

Personal Data Protection Statement – COMMODATIO d.o.o.

1. General information

This Statement of Personal Information Protection of **Commodatio d.o.o.** applies from 25 May 2018 with the use of our website (www.izradawebshopa.eu) whenever you give us your information. This Statement describes what information we collect, how we process it, and for what purposes we use it; as well as your rights related to your data.

a) For data processing is responsible:

Commodatio d.o.o.
Rebar 115
10000 Zagreb
CROATIA

OIB: 71033112138

The Commissioner for Personal Data Protection is available via contact email: sinisa.blasic@commodatio.hr

b) If we use the services of external providers to process your personal information, we are talking about processing (personal data) by demand. In this case, we are responsible for protecting your personal information/data.

c.) all private and other information we collect (for the purpose of establishing a normal business relationship) is also our responsibility – and we would handle it in accordance to the general GDPR guidelines.

2. Types of personal information

We could use the following personal information:

a) **your basic personal information:** name, address, personal identification number and contact information (email address, mobile / telephone number).

b) **other personally identifiable information** that you or third parties make available to us when assembling a business relationship or for the duration of a business / contract relationship, such as identity card, bank account number, passwords, signing or representation powers.

The above does not include sensitive data from a data protection perspective, in particular the following: racial or ethnic origin, political or religious views or worldview, genetic or health information.

3. Storage period

a) We generally delete your basic personal information upon termination of our business / contractual relationship, and - at the latest - upon expiration of all legal obligations related to the safekeeping of personal information.

Please note that we do not delete your information if an objection to a product or service is filed within the deadline, until the completion of the complaint procedures in accordance with applicable regulations (eg Consumer Protection Act, etc.).

b) Your other personal information is in principle deleted upon termination of the business relationship and at the latest upon expiration of all statutory storage obligations, except in the case of forced collection of unpaid claims, or if a complaint is made against a product or service within the time-frame, until the final completion of complaint procedures in accordance with applicable regulations.

4. Methods and purposes of processing personal data

We use your personal data - collected through our websites / phone calls - solely to establish a normal business relationship and / or to create a business offer / business agreement with you.

We do not use your personal information or other identifiable information for any other purposes (eg keeping statistics, creating user profiles, etc.)

a) Business relationship realization

We will use personal information for the purpose of providing and billing our services in accordance with applicable law.

For the purpose of establishing a business relationship / contract, we can contact you through the contact information which you have willingly given to us or by other means for which you have given us oral or written consent.

b) Collection of claims

If you do not fulfill your business / contractual obligations, in order to protect ourselves as a creditor, we may pass on relevant personal information and use the services of individuals and legal entities to collect claims (eg law offices, debt collection agencies, etc.).

Before taking such a measure, we will specifically inform you of this through the contact information you have provided us to give you an opportunity to react.

We may also deliver your basic personal information to external vendors who provide us with a billing service.

c.) Contacting

During the business / contractual relationship, as well as upon termination of our relationship, during the period of one year, we could contact you through the following communication channels for which you have given us your consent:

- phone call
- SMS
- e-mail
- social networks
- regular mail

5. Personal data forwarding

We do not share your personal information under Article 2 of this Statement with any entity outside the company. Your personal information could be shared if demanded by the law for regulating any legal issue concerning your involvement.

6. Information security and data integrity

Data transmission over the Internet is not secure. While we strive to protect your personal information, we cannot guarantee the security of your information while transmitted through our website; thus, you make any transfer of information at your own risk. Once we receive your data, we apply appropriate security measures to prevent any unauthorized access.

We urge you not to send your personal information online if you use public Wi-Fi networks. Such internet connections are not secure and are potential "focal points" of identity theft.

7. User's rights

a) The right to rectification:

If we process your personal data that are incomplete or inaccurate, you may request us to correct or supplement it.

b) The right to delete:

You can request from us to delete your personal information at any time. Please note that there are reasons why your personal information may not be deleted immediately.

c) The right for objection

If we distribute your information for the purpose of performing public interest or public authority tasks, or invoke our legitimate interests when processing it, you may file a complaint against such processing if there is an legitimate interest in protecting your personal information.

d) The right to appeal:

If you believe that we have violated Croatian or European data protection laws when processing your information, please contact us to clarify any issues. You certainly have the right to lodge a complaint with the Croatian Data Protection Agency, that is, in the event of a change in the regulations in force to another authority which will assume its competence, and from 25 May 2018 to a supervisory authority within the EU.

e) Achieving your rights:

If you wish to exercise any of these rights, please contact us using our contact information referred to in Article 1 of this Statement.

f) Authentication:

In case of doubt, we may request additional information to verify your identity. This serves to protect your rights and personal privacy.

g) The rights violation:

Should you exercise any of these rights too often and with the obvious intention of abuse, we will charge an administrative fee or refuse to process your request.