

## **PRIVACY RULES**

This privacy notice tells you what you can expect when BELINA d.o.o., Vrtnjakovec 131, Vrtnjakovec, Krapinske toplice, OIB: 86448513098 (hereinafter: BELINA) collects personal data about you when you use our company's services. BELINA undertakes to protect your personal data when you use our services. Whenever you provide such information, we will only use your information in accordance with all applicable data protection laws, including the General Data Protection Regulation (GDPR). Your data will be stored in a secure environment and access will be limited.

We promise to collect, use and store your personal data in a secure manner.

We promise to use your personal data transparently and only for specific purposes.

We promise to inform you about how we use your data and to whom we give it.

### **WHAT INFORMATION WILL WE COLLECT ABOUT YOU?**

The personal data we collect is related to the reason for collection. In most cases, these are basic personal data such as:

- name and surname, email address, contact number, postal address, IP address.

### **HOW WILL WE USE THE INFORMATION WE COLLECT?**

BELINA will use your personal information for a number of purposes, including the following:

- Due to the previous actions necessary for the conclusion of the contract.
- For the purpose of concluding and fulfilling contracts on the use of our products and services.
- In order to fulfill our legitimate business interests, during which we will always look out for your interests as well.
- In order to fulfill legal obligations in accordance with positive legal regulations.
- To provide you with feedback on your inquiries and complaints.
- To send you marketing communications about our company's products and services. We will only do this if you give us your clear consent that you want it. The legal justification for sending you marketing communications about our products and services is that you have given your express consent for your personal data to be used for this purpose. You always have control over your data, and you can opt out of further receiving marketing communications in the same way as you agreed to.

We will keep your information within our company and our confidential third parties, except in cases where disclosure is required by law, for example to government bodies and law enforcement agencies.

Some of our trusted partners with whom we share your personal information include a delivery service that delivers purchased goods to you. Our legitimate interest in this type of transfer is to provide you with the best possible and complete service. Since we are responsible for your personal data, we always check that your data remains protected and secure during transmission.

Some of our trusted partners with whom we share your personal data include companies from our group. Companies from our group include: Belinamont d.o.o., OIB: 89659199046, Vrtnjakovec 131, Krapinske Toplice. Our legitimate interest in this type of transfer is to provide you with the best possible and complete service. Since we are responsible for your personal data, we always check that your data remains protected and secure during transmission.

### **HOW LONG WILL WE KEEP YOUR DATA?**

Your personal data will be kept for the period necessary to fulfill obligations from the law, contract or in accordance with the intended purposes of collection.

Your personal data for marketing communications will be kept for the period of your consent.

## WHAT RIGHTS DO I HAVE OVER MY PERSONAL DATA?

According to the General Data Protection Regulation, you have the right to request from us:

- the right to access – you have the right to contact us at any time and get confirmation as to whether your personal data is being processed and, if this data is being processed, to request access to personal data and information to which you are entitled in connection with the protection of personal data. BELINA d.o.o. It provides you with a copy of the personal data being processed, and for any additional copies you request, we may charge you a reasonable fee based on administrative costs. If you submit a request electronically, unless you request otherwise, we provide the information to you in the usual electronic form;
- the right to correction – if we process your personal data that is incorrect, you can ask us to correct it at any time, and if it is incomplete, you have the right to complete it;
- the right to deletion - you have the right to ask us to delete personal data relating to you if we have illegally processed them or if personal data are no longer necessary in relation to the purpose of processing or similar. Please take into account that there are reasons that prevent immediate deletion, for example in order to establish, realize or process legal requests, which we will inform you about in detail in relation to each individual request;
- the right to limit processing – you can ask us to limit the processing of your data:
  - if you dispute the accuracy of personal data during the period that allows us to verify the accuracy of such data,
  - if the processing is illegal, but you object to the deletion and instead request the restriction of the use of that data,
  - if we no longer need the data for processing purposes, but you request it for the purpose of establishing, exercising and defending legal claims,
  - if you objected to the processing;
- the right to data portability – you have the right to receive your personal data that you have provided to us, in a structured, commonly used and machine-readable format, and you have the right to transfer this data to another controller, if the processing is based on consent or a contract and is carried out by automated means;
- the right to object - you can object to the processing of your personal data at any time.
- the right to complain - if you believe that by processing your personal data we have violated REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL or other regulations regarding the protection of personal data, please contact our Personal Data Protection Officer to clarify disputed issues. You can do the above at the following contacts: BELINA d.o.o., Vrtnjakovec 131, Vrtnjakovec, Krapinske toplice and e-mail: [info@fjakka.com](mailto:info@fjakka.com)
- You certainly have the right to file a complaint with a national supervisory authority (Personal Data Protection Agency) or a supervisory authority within the EU;
- the right to withdraw consent - when processing is based on consent, you have the right to withdraw consent at any time without affecting the legality of the processing that was based on consent before it was withdrawn. You can do the above via e-mail: [info@fjakka.com](mailto:info@fjakka.com)
- the right to compensation for damages – if you have suffered (non)property damage due to violation of relevant legal provisions, you have the right to compensation from us or the processor for the damage suffered.

Detailed information on categories of personal data, purposes of collection and legal basis, as well as YOUR RIGHTS AND THEIR EXERCISE can be found in our Rulebook on methods of processing and use of personal data, which is available on our website: [fjakka.com](http://fjakka.com)

In order to exercise your rights regarding the processing of your personal data or if you believe that the processing of personal data that we carry out is contrary to the regulations on the protection of personal data, please inform us of the same in writing to the address BELINA d.o.o., Vrtnjakovec 131, Vrtnjakovec, Krapinske toplice or via e-mail address: [info@fjakka.com](mailto:info@fjakka.com)

You will be notified of any changes to the Privacy Policy on our website: [www.fjakka.com](http://www.fjakka.com)

## **COOKIES (Cookies)**

In order for our website to work properly, for us to be able to make further improvements to the site, in order to improve your browsing experience, the site must save a small amount of information (Cookies) on your computer.

A cookie is information saved on your computer by the website you visit. Cookies usually store your settings, settings for the website, such as your preferred language or address. Later, when you open the same web page again, the internet browser sends back the cookies belonging to that page. This allows the site to display information tailored to your needs.

Cookies can store a wide range of information including personal information (such as your name or e-mail address). However, this information can only be saved if you allow it - websites cannot gain access to information that you have not given them and cannot access other files on your computer. The default activities of saving and sending cookies are not visible to you. However, you can change your internet browser settings so that you can choose for yourself whether to approve or reject cookie storage requests, delete saved cookies automatically when you close your internet browser, and the like.

You have the right to turn off cookies. Internet browsers are usually programmed to accept cookies by default, but you can easily adjust this by changing your browser settings.

By turning off cookies, you decide whether you want to allow cookies to be stored on your computer.

For information about cookie settings, select the web browser you are using.

If you disable cookies, you will not be able to use some of the functionalities on the websites.