

Privacy Policy

Last Updated: June 22, 2018

Biva d.o.o., Blegoska ulica 11, 4224 Gorenja vas, Slovenia (the “Company”) is committed to protecting the privacy of individuals who visit our websites, use the products and services, or attend or register to attend events the Company organizes or at which the Company participates (the “Service“). This Privacy Policy (“Privacy Policy”) is designed to help you understand what information we gather, how we use it, what we do to protect it, and to assist you in making informed decisions when using our Service. Unless otherwise indicated below, this Privacy Policy applies to and the term »website« refers collectively to Company website matejadebeljak.com or any other Company website, as well as other websites that the Company operates and that references this Privacy Policy.

The terms “we,” “us,” and “our” refer to the Company. “You” refers to you, as a user of the Service.

Please read this Privacy Policy before using the Service or submitting any personal information.

I. CONSENT

By accessing our website or by accessing our Service, you accept our Privacy Policy and Terms of Use, and you consent to our collection, storage, use and disclosure of your personal information as described in this Privacy Policy. Each time you visit our website, use the Service, and any time you voluntarily provide us with information, you agree that you are consenting to our collection, use and disclosure of the information that you provide, and you are consenting to receive emails or otherwise be contacted, as described in this Privacy Policy. Whether or not you register or create any kind of account with us, this Privacy Policy applies to all users of the website and the Service.

II. INFORMATION WE COLLECT

We may collect both “Non-Personal Information” and “Personal Information” about you. “Non-Personal Information” includes information that cannot be used to personally identify you, such as anonymous usage data, general demographic information we may collect, referring/exit pages and URLs, preferences you submit and preferences that are generated based on the data you submit and number of clicks. “Personal Information” includes information that can be used to personally identify you, such as your name, address, email address, phone number and skype ID.

In addition, we may also track information provided to us by your browser when you view or use the Service, such as the website you came from prior to visiting us (known as the “referring URL”), the type of browser you use, the device from which you connected to the Service, the time and date of access, and other information that does not personally identify you. We use this information for, among other things, to maintain the quality of the Service, to provide general statistics regarding use of the Service, to improve marketing, analytics, and website functionality. We track this information using cookies, or small text files which include an anonymous unique identifier. Cookies are sent to a user’s browser from our servers and are stored on the user’s computer hard drive. Sending a cookie

to a user's browser enables us to collect Non-Personal Information about that user and keep a record of the user's preferences when utilizing our website or services, both on an individual and aggregate basis. The Company may use both persistent and session cookies; persistent cookies remain on your computer after you close your session and until you delete them, while session cookies expire when you close your browser. Persistent cookies can be removed by following your Internet browser help file directions. If you choose to disable cookies, some areas of the Service may not work properly.

Emails or newsletters that we send electronically may use techniques such as web beacons or pixel tags to gather email metrics and information to improve the reader's experience, such as the number of emails that are opened, whether they were forwarded or printed, the type of device from which they were opened, and the location (e.g. city and state) associated with the applicable IP address.

If you purchase a product or service from us, we request certain personal information from you on our order form. You must provide contact information (such as name, email, and shipping address) and financial information (such as credit card information and expiration date). We use this information for billing purposes and to fill your orders. If we have trouble processing an order, we will use this information to contact you.

We may also make some content, products and services available through our website or by emailing messages to you through cooperative relationships with third-party providers. We may share with our provider partners any information you provide, or that is collected, in the course of visiting any pages that are made available in cooperation with our provider partners. In some cases, the provider partner may collect information from you directly, in which cases the privacy policy of our provider partners may apply to the provider partners' use of your information. The privacy policy of our provider partners may differ from ours. If you have any questions regarding the privacy policy of one of our provider partners, you should contact the provider partner directly for more information.

By submitting your email address on our website, you agree to receive email from us. You can cancel your participation in any of these email lists at any time by clicking the opt-out link or other unsubscribe option that is included in the respective email. We only send emails to people who have authorized us to contact them, either directly, or through a third party. We do not send unsolicited commercial emails, because we hate spam as much as you do.

By submitting your email address, you also agree to allow us to use your email address for custom audience targeting on sites like Facebook, where we display custom advertising to specific people who have opted-in to receive communications from us.

We ask for and may collect personal information such as your name, address, phone number and email address when you register for or attend a sponsored event or other events at which we participate.

