

# CURRICULUM VITAE

## POTOKAR Marko



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**Sex:** Male

**Date of birth:** 2.10.1966

**Nationality:** Slovenian

**Job applied for position**

Corporate security, Personal data protection, Information security, Internal investigation.

## WORK EXPERIENCE

### 2014 - today    **Security Manager** **Novartis - Lek d.d.**

- Development of security strategy based on the security/risk situation in the country and in the EU region.
- Review Security posture of all EU regional locations in which Novartis product resides and make recommendations to ensure Technical Security requirements are met.
- Provide all regional Supply Chain leadership and employees with intelligence on threats and Security best practices.
- Development and implementation of security policy on country level.
- Development of internationally comparable corporate security standards for overall risk management and enhancement of the role of users requesting security services.
- Information security&Data privacy officer for security systems:
  - Ensuring compliance with local privacy and data protection laws (Personal Data Protection Act, Electronic Communication Act).
  - Managing CCTV Systems regarding permission and controlling the use of video footages in case of security incidents and internal investigations.
  - Managing Access control system regarding permission and controlling the use of records in case of security incidents and internal investigations.
- Implementing local policies, SOPs and procedures for Video Surveillance System and Access Control System.
- Business Continuity Management&Emergency Management.
- Audit and control of implementation of security function provided by third party provider.
- Strategic cooperation with integration into the official security bodies and academic institutions.
- Improving quality of services in the field of corporate security provision in danger and risk management, damage and loss reduction and establishing a company's reputation.
- Developing security as a value that enhances motivation, productivity and quality of work, improves organizational and security culture and contributes to the improvement of material situation and physical health.
- Conducting internal investigations in cooperation with Legal/BPO.
- Supporting and intervening in security incidents (cooperation with HR, HSE and others).
- Taking proactive preventative security measures and effectively reacting to security incidents.
- Cooperation with official organs within investigation process.
- Coordinating announced and unannounced inspections conducted by inspectors of Slovenian Commissioner.
- Performing internal audits regarding security.
- Researching, discovering and analyzing specific security threats and developing countermeasures for mitigating the risk.
- Development and implementation of an effective security function in accordance with the legislation of the Republic of Slovenia and the company's standards.
- Preparing and implementing security seminars and trainings for employees.
- Personal protection for VIP.

**2011 - 2014    State Supervisor for Personal Data Protection  
Information Commissioner of the Republic of Slovenia**

- Performing and planning the most difficult tasks of inspection.
- Performing the most difficult investigation tasks.
- Making the most difficult reports, proposals, instructions and opinions of the Information Commissioner regarding inspection.
- Offering legal and professional help in the field of inspection.

Additional tasks:

- Planning, implementing and supervising of technical security.
- Managing Information security.
- Incident Management.
- Cooperation and Coordination of private security services.

**2010 - 2011    Head of Security Service  
Merkur d.d.**

- Planning and supervising and providing quality in the field of information, personal data, property and people protection.
- Planning and supervising of security activity performance.
- Leading the system of data protection management.
- Adjustment and coordination of work with other fields.
- Giving professional opinions.
- Developing , implementing and managing security processes, roles and responsibilities in the company.
- Leading projects and collaboration in project teams.
- Business Continuity Management.
- Emergency management.
- Ensuring compliance with legislation.
- Following changes and novelties of standards from the field of security.
- Motivating and directing co-workers.
- Transferring knowledge and taking care of co-workers' development.
- Taking care of good relationships and atmosphere among co-workers.
- Collaboration with business partners.

## **2008 - 2010    Head of Information Security**

### **Merkur d.d.**

- Developing and implementing information security processes, roles and responsibilities in the company.
- Managing projects and project groups.
- Developing and executing global standards, security regulations and guidelines.
- Managing security requirements and leading the group of information security analysts.
- Developing technological solutions and processes that enable safe access to information resources.
- Collaboration in developing a system in order to provide early consideration and addressing security questions.
- Developing and improving abilities and experiences of infrastructure and operational staff with special responsibility from the field of security, to make the systems secure, available and working at all times.
- Care that information security in the company is treated as a business matter and that all security activities in the company are linked and under supervision.
- Adjustment of information security education for the employees, co-workers, partners and others.
- Following the compliances of the books of regulations from the field of information security and following the procedures among the employees, co-workers, partners and others; solving potential problems if necessary.
- Evaluating security risks.
- Counselling from information security field.
- Business Continuity Management.
- Ensuring compliance with legislation.
- Following changes and novelties of security standards.

## **2005 - 2008    Head of Risk Management, Information Security Officer**

### **Bankart, Procesiranje plačilnih inštrumentov d.o.o.**

- Providing complete risk management (information and operational).
- Finding and analysing risks and introducing effective mechanisms and supervisions for their reduction.
- Developing, implementing and ensuring compliance with the ISO/IEC 27001 standard.
- Making security policies, approving specific procedures and processes.
- Managing compliance with legislation and other legal requirements concerning information security.
- Leading projects and collaborating in projects from the viewpoint of security.
- Coordination and execution of activities of information security officer and risk management co-ordinator.
- Preparation and execution of information security education and training.

