

# Privacy Policy

## Personal Data Protection

At the Company Naboo d.o.o. (Kamnogoriška ulica 41, 1000 Ljubljana, Slovenia) we respect your privacy and will use your personal data solely for the purposes stated. We will carefully protect your personal data in accordance with the legislation governing the protection of personal data (EU Regulation 2016/679 (GDPR) and the Personal Data Protection Act – ZVOP-1), the rules on protection of personal data and internal acts of our company.

### 1. Personal data controller

The controller of personal data processed in accordance with the Rules for the Protection of Personal Data is Naboo d.o.o., Kamnogoriška ulica 41, 1000 Ljubljana, Slovenia.

### 2. Data Protection Officer

The data protection officer of personal data at Naboo d.o.o is Domen Vertačnik, who can be reached at [domen@naboo.si](mailto:domen@naboo.si).

### 3. Transmission of Personal Data to Third Parties or Third Countries

Naboo d.o.o. does not transmit the collected personal data to third parties or third countries.

### 4. Types of Personal Data and the Purposes for which They are Processed

Naboo d.o.o. collects and processes personal data on the consent of individuals or the basis of a contract for services.

#### Processing Based on Consent

Naboo d.o.o. collects and processes personal data of individuals for the purpose of doing business, sending offers and answering questions.

### 5. Personal Data Protection

To ensure the protection of personal data, Naboo d.o.o. shall carry out all necessary legal, organizational and appropriate logistic-technical procedures and measures, either by itself or on the basis of internal acts or through its contractual partners, by:

- securing premises, equipment and system software, including I / O units;
- safeguarding application software that processes personal data;
- preventing unauthorized access to personal data during their transmission, including transmission by telecommunication means and networks;
- providing an effective way of blocking, destroying, deleting or anonymization of personal data;
- enabling the subsequent determination of when individual personal data were used and entered into the database and who did so, for the period for which the individual data is stored.

## **6. Retention Periods for Personal Data**

The personal data of the individual, obtained on the basis of the consent, may be processed and stored as long as the purpose or until the given consent of the individual is revoked.

The personal data of the individual, processed under the contract, can be processed and stored for up to 5 years from the fulfillment of the contractual obligations of both parties. Invoices shall be kept for 10 years after the expiry of the year to which the invoice relates in accordance with the law governing the field of value-added tax.

## **7. Rights of the Individual**

In accordance with the applicable legislation governing the field of personal data protection, an individual has the right to withdraw, request, access, rectify, limit the processing or deletion of personal data at any time by notifying us in writing by mail at Naboo d.o.o. Kamnogoriška ulica 41, 1000 Ljubljana, Slovenia or per email [domen@naboo.si](mailto:domen@naboo.si). An individual may also file a complaint to that address regarding the processing of his or her personal data.

An individual may also file a complaint regarding the processing of his or her personal data directly to the competent supervisory authority, i.e. to the Information Commissioner of the Republic of Slovenia.

## **8. Disposition of Apparent Infringements**

In the event of personal data breach, NAboo d.o.o. shall immediately implement all internal and external measures (technical, organizational) to protect the rights and interests of the individual. Naboo d.o.o. will inform each of the affected persons and inform the competent supervisory authority in the Republic of Slovenia.