complaints to be submitted in writing.