

## GrlicaLaw Privacy Policy

### 1. Introduction

- 1.1. Main administrator of your data is **Odbetniška Pisarna GRLICA o.p.d.o.o., Miklošičeva cesta 18, 1000 Ljubljana, Slovenia**, business registration number: **9042601000** and tax number: **SI 81217064**, (“Grlica Law” or “we” or “us”).
- 1.2. This Privacy Policy (together with our Terms of Service (“**Terms**”) published on our website: grliclaw.com (“**Website**”) and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.
- 1.3. This Privacy Policy applies to all users of our Website.
- 1.4. All information, which you give us or we collect from you is dealt with in accordance with all applicable laws.
- 1.5. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting the Website and by accessing and using our services, you are accepting and consenting to the practices described in this Privacy Policy.
- 1.6. We reserve the right to amend or modify this Privacy Policy at any time and in response to changes in applicable law or our business practices. Any changes we may make to our Privacy Policy in the future will be posted on this page and, when appropriate and necessary, notified to you by email. Please check back frequently to see any updates or changes to our Privacy Policy.

### 2. Information we may collect from you

- 2.1. We may collect and process the following data about you as a User as defined in the Terms:
  - a) *Information you give to us*
- 2.2. We require people who use our services to give us certain contact information and information necessary for provision of our services.
- 2.3. To identify Users of the Services and to better serve the Users, you may be asked to provide the following personal identifiable information, depending on the services chosen:

- your name and family name;
- your email;
- your country of residence;
- your mobile phone number;
- your Skype / Viber / Whatsapp contact information;
- billing address.

- 2.4. If you believe that someone has provided us with your personal information and you would like to request that it be removed from our database, please contact us at [info@gricalaw.com](mailto:info@gricalaw.com).
- 2.5. We will hold the above information for as long as is necessary in order to provide you with the service, deal with any specific issues that you may raise or otherwise as is required by the applicable law.

***b) Information we collect from you***

- 2.6. With regard to each of your visits to the Website and access the services we may automatically collect the following information:
- information about your visits, including the full Uniform Resource Locators (URL) clickstream to, through and from the Website (including date and time);
  - products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page; and
  - technical information, including the internet protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
  - information with regard to the provision of services we might receive from any other sources.
- 2.7. We may receive information about you from publicly available sources. We are also working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers) and may receive information about you from them.

***c) Information and documents related to service we provide for you***

- 2.8. We collect, use and store all information and all documents, which you give us in relation to the service we provide you.

### **3. Uses made of the information**

3.1. We use information held about you in the following ways:

- to provide you with requested legal services (such as court representation, representation in administrative procedures, legal consultation etc);
- to provide you with information about other services that you request or that we offer which are similar to those that you have already purchased/provided or enquired about;
- to notify you about changes to our services;
- to ensure that content from the Website is presented in the most effective manner for you and for your computer;
- to prevent fraud and other prohibited or illegal activities;
- to protect the rights and safety of our affiliated entities and third parties, as well as our own;
- to monitor compliance with our Terms;
- to ensure you receive information relevant to you;
- to administer the Website for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to allow you to participate in interactive features of our services, when you choose to do so;
- as part of our efforts to keep the Website safe and secure.

3.2. We may use third-party intermediaries to manage credit card processing. These intermediaries are solely links into the distribution chain. They are not permitted to store, retain, or use the information provided, except for the sole purpose of credit card processing.

### **4. Disclosure of your information**

4.1. We do not distribute or share any customer personal information, except as outlined in this Privacy Policy (see below), or as may be required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with applicable regulations.

4.2. We use the information we collect to set up the services for individuals and their organizations. We may also use the information to contact customers and prospects to further discuss their interest in our company, the services we provide, ways we can improve our services, and send information such as announcements of promotions and events regarding our company or our partners.

