

## **Privacy policy**

This privacy policy describes how we collect, use and protect the personal information you provide to us through the website development order form (hereinafter: the Form). Your privacy is important to us, so please read this policy carefully to understand our approach to processing personal data.

### **Collection of personal data**

Through the Form on our website, we only collect data that is necessary for us to provide the service, which includes:

- a) Identification data: First and last name or business name of the Client, e-mail address of the Client, other identification data necessary for identification of the Client
  
- b) Data related to the appearance of the website: the activity the Client is engaged in, a description of the ideal clients and target group, the problem that needs to be solved, the goals that he wants to achieve, the existing website if there is one, and other information and preferences that you provide us in connection with the design of the website you want us to develop for you. This may include the desired appearance, colours, logos or other design elements, functionality of the website, etc.

### **Purpose of data collection and processing**

The collected data is used exclusively for the purpose of providing our services and fulfilling your requirements for website development. The data in question will be used for the Contractor's communication with the Client, the development and delivery of the final layout of the website, and the execution of the website development contract.

### **Legal basis for data processing**

The processing of personal data is based on the consent you give when filling out the Form and submitting the order for the development of the website. The collection of data as well as their processing are necessary for the execution of the contract on the development of website.

You have the right to withdraw your consent to the processing of your personal data at any time. If you wish to withdraw your consent, please contact us via the email address below. Withdrawal of consent will not affect the lawfulness of processing that was based on your consent prior to its withdrawal.

In case of withdrawal of consent for the processing of your personal data, it is possible that we will not be able to continue to provide certain services or fulfil certain requests related to your personal data. In such situations, we will inform you of the consequences of withdrawing consent before the withdrawal is implemented. Please note that in some cases the withdrawal of consent may result in the inability to provide certain services you have requested or prevent further cooperation.

After receiving your request to withdraw consent, we will stop processing your personal data, unless there is another legal basis for continued processing or if we are required to retain certain data in accordance with applicable regulations.

### **Data security**

We take appropriate technical and organizational measures to protect personal data from unauthorized access, loss or destruction. Your data will be stored securely and only authorized persons will have access to it.

### **Data storage term**

Your personal data will be stored only for as long as is necessary for the execution of the contract for the development of the website and the fulfilment of legal obligations. Upon termination of the contractual relationship and upon the expiration of all legal obligations or the termination of the existence of legal grounds for processing personal data from the General Data Protection Regulation, we will delete your data. We retain part of the data even after the termination of business cooperation based on our legitimate interests for the purposes of proving the fulfilment of contractual obligations and ensuring and improving the quality of services.

### **The right to submit a complaint**

If you have any objections or concerns regarding our processing of your personal data, you have the right to file an objection. Please contact us via the contact below and we will take the appropriate steps to investigate and resolve your complaint.

Company name: Tapija d.o.o.

Address: Puntizela 22, 52100 Pula

Contact e-mail: [info@tapija.com](mailto:info@tapija.com)

You can lodge a complaint directly with the competent supervisory authority at any time if you believe that our processing of your personal data is not lawful. The contact details of the competent supervisory body in the Republic of Croatia are:

CROATIAN PERSONAL DATA PROTECTION AGENCY (AZOP)

Selska cesta 136

HR - 10,000 Zagreb

Phone: +385 1 4609 000

e-mail: [azop@azop.hr](mailto:azop@azop.hr)

Web: <https://azop.hr/>

### **Other individual rights**

In addition to the right to withdraw consent for the processing of personal data and the right to submit a complaint, individuals whose personal data were collected through the Form for ordering the development of website have the following rights:

- Right of access: You have the right to request access to your personal data that we have collected.
- Right to rectification: If you notice that your personal data is incorrect or incomplete, you have the right to request the correction of this data.
- Right to erasure: In certain situations, you have the right to request the erasure of your personal data.
- The right to restriction of processing: You have the right to request the restriction of processing of your personal data in certain situations.
- Right to data portability: In certain cases, you have the right to receive your personal data in a structured, machine-readable format and to transfer that data to another data processing controller.

**External data processing controller (subcontractors)**

In certain situations, we may share collected data with our business and project partners who act as subcontractors and who provide certain services related to the creation of websites, including but not limited to marketing and web design, all in order to facilitate and improve our service. These subcontractors will process your personal data only for the purpose of providing the specified services and according to our instructions and will apply all appropriate security measures when processing data.

If you have any questions regarding external processors of personal data or would like to receive additional information about the security measures we take in relation to them, please contact us via the contacts listed below.

**Privacy policy changes**

We reserve the right to periodically update and improve the text of this privacy policy, primarily for the purpose of complying with legal regulations, that is, changes in the purposes and methods of processing and improving the protection of your personal data. However, we will not limit your rights arising from this privacy policy or from the relevant legal regulations. In the event that there are changes that may affect your rights, we will notify you in a timely and appropriate manner. Any updated version of the privacy policy will be published on our website so that you can familiarize yourself with its content.

Pula, June 19, 2023.