

Privacy and Cookies Policy

Introduction

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 EC (Official Journal of the European Union L 119, of 4 May 2016 (1), hereinafter: the General Data Protection Regulation), which is in full application since 25 May 2018 in the Republic of Croatia and in all EU Member States, as well as the Implementation Law of the General Data Protection Regulation (Official Gazette No. 42/18, hereinafter: the Law) or pursuant to the legal framework for the protection of personal data in the Republic of Croatia and the European Union and by following good European practice, PHB AUTOMATIZACIJA, a limited liability company for industrial process automatization and control system integration, based in Republic of Croatia, Zagreb, Slavenska avenija 20h, registered with the Court Register of the Commercial Court of Zagreb under the register number (MBS): 080275361, with Personal Identification Number (OIB): 06838324425 (hereinafter: **the controller**), as the controller and processor of personal data, has developed the Privacy Policy. Privacy Policy is a unilateral binding legal act based on the principles of processing personal data, which regulates which personal data is collected, how information is processed, the purposes for which they are used. Privacy Policy also introduces the data subject with their rights in collecting and further processing of their personal data and how it is protected their privacy in the broader sense.

Privacy Policy is based on the following principles of processing personal data: the principle of lawfulness, fairness and transparency, the principle of purpose limitation and the data minimisation, the principle of accuracy, the principle of storage limitation, the principle of integrity and confidentiality and the principle of accountability.

Privacy Policy applies to all services offered by the controller, with the purpose of the Policy to familiarize the data subject in a clear and transparent way with the processing of their personal data and their rights. First of all, **the data subject** can at any time contact the controller with a request for modification or/and update the information that they relate to, as well as, with the request for an explanation of the purpose for which he/she wants or does not want their data to be processed.

For processing personal data is responsible the controller:

PHB AUTOMATIZACIJA, a limited liability company for industrial process automatization and control system integration, based in Republic of Croatia, Zagreb, Slavonska avenija 20h, registered in the court register of the Commercial Court of Zagreb under the register number (MSB): 080275361, with personal identification number (OIB): 06838324425.

Contact:

email: info@phb.hr

The way and what kind of information data is collected by the controller:

Some services provided by the controller require some personal information of the data subject, and only the basic data are collected in the following ways:

1. Directly by the data subject by providing a consent to the controller, as a processing manager, to a certain amount of information relevant for the providing services. For the purpose of providing a particular service, the data subject is obliged to provide the controller with the following information that are necessary to establish a contractual relationship:

- a) name and surname;
- b) address;
- c) personal identification number (OIB);
- d) contact, telephone number and/or mobile phone;
- e) contact, electronic mail (email address);
- f) personal identification data from ID card;
- g) bank account data for the purposes of regulating payment obligations;

2. From other sources i.e. from our business partners or from publicly available sources (e.g., data can be accessed through the phone book and other publicly available services);

3. Automatically by visiting our web sites, apps and web-shop, which is the data associated with network identifiers (IP addresses and cookie identifiers).

The cookie is a small data file that is stored on a computer or mobile device while visiting a particular web page. Cookies are used to provide better user experience to each user, saving user's preferences, with a scope of making web pages more effective, as well as tracking and testing the use and visibility of the controller's web site. Herewith we can distinguish the following types of cookies used by the controller:

- a) Persistent Cookies, are those cookies that help to memorize data and settings during future visits to the controller's web site, and what in the end results in faster access to the content on the web site and better user experience;
- b) Sessions Cookies, are those cookies which enable tracking the movement through the controller's website, so that no retrieval or re-entry of data is needed while visiting the web site, allowing unobtrusive movement without the need for additional authentication;
- c) First Party Cookies are coming from the controller's website, visited by the data subject and are used to store data during the next visit to the controller's web site;
- d) Third Part Cookies, are those cookies who are coming from ads from other websites and they are located on the controller's web site and used for the purpose of tracking and testing a usage, an attendance and also in marketing purposes.

Cookies may also be used to track internet use and to build data subject's profile, therefore can be displayed custom ads based on subject's preferences.

Deactivating and/or blocking cookies, the data subject can still browse the controller's web site. However, there may be a likelihood that some website features and/or functionalities will not be available to such a data subject, that is, the time needed to access certain web site functions will be longer than usual.

Some online identifiers may leave traces that, in combination with other identifiers and information provided by internet service providers, may serve to identify the data subject.

The amount of personal information that the controller collects depends on the type of service that the controller provides to the data subject as well as the legal base on which it collects data. The controller continually cares to collect only the necessary amount of personal data to achieve the legally established purpose for which data is processed.

The Purposes of Collecting Personal Data and Further Procedure

The controller collects the personal data to provide, maintain, protect and improve its purchase-related services in order to understand the way in which the data subject utilize the services provided on the controller's web site and to perform contractual obligations. Such information is collected by the controller

on the lawful ground by a consent given by the data subject for one or more specific purposes, as well as, in one of the following cases.

Execution of Contractual Obligations

The controller collects and process the data subject's personal data for the purpose of concluding and executing contracts, delivering ordered products, performing customer support and other activities associated with concluding and executing contracts in accordance with a relevant ordinance.

The legal ground for the processing of the subject's personal data for the foregoing purposes is necessary for concluding the contract, i.e. in case the data subject declines giving the essential data, the controller will not be able to conclude the contract and/or undertake certain actions related to the execution of the concluded contract.

Fulfilment of Legal Obligations

The controller is obliged to provide access to the personal data processed by them, on the base of the written data subject's request to rectify inaccurate personal data, to erasure or to restrict the processing of personal data as well as to inform the data subject of his/her right to object against processing of his/her personal data and the his/her right to data portability.