- 4.3. We may also email you a newsletter and/or updates about the services or the company. You can easily opt out of receiving these communications by clicking the hyperlink at the bottom of each message, or at any time by contacting us at [info@grlicalaw.com](mailto:info@grlicalaw.com).
- 4.4. We may disclose your personal information to third parties in the following events and with the following persons:
- with Google Analytics (for the purpose of analyzing the visits to our site);
  - if Grlica Law or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers and users will be one of the transferred assets;
  - if we are under a duty to disclose or share your personal data in order to comply with any legal obligation;
  - to keep you up-to-date on the latest service announcements, updates, special offers or other information that we think you'd like to hear, either from us, our business partners or third parties.
  - in order to enforce or apply our Terms and any other relevant agreements;
  - or to protect the rights, property, or safety of Grlica Law, our customers, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction; or
  - as otherwise outlined in this Privacy Policy.
- 4.5. We will not otherwise provide your personal data to a third party without obtaining your prior consent.

## **5. Correcting, deleting and updating your information**

- 5.1. Upon request, we will provide you with information about whether we hold or process any of your personal information, whether on behalf of a third party or otherwise. To request this information, please contact us at [info@grlicalaw.com](mailto:info@grlicalaw.com).
- 5.2. If your personally identifiable information changes, or if you no longer desire our services, you may correct, update, discontinue the use of our services or delete it by making the change on our member information page or by emailing our Customer Support at [info@grlicalaw.com](mailto:info@grlicalaw.com). We will respond to your request to access it within 30 days.
- 5.3. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

- 5.4. We may enable the Users the possibility to use the services to host data and information. We will not review, share, distribute, print, or reference any such data except as provided in this Privacy Policy or as may be required by law.
- 5.5. We will view or access individual records only with your permission (for example, to resolve a problem or support issue).

## **6. Where we store your personal data**

- 6.1. The data that we collect will be stored on the cloud based in the European Economic Area (“EEA”).
- 6.2. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.
- 6.3. Please note that by visiting and using the Website and giving us your personal data, you consent to your personal data being collected, used, processed, disclosed and stored by us, only as described in the Terms and this Privacy Policy.

## **7. Safeguarding personal data**

- 7.1. The communication internally between our servers (e.g. between application server and database) is handled via secure socket layer (“SSL”) to provide AE-256 encryption and all information between our servers and your browser is handled via SSL (up to 256-bit encryption, depending upon your browser), providing an industry-standard level of protection for data in-transit.
- 7.2. You should always make sure that your browser can validate the Website’s certificate.
- 7.3. All encrypted data is signed using a message authentication code (MAC) so that the underlying value cannot be modified once encrypted.
- 7.4. We also implement an advanced security method based on dynamic data and encoded session identifications and host the services in a secure server environment using preventive, detective and corrective technology and processes to safeguard information from attackers.
- 7.5. The security of your personal information is important to us. When you enter sensitive information we encrypt that information using transport layer security (TLS) technology. If you have any questions about security on our Website you can contact us at [info@grlicalaw.com](mailto:info@grlicalaw.com).

- 7.6. Unfortunately, the transmission of information via the internet is not completely secure and we cannot guarantee the security of your data transmitted to the Website, although we will do our best to protect your personal data. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

## **8. Your rights and access to information**

- 8.1. You may ask us not to process your personal data for a particular purpose, or to access such information, by contacting us at [info@gricalaw.com](mailto:info@gricalaw.com). Please note, however, that you shall remain liable for any fees or costs incurred at the time of the withdrawal of your consent to process your personal data.
- 8.2. The Website may, from time to time, contain links to other third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability in respect of these policies. Please check these policies before you submit any personal data to these websites.

## **9. Opt-Out Statement**

- 9.1. We offer you a means to choose how we may use the information you provide. If, at any time after registering for information or ordering the services, you change your mind about receiving certain email communications from us or about sharing personal information with third parties, unsubscribe from such promotional emails by clicking the link provided at the bottom of each of such email or send us a request to opt-out from receiving promotional emails or from having your personal information shared with third parties; you can send your request to [info@gricalaw.com](mailto:info@gricalaw.com).

## **10. Social Media Widgets**

- 10.1. Our Website may include Social Media Features, such as the Facebook button and Widgets, such as the Share this button or interactive mini-programs that run on our site. These features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our Website. Your interactions with these Features are governed by the privacy policy of the company providing it.

## **11. Additional Information**

- 11.1. Questions, concerns or suggestions regarding this Privacy Policy or the security practices of the services should be directed to e-mail address [info@gricalaw.com](mailto:info@gricalaw.com).

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