III. HOW WE USE AND SHARE INFORMATION

We may use the information we collect about you (including Personal information, to the extent applicable) for a variety of purposes, including to (a) provide, operate, maintain, improve, and promote the Services; (b) enable you to access and use the Services; (c) process and complete

transactions, and send you related information, including purchase confirmations and invoices; (d) send transactional messages, including responses to your comments, questions, and requests; provide customer service and support; and send you technical notices, updates, security alerts, and support and administrative messages; (e) send promotional communications, such as providing you with information about products and services, features, surveys, newsletters, offers, promotions, contests, and events; and provide other news or information about us and our partners. You can opt-out of receiving marketing communications from us by contacting us at mateja@biva.si or following the unsubscribe instructions included in our marketing communications; (f) monitor and analyse trends, usage, and activities in connection with the Service and for marketing or advertising purposes; (g) investigate and prevent fraudulent transactions, unauthorized access to the Services, and other illegal activities; (h) personalize the Service, including by providing features or advertisements that match your interests and preferences; and (i) for other purposes for which we obtain your consent.

Personal Information:

In general, we do not sell, trade, rent or otherwise share your Personal Information with third parties without your consent. However, there are some important exceptions to this rule that are described in the following paragraphs.

We may, in our sole discretion, provide information about you as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or other legal process for purposes of fraud investigations, alleged intellectual property infringement, or any other suspected illegal activity or matters that may expose us to legal liability.

We may share your Personal Information with vendors and other third-party providers who are performing hosting for and maintenance of our website, application development, backup, storage, payment processing, analytics and other services for the Company. In general, the vendors and third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide for the Company. For example, when you provide us with personal information to complete a transaction, verify your credit card, place an order, arrange for a delivery, or return a purchase, you consent to our collecting and using such personal information for that specific purpose, including by transmitting such information to our vendors (and their service providers) performing these services for the Company. We do not permit our third-party service providers to use the Personal Information that we share with them for their marketing purposes or for any other purpose than in connection with the services they provide to us.

Non-Personal Information:

In general, we use Non-Personal Information to help us improve the Service and customize the user experience. We also aggregate Non-Personal Information in order to track trends and analyse use patterns of the Service. This Privacy Policy does not limit in any way our use or disclosure of Non-Personal Information and we reserve the right to use and disclose such Non-Personal Information to our partners, advertisers for marketing and promotional purposes and other third parties at our sole discretion.

IV. HOW WE PROTECT INFORMATION

We implement reasonable precautions and follow industry best practices in order to protect your Personal Information and ensure that such Personal Information is not accessed, disclosed, altered or destroyed. However, these measures do not guarantee that your information will not be accessed, disclosed, altered or destroyed by breach of such precautions. By using our Service, you acknowledge that you understand and agree to assume these risks.

V. HOW LONG WE RETAIN YOUR PERSONAL INFORMATION

We will retain your Personal Information for as long as is needed to fulfil the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements). For Personal Information that we process on behalf of our subscribers, we will retain such Personal Information in accordance with the terms of our agreement with them, subject to applicable law.

VI. YOUR RIGHTS REGARDING THE USE OF YOUR PERSONAL INFORMATION

You have the right at any time to prevent us from contacting you for marketing purposes. When we send a promotional communication to a user, the user can opt out of further promotional communications by following the unsubscribe instructions provided in each promotional e-mail. Please note that notwithstanding the promotional preferences you indicate by unsubscribing, we may continue to send you administrative emails for as long as needed to provide the Service to our subscribers.

Upon request we will provide you with information about whether we hold, or process on behalf of a third party, any of your Personal Information. To request this information please contact us at mateja@biva.si. Subscribers to our services may update or change their account information by editing their profile or organization record or by contacting at mateja@biva.si for more detailed instructions. To make a request to have Personal Information maintained by us returned to you or removed, please email at mateja@biva.si. Requests to access, change, or remove your information will be handled within thirty (30) days.

If you are a subscriber or otherwise provide us with Personal Information in connection with your use of the Service, we will delete this information upon your request, provided that, notwithstanding such request, this information may be retained for as long as you maintain an account for our services, or as needed to provide you with our services, comply with our legal obligations, resolve disputes and enforce our agreements.

You may have the right to exercise additional rights available to you under applicable laws, including:

- Right of erasure: In certain circumstances, you may have a broader right to erasure of Personal Information that we hold about you – for example, if it is no longer necessary in relation to the purposes for which it was originally collected. Please note, however, that we may need to retain certain information for record keeping purposes, to complete transactions or to comply with our legal obligations.

