

## **Data and Privacy Policy**

### **About**

Thank you for your interest in our company and welcome to our website, which is part of company Ergo Institute Ltd. Protection of the personal data you entrust to us is very important to us and we handle with your data very carefully. We want you to feel safe and secure when you visit our website, thus we prepare this Data and Privacy Policy to enable you to be fully informed about the personal data that we collect when you use our website and services, and are familiar with how we use them. All data are used according to this Data and Privacy Policy, and are prepared according to GDPR and Slovenia law ZVOP-1 Ur. l. RS št. 86/04, Ur. l. št. 109/2012 ZEKom-1.

### **Definitions**

Ergo Institute Ltd., Ulica Gradnikove brigade 11, 1000 Ljubljana, Slovenia is the owner and operator of this website. A visitor or a user of a website is any person who visits the website.

### **What information is collected and for which purposes?**

- We record and save your computer's IP address in order to send the contents of our website visited by you to your computer (e.g. texts, pictures, and files provided for downloading, etc.) (cf. Art. 6 (1) lit. b GDPR). We also process these data to identify and pursue any misuse. Legal basis in this case is Art. 6 (1) lit. f GDPR. In this context, our legitimate interest in data processing is to ensure the due functioning of our website and the business transacted via the website.
- We also process personal data that you provide voluntarily, e.g. when you make a registration to our events, order our publications or any other information/promotional material and when you show your interest for the upcoming events. We process this for further communication with you in order to deliver the best available opportunity for you. In as far as we process your data as described above for the purpose of accepting and processing your order of publications, interest for next events, registration, you are contractually bound to make these data available to us. We are unable to process your request without the data. Where you have given your consent to the processing of personal data (cf. Art. 6 (1) lit. a GDPR), you can withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing based on consent up to the time of withdrawal of consent.
- In case you give your personal data voluntarily as described in the previous line, you consent we can store your data in our database and to inform you about our next activities (events, webinars), and to communicate with you about any updates or news for successfully cooperation.
- In case you register for the event, you consent we can use your personal data to prepare the lists of participants and to manage other activities related to event you register to. You consent we can contact you via phone or email for organizational issues for the event, agenda, events satisfaction questionnaires, to send you the presentation and other material linked to the event you registered to.
- In case you show interest with filling the online forms you consent that from time to time we can send you invitation and information for our future events.
- In case you attend any of our events worldwide, you consent we can contact you via phone

or email for organizational issues for the next events and to keep you in our participants list for the event you registered to.

### **Other data use and deletion of data**

Any further processing or use of your personal data will generally only be carried out to the extent permitted on the basis of a legal regulation or where you have consented to data processing or data use. In the case of further processing for other purposes than the ones for which the data were originally collected, we will inform you about these other services and provide you with all other significant information before further processing.

### **Rights concerning the processing of personal data**

#### ***Right of access***

On request, you have the right to obtain information from us about the personal data concerning you and processed by us, to the extent defined in Art. 15 GDPR. You can send your request by email to the address given below.

#### ***Right to rectification***

You have the right to require us to rectify any inaccurate personal data concerning you without undue delay (Art. 16 GDPR). For this purpose, please contact the address given below.

#### ***Right to deletion***

Where the legal reasons defined in Art. 17 GDPR apply, you have the right to immediate deletion (“right to be forgotten”) of personal data concerning you. These legal reasons include: the personal data are no longer necessary for the purposes for which they were processed, or you withdraw your consent, and there are no other legal grounds for processing; the data subject objects to the processing (and there are no overriding legitimate grounds for processing—does not apply to objections to direct advertising). To assert your above right, please contact the contact address given below.

#### ***Right to restriction of processing***

If the criteria defined in Art. 18 GDPR are fulfilled, you have the right to restriction of processing as established in the above article of the GDPR. According to this article, restriction of processing may be called for in particular if processing is unlawful and the data subject opposes deletion of the personal data and requests the restriction of their use instead, or if the data subject has objected to processing according to Art. 21 (1) GDPR as long as it is unclear whether our legitimate interest overrides the interest of the data subject. To assert your above right, please contact the contact address given below.

#### ***Right to data portability***

You have the right to data portability as defined in Art. 20 GDPR. This means you have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used, and machine-readable format, and have the right to transmit those data to another controller, such as another service provider. Prerequisite is that processing is based on consent or a contract, and is carried out using automated means. To assert your above right, please contact the contact address given below.

***Right to object***

You have the right to object at any time under Art. 21 GDPR to processing of personal data concerning you which is based on Art 6 (1) lit. e or f GDPR, on grounds relating to your particular situation. We will desist from processing your personal data unless we can demonstrate compelling legitimate grounds for processing which override your interests, rights, and freedoms, or unless processing is for the establishment, exercise, or defense of legal claims. To assert your above right, please contact the contact address given below.

**How we make your data safe**

We always store only data needed for successful communications. Our website uses secure network and we test and upgrade security of our website continuously.

**Transfer to third parties**

We will not sell your data to third parties or otherwise share them for commercial purposes.

If you register to any Ergo Institute events, we prepare and share list of registered participants for each event. Our participants' lists we share include only following data: company position, company and country.

If you attend any of Ergo Institute Ltd. events, Ergo Institute Ltd. can use your personal data for registration of the events to public entities when and where needed, also to third countries authorities if the event is organized there.

When necessary, we will transfer your personal data to prosecution authorities and, if applicable, damaged third parties without your explicit consent where this is necessary for clarifying illegal use of our services or for legal prosecution.

**Security**

Ergo Institute Ltd. takes appropriate technical and organizational measures to protect any personal data you provide, from accidental or intentional manipulation, loss, destruction, or access by unauthorized parties. This also applies to any external services purchased. We verify the effectiveness of our data protection measures and continuously improve them in line with technological development. Any personal data entered are encrypted during transfer using a secure encryption process.

**Embedding of social media**

Our website uses buttons for the following social networks: Facebook, LinkedIn and Twitter. The buttons show the logos of the individual social networks. These buttons are only activated by deliberate actions (clicking). As long as you do not click the buttons, no data will be transferred to the social networks. If you do not wish social networks to obtain data about you, do not click the button.

**Data storage**

All collected data will be used and processed so long as the reason for collecting is not achieved. You can let us know to stop using your data for direct marketing. In this case, within 30 days, we will stop using and processing your data for this purpose and will inform you about the procedure.

**Right to file a complaint with a supervisory authority**

If you think that processing of your personal data is unlawful or impermissible, you have the right to file a complaint with the supervisory authority responsible for Slovenia.

**Amendment of this data privacy statement**

In case an update requires an adaptation of this Data and Privacy Policy, we therefore reserve the right to amend the current Data and Privacy Policy. The current version is dated February 25, 2020.

**Contacts**

Please address any questions regarding the processing of your personal data, requests for information, applications, or complaints directly to [alenka.bezjak@ergo-institut.com](mailto:alenka.bezjak@ergo-institut.com)