**1998 - 2005    Head of Department for Information System supervision and support,  
Head of Department for IT Production, Head of Department for  
ATM&POS systems development**

**Bankart, Procesiranje plačilnih inštrumentov d.o.o.**

- Planning information solutions.
- Planning business directions.
- Developing and implementing information solutions.
- Planning, organizing, informing, following execution and checking execution of tasks.
- Evaluation of efficiency of groups and individuals.
- Care for professional training and education and development of subordinates.
- Counselling and tutoring.
- Supervision and control of work processes and suggesting changes and improvements.
- Collaboration in project groups.
- Leading and coordinating activities within the department.
- Adjustment and coordination of work with other sectors and giving professional opinions.
- Communication with business partners.
- Preparing internal instructions for optimal execution of operational tasks.
- Collaboration in preparing contracts, protocol and price list.
- Managing projects and collaboration in project groups.

**1988 - 1998    System Engineer, Software Developer, Computer Operater  
Prometni inštitut, SŽ d.d., NLB d.d.**

- Developing and implementing information solutions.
- Developing data structures.
- Making software specifications.
- Testing information solutions and evaluating results.
- Counselling and developing new information solutions.
- Collaboration in technological solutions.
- Collaboration in making project suggestions.
- Leading and collaborating in projects.
- Collaboration in making user documentation.
- Making software/program documentation.
- Installation and maintenance of operation systems and system products.
- Monitoring and adjusting operation of computer systems and correcting errors and irregularities.
- Adjusting and harmonizing processes with the purpose of optimal use of hardware and software system equipment.
- Suggesting the introduction of new technologies in system field.
- Counselling in application development.

## EDUCATION AND TRAINING

### 1997 - 2005 M.Sc. Information Science - Operations Research

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Faculty of Economics, University of Ljubljana

- Artificial Intelligence and Theory of Algorithms.
- Mathematical Programming.
- Decision Theory.
- Stochastic Systems.
- Theory of Markov Chains.
- Queuing Theory.
- Reliability and Availability of Systems.
- General Theory of Systems.

### 2003 Pedagogical and Andragogical Education

Faculty of Arts, University of Ljubljana

- Psychology for teachers.
- Didactics.
- Special didactics.
- Andragogy.
- Pedagogy.

### 2002 Ju-jitsu trainer

Usposobljenost za  
delo v športu

Faculty of Sport, Institute of Sport, University of Ljubljana

- Sports medicine.
- Sports traumatology.
- Sports psychology.
- Sports preparation.
- Competing in judo and ju-jitsu.
- Teaching ju-jitsu.
- Teaching self-protection and self-defence.

### 1993 - 1997 University graduated organizer - information scientist

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Faculty of Organizational Science, University of Maribor

- Programming.
- Application Development.
- Data bases.
- Stochastic processes.
- Information systems security.
- Reliability and Availability.
- Planning organizational systems.
- Decision process.
- Systems Modelling and Simulating.
- Computer systems.
- Business Expert systems.
- Computer Communications.
- Business information systems.
- Theory of Organization.

## PERSONAL SKILLS AND COMPETENCES

Mother tongue(s) **Slovenian**

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
<b>English</b>	C2	C2	C2	C2	C2
<b>Croatian</b>	C2	C2	C2	C2	C2
<b>Serbian</b>	C2	C2	C2	C2	C2

Level: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user

Communication skills Understanding and listening to people, open communication.

Organisational/managerial skill Ability to lead and cooperate, work in groups, organize and plan project work.

Job-related skills **ISO 27001 Internal auditor for Information Security Management Systems. Knowledge of information security and security of people and property, management and organization and legislation on privacy and security.**  
Lecturing skills, moderation and active participation at national and international conferences in the field of security, privacy and information technology.  
Member of the Expert Council of the Institute for Forensic of Information Technologies.  
Martial arts skills, teaching self-protection and self-defense.

Digital competence	Information processing	Communication	Content creation	Safety	Problem solving
	C2	C2	C2	C2	C2

Level: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user

Computer skills and Competence Working as system engineer and developer on IBM hosts, COBOL, CICS-COBOL, DB2, VSAM, JCL, SQL, LINC II, C++, Access, Python, DOS, MS Windows, MS Office (Word, Excel, PowerPoint), Internet, e-mail etc.

- Other skills
- **Deep knowledge and experience in the field of Privacy and EU General Data Protection Regulation.**
  - **Advisor and Consultant for management in the field of Privacy and Personal Data Protection.**
  - **Habilitated lecturer for the subject area of Computer and Information Science on graduate studies on Faculty of Information Studies.**

- **Habilitated assistant for the subject area of Computer and Information Science on postgraduate studies on Faculty of Information Studies.**
- **College lecturer in the field of information security and privacy.**
- Active knowledge of the English language certificate.

Driving licence

**B** category