- Right to object to processing: You may have the right to request that we stop processing your Personal Information and/or to stop sending you marketing communications.
- Right to restrict processing: You may have the right to request that we restrict processing of your Personal Information in certain circumstances (for example, where you believe that the Personal Information we hold about you is inaccurate or unlawfully held).
- Right to data portability: In certain circumstances, you may have the right to be provided with your Personal Information in a structured, machine readable and commonly used format and to request that we transfer the Personal Information to another data controller without hindrance.

If you would like to exercise such rights, please contact us at mateja@biva.si. We will consider your request in accordance with applicable laws. To protect your privacy and security, we may take steps to verify your identity before complying with the request.

You also have the right to complain to a data protection authority about our collection and use of your Personal Information. For more information, please contact your local data protection authority.

VII. LINKS TO OTHER SITES

We may provide links to other sites that are not owned or controlled by us. However, we are not responsible for the privacy practices employed by those sites or the information or content they contain. This Privacy Policy applies solely to information collected by us. Therefore, this Privacy Policy does not apply to your use of a third-party site accessed by selecting a link via our website. To the extent that you access or use services through or on another site or application, then the privacy policy of that other site or application will apply to your access or use of that site or application. We encourage our users to read the privacy statements of other sites before proceeding to use them.

VIII. AGE OF CONSENT

By using the Service, you represent that you are at least 18 years of age.

IX. MERGER OR ACQUISITION

In the event we undergo a business transaction such as a merger, acquisition by another company, or sale of all or a portion of our assets, your Personal Information may be among the assets transferred. You acknowledge and consent that such transfers may occur and are permitted by this Privacy Policy, and that any acquirer of our assets may continue to process your Personal Information as set forth in this Privacy Policy. If our information practices change at any time in the future, we will post the policy changes here so that you may opt out of the new information practices. We suggest that you check this Privacy Policy periodically if you are concerned about how your information is used.

X. EMAIL COMMUNICATIONS & OPTING OUT

We collect your email address in order to:

- Send information and respond to inquiries;
- Process orders and to send information and updates pertaining to orders;
- Market to our mailing list or continue to send emails to our clients after the original transaction has occurred.

We provide you the opportunity to opt-out from any promotional, marketing, or informational emails that we may send you. You may do so by following the instructions included in each communication or by emailing us at mateja@biva.si.

XI. TESTIMONIALS

We display personal testimonials of satisfied customers on our website in addition to other endorsements. With your consent, we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can contact us at mateja@biva.si.

XII. LEGAL BASIS FOR PROCESSING

We will normally collect Personal Information from you only where: (a) we have your consent to do so, (b) where we need the Personal Information to perform a contract with you (e.g. to deliver the Services you have requested), or (c) where the processing is in our or a third party's legitimate interests (and not overridden by your data protection interests or fundamental rights and freedoms). In some cases, we may also have a legal obligation to collect Personal Information from you, or may otherwise need the Personal Information to protect your vital interests or those of another person.

Where we rely on your consent to process the Personal Information, you have the right to withdraw or decline your consent at any time. Please note that this does not affect the lawfulness of the processing based on your consent before its withdrawal.

If we ask you to provide Personal Information to comply with a legal requirement or to perform a contract with you, we will make this clear at the relevant time and advise you whether the provision of your Personal Information is mandatory or not (as well as of the possible consequences if you do not provide your personal information). Similarly, if we collect and use your Personal Information in reliance on our (or a third party's) legitimate interests which are not already described in this notice, we will make clear to you at the relevant time what those legitimate interests are.

XIII. CHANGES TO OUR PRIVACY POLICY

The Company reserves the right to change this Privacy Policy at any time. If we decide to change this Privacy Policy, we will post these changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. Any such modifications become effective upon your continued access to and/or use of the Service five (5) days after we first post the changes on the website or otherwise provide you with notice of such modifications. It is your sole responsibility to check this website from time to time to view any such changes to the terms of this Privacy Policy. If you do not agree to any changes, if and when such changes may be made to this Privacy Policy, you must cease access to this website. If you have provided your email address to us, you give us permission to email you for the purpose of notification as described in this Privacy Policy.

XIV. CONTACT US & WITHDRAWING CONSENT

If you have any questions regarding this Privacy Policy or the practices of this website, or wish to withdraw your consent for the continued collection, use or disclosure of your Personal Information, please contact us by sending an email to mateja@biva.si.