

PRIVACY POLICY

last updated on 9th May 2019

Welcome to the Novak Law's Privacy Policy.

WE RESPECT YOUR PRIVACY AND ARE COMMITTED TO PROTECTING YOUR PERSONAL DATA (“**data**”) DILIGENTLY AND IN ACCORDANCE WITH APPLICABLE LEGISLATION. THIS PRIVACY POLICY WILL INFORM YOU AS TO HOW WE LOOK AFTER YOUR DATA WHEN YOU VISIT OUR WEBSITE AT WWW.NOVAK-LAW.EU (REGARDLESS OF WHERE YOU VISIT IT FROM) AND TELL YOU ABOUT YOUR PRIVACY RIGHTS AND HOW THE LAW PROTECTS YOU.

1. ABOUT US

- 1.1. We are **Novak Law, Ltd., l.f.** a limited liability company incorporated and organized under the laws of Republic of Slovenia, with registered office at Tavčarjeva ulica 4, 1000 Ljubljana, Slovenia, Business No.: 7191138000, Tax No.: SI 94877777 (also referred to as “**We**” or “**Us**” or “**NLaw**”).

2. WHICH DATA WE COLLECT AND HOW WE COLLECT IT?

- 2.1. We only collect basic (such as name, organization or company name) and contact (email address, phone number) data through the services available at our Website. In cases where it is specifically stated that some data is not mandatory, you are free not to communicate this data without consequences to receiving our feedback.
- 2.2. We process your data which you provide us when you contact us using the Contact Form, join our Chat or subscribe to our Newsletter.

3. THE BASIS AND THE PURPOSE

- 3.1. We process your data only if you give us consent to the processing for specific purposes, e.g. your inquiry on legal representation or legal counselling etc. We may also process your data if processing is necessary for fulfilment of a contract or if processing is necessary for compliance with a legal obligation.

4. RETENTION PERIOD

- 4.1. We only hold your data for as long as legal basis for processing exist. Once data is no longer needed we will delete it immediately.

5. DATA STORAGE

- 5.1. Your data will be stored safely using appropriate technical security measures.

6. EMAIL NEWSLETTER

- 6.1. We may occasionally send email newsletter (“**Newsletter**”) to those of you who have specifically subscribed to the Newsletter. All Newsletters sent by us are clearly marked as originating from us. You can at any time unsubscribe from receiving our Newsletters by following the link provided in each Newsletter or by writing to us at info@novak-law.eu.
- 6.2. **Our Promise.** We will never sell, rent or exchange mailing lists and we will never send you any spam.

7. YOUR RIGHTS

- 7.1. You may exercise certain rights regarding your data, in particular:
- (a) You can withdraw your consent at any time.
 - (b) You can object to processing of your data.
 - (c) You can request access to your data.
 - (d) You can verify and seek rectification of your data.
 - (e) You can restrict us from processing your data.
 - (f) You can request deletion of your data.
 - (g) You can request us to deliver you your data and / or to transfer your data to other controller.
- 7.2. You also have the right to make a complaint at any time to the Information Commissioner, the Republic of Slovenia supervisory authority for data protection issues (www.ip-rs.si). We would, however, appreciate the chance to deal with your concerns before you approach the Information Commissioner so please contact us in the first instance.

8. COOKIE POLICY

- 8.1. Our Website uses only necessary cookies, especially to track use of our Website (what visitors of our website like to read, which sections are most often clicked etc). You consent to our use of cookies by continuing to use our Website.
- 8.2. Please note that these cookies do not contain or pass any personal, confidential or financial information or any other information that could be used to identify individual visitors, and therefore are not personal data.

- 8.3. Please note that you are free to refuse cookies at any time. However, please be aware that doing so may impair our Website and its functionality or may even render some or all of it unusable.
- 8.4. If you require further information about cookies in general or you want to learn how to adjust your browser settings, please visit www.allaboutcookies.org.

9. CONTACT US

- 9.1. If you have any questions relating to our Privacy Policy or wish to exercise any of your rights please email us at info@novak-law.eu.