Direct Marketing

The data subject's contact information may be utilized to send controller's promotional notices only if the data subject has given the consent of such processing or in a case if there is a legitimate interest of the controller for such actions, unless these interests override the fundamental rights and freedoms that require protection of subject's personal data.

The controller may use contact information or/and personally contact data subject whose personal information already owns, on the basis of a legitimate interest in sending promotional notices about similar products and services provided by using all available advertising channels unless the data subject objects to such processing.

The data subject, in order to, to receive notices that correspond to his/her wishes and habits, it is necessary for the controller to use certain data to create personalized promotional alerts, until the data subject explicitly objects to such processing or withdraws his earlier processing application.

The lawful grounds for the processing of personal data for the aforesaid purposes is in legitimate interest of the controller, unless such interest overrides a stronger interest or fundamental rights and freedoms of data subject that requires data protection.

Internal Purposes

The controller uses certain amount of customer data exclusively for the purposes of its own records, in order to protect legitimate interests of the data subject and/or the controller. E.g., this includes the use of personal data for the purpose of creating bids that meet subject's needs and desires, research and market analysis.

The Potential Client's Data

The controller is authorized to collect the potential client's data. This includes a basic information (name and surname, electronic mail) and particular interest of the potential client, that has contacted the controller with the propose to be informed and/or to offer specific products and services.

Time Storage limitation of Personal Data

Depending on the purpose and the lawful ground on which the data subject's personal information is collected, the controller, in some cases, is obliged to keep personal data during the time period prescribed by relevant ordinance or after the termination of the purpose for which it was collected. By passing a legal deadline or by termination of the purpose for which personal data was collected by, the same data shall be deleted.

In cases in which the ground for collecting and processing data is in legitimate interest of the controller or in the beneficiary of the data subject, the personal data is kept in the following time period:

a) the existing data subject's information: during the contractual relationship and 6 months after its termination;

b) the potential client's data: 3 months;

The data, processed in the legitimate interests of the controller and /or with the data subject's consent, may be deleted even before the deadline specified in this Policy, if such deletion is required by the data subject or when the data subject objects to such processing.

Rights of the data subject

Right of Access by Data Subject

The controller, as processor of data, undertakes, on the basis of the submitted data subject's written request, that can be in the form of electronic mail, to provide access to the personal data processed by them, to inform them about the purpose and the type of personal data processed, recipients or categories of recipients to whom the personal data are disclosed or about to be disclosed, about the anticipated processing time or the criteria used to determine that period.

Right to Rectification

The controller, as processor of data, will allow rectification of inaccurate personal data in each individual case when it is determined that the collected personal data is incorrect or have changed.

Right to Erasure

The controller will delete the subject's personal data in the following cases:

- (a) when the personal data are no longer necessary in relation to the purpose for which were collected or otherwise processed;
- b) when the data subject withdraws consent on which the processing is based, and there is no other legal ground for data processing;
- c) when the data subject objects to the processing of the data (pursuant to Right to object)
- d) when the personal data have been unlawfully processed;
- e) when the personal data have to be deleted in order to fulfil the legal obligations in the European Union law or the Member State law to which the controller is subject;
- f) when personal data is collected in relation to the offer of information society services in related to the children's consent.

Right to Restriction of Processing

The controller will provide a restriction of processing personal data in cases where the accuracy of the personal data is contested by the data subject and enabling the controller to verify the accuracy, when the processing is unlawful and the data subject is opposed to erasure of the data and instead requires a restriction of their use, when the controller no longer needs the personal data for processing but the data subjects requires the data for the legal claims based on the legitimate interests of the controller, including the user profile.

Right to Data Portability

By the request of the data subject, the portability of the personal data to the other controller of personal data shall be carried out by the controller, provided that such transmission has given its privilege and the processing is carried out by an automated means as well as provided that such transmission is technically feasible.

Right to Object

The data subject has the right to object to the processing of his/her personal data if the data is processed for the legitimate interests of the controller. In this case the controller, will cease processing personal data, unless the controller demonstrates that there are compelling lawful grounds which override the rights of the data subject, or in case when the personal data is used for establishment, exercise or defence of legal claims.

If the personal data are processed for the direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data for direct marketing, especially if includes profiling.

Where the Personal Data are processed

The controller processes the personal data in Republic of Croatia.

Transfer of Personal Data to Third Party

The controller is allowed to pass the personal data is to the third party (including the authorities) only in the following cases:

a) with a consent of the data subject;

- b) in order to fulfil the controller 's legal obligations;
- c) when such processing is necessary to protect the data subject key interests.

The Consent Management

The data subject's active role in protection of privacy is reflected in the giving a consent as a voluntary, particularly informed and unambiguous expression of the wishes of the data subject who, by declaration or by a clear acknowledgment of action, has given a consent to processing the personal data. The consent management implies the possibility that the data subject, through an active and unambiguous action, empowers the controller to collect and process certain personal data for one or more purposes (consent of the data subject), or to withdraw in the same way the prior consent for collecting and processing personal data for one or more purposes.

Privacy Contact Information

If you have any question, regarding our Privacy and Cookies Policy, please do not hesitate to contact us by email, listed in this Policy, or directly:

PHB AUTOMATIZACIJA d.o.o.
Slavonska avenija 20 h
10000 Zagreb

Changes of The Privacy and Cookies Policy

The controller reserves the right to change this Privacy and Cookies Policy at any time. The controller will inform the data subject about it.

Zagreb, May 2018

PHB AUTOMATIZACIJA, d.o.o.