

## PRIVACY POLICY

### Who is responsible for the protection of your personal data?

In compliance with Act No. 122/2013 Coll. on Personal Data Protection, Translata Europe (hereinafter as Translata Europe), spol. s r.o., having its registered office at Aupark Tower, Einsteinova 24, 851 01 Bratislava, Slovakia, Company reg. number: 47030593, VAT ID No.: SK2023710128, e-mail address: flantie@flantie.com is processing personal data of the Flantie application users and administers website www.flantie.com.

### Our pledge with respect to the protection of your data

All our activities are based on strict ethical principles and we undertake to protect the privacy of all visitors to our websites and users of our application.

### Why do we collect your data?

We provide services, which require collecting some data in order to be able to provide such services. We use data to improve our service, provide support, and communication with you.

### How do we collect data?

We collect information in two ways:

- automatically, when you use our websites or products and/or services;
- when you yourself provide us with the information while using our products or services;

### Which data we collect and use in general?

We collect and use personal data, i.e. data that can identify you, to:

- provide you with access to our services;
- provide you with support if required;
- communicate with you and provide you with information related to our products and services;
- provide you with special offers, including offers related to third-party products and services;

We collect and use non-personal data, i.e. data that does not identify you, to:

- improve our products and services;
- generate aggregate statistical information;
- improve and administer our current products and services, and create new;
- build anonymous data profiles and provide segmented marketing;

### Which data we collect and use in particular?

Much of our automatic collection is done through the use of tools such as cookies or tracking and analytical third-party services. These data can include, in particular, the following:

- visitor's IP address;
- date and time of visit;
- reference URL (i.e. the website from which the visitor was directed to our website);
- visitor's journey through our website (i.e. visited subpages);
- information about the browser used to access our website (browser type and version, etc.);

In addition to the data collected automatically, we also collect and use data you yourself have provided to us. These data include mainly the following:

- your contact details such as name, surname, e-mail address, phone number, which we use for communication with you and to identify you as a user at login;
- your invoicing details such as trade name, invoicing address, registration number, tax registration number, VAT number, which we use for invoicing purposes;
- data related to your tasks and customers (invoicing details of your customers, task details), which you voluntarily insert into our database system in order to use our application for project and time management;

### **What are cookies?**

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.

The cookie-related information is not used to identify you personally. These cookies are not used for any purpose other than those described here.

You can control and/or delete cookies as you wish – for details on how to do that see e.g. [aboutcookies.org](http://aboutcookies.org). You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functions may not work.

### **Disclosure of data**

One of our main principles is that we keep your data confidential. We will not sell, nor lease your data to third parties. Your data can only be provided to third parties if it is required by law. We can transmit your data to other companies belonging to us only if it is compliant with the valid legislation. We can do so by means of service providers or data processors who act on our behalf. These services may include hosting and maintenance services, analytical services, e-mailing services. These third parties will have access to those personal data which they need for the performance of the particular service. Service providers and data processors are bound to handle such information with strict confidentiality. They are also forbidden to use these data for any other purposes besides those required in relation to their obligations.

In certain cases, we can provide our partners with non-personal data in anonymous form. Such non-personal data include, for instance, information about the number of visitors to our websites or application during a certain period of time. The information is usually only released as a summary.

### **Your rights regarding personal and non-personal data**

You have the right to opt-out of providing us with your personal data. All data provided to us by you are provided voluntarily in order to be able to use our products and/or services.

You have the right to ask us about the personal data we process about you, the purpose and nature of the processing, and to provide information on who we share it with.

You have the right to request that we update, correct, or delete (assuming that this does not impact the services we are providing to you) your personal data at any time. Please note that we may reject requests which risk the privacy of others or are unreasonable or repetitive, or would require disproportionate effort.

You have the right to opt-out of receiving our email newsletters at any time by following the instructions on how to unsubscribe outlined in the applicable email or newsletter. However, please note that our e-mails may include important information which might be necessary or useful for your use of our products or services.

You have the right to expect us to protect your personal data and keep it safe.

### **Changes in this Privacy Policy**

We reserve the right to change this Privacy Policy at any time. If there have been significant changes, we will highlight any such changes, and will attempt to directly alert you when possible. We will also keep prior versions of this Privacy Policy in our archive for your review on request.

### **Questions about our privacy policy**

If you have any questions about this policy or any of the above, please e-mail us at [flantie@flantie.com](mailto:flantie@flantie.com).