

PRIVACY POLICY

In front of you is the privacy policy, a document in which you will find all information about the processing of personal data carried out by the company COSMETING, consulting in the cosmetic, chemical and pharmaceutical industry, d.o.o., hereinafter also "Cosmeting" or "we".

As a controller of personal data, we assure you that we collect, use and protect your data responsibly and in accordance with data protection legislation.

The purpose of this privacy policy is to ensure transparency and protection of your privacy and to allow you to be fully informed about how your data is processed and used, for what purpose, how long it is kept and ultimately what rights you have available and how you can exercise them .

For greater transparency, we offer you an interactive table of contents, with which you can more quickly access the data that interests you the most.

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We invite you to read the privacy policy carefully!

Who processes my personal data?

The processing of personal data is carried out by the personal data controller.

Controller information:

COSMETING, consulting in the cosmetic, chemical and pharmaceutical industry, d.o.o.

Registration number: 6389619000

Tax number: SI 93079966

Website: <https://cosmeting.eu/>

You can contact the administrator at any time at: office@cosmeting.eu

Why are you using my personal information?

This privacy policy is intended to:

- subscribers, -
- potential clients, -
- website visitors.

We process all personal data (collected by the controller) for specific purposes defined in the table below. We process all personal data on the relevant legal basis as defined below.

Purpose	Type of personal data	Legal basis	Retention period
Performance of services	Name and surname, email, payment information, information about the legal entity	Contractual relationship	5 years after termination of the contract
Dealing with inquiries	Name and surname, email, telephone number, company information	Pre-contractual relationship	1 year from the end of the communication
Safeguarding our interests and defending against claims	Personal data as defined in legislation	The law	As provided by the law

We only process personal data on the basis of predetermined and lawful purposes. We only process personal data for these purposes - in the event that there are additional purposes for the processing of personal data, we will notify you in advance.

Any processing of personal data takes place only on the basis of an appropriate legal basis, we use different legal bases, namely: contractual relationship with us, law, legitimate interest, your consent.

We only keep personal data for as long as it is necessary to fulfill the purpose for which we collected it. After the retention period has expired, we delete or destroy personal data so that the reconstruction of personal data is no longer possible.

The transmission of personal data is voluntary, except when the transmission of personal data is required by law. In this case, you are obliged to provide personal data. We need certain personal data to provide you with the service. If you decide not to provide us with the data we need to provide a certain service, we cannot provide you with certain services.

As the controller, we do not perform automated decision-making and profiling when processing personal data.

Do you share my information with third parties?

We share your personal data with third parties in the following cases:

- Accounting Services,
- Maintenance of online service,
- Transmission of data to regulatory authorities and competent authorities for the provision of services and
- Judicial and official procedures.

We pass on personal data to third parties only when it is necessary to fulfill the purpose of personal data processing. Third parties may access and process your personal data only to the extent and in the manner determined by the contract we have concluded with them. Third parties may not process personal data that is not necessary for the purpose for which they process personal data. All third parties are obliged to respect the level of personal data protection provided by the controller.

If necessary and requested, we also forward your personal data to state authorities, in accordance with our legal obligations.

We do not forward, store or transfer personal data to third countries or international organizations outside the European Economic Area (outside the European Union, Iceland, Norway, Liechtenstein).

How do you protect my personal data?

We ensure the security of your personal data by adopting various technical and organizational measures, including:

- Locking offices,
- Denying access to unauthorized persons,
- Technical and software equipment is up-to-date and appropriate,
- The hardware is protected by antivirus protection,
- The computer is locked when it is not under the direct control of the operator.

We understand that, despite the security mechanisms we have in place, a security incident may occur. For this purpose, we have created a special protocol with which we will deal with such incidents quickly, efficiently and in accordance with the law.

In the event of a security incident in which there is a possibility that the rights and freedoms of individuals have been threatened, we will notify the competent supervisory authority about such an incident immediately, but no later than within 72 hours. In the event of a security incident that may cause a significant risk to the rights and freedoms of individuals, we will immediately notify the individuals concerned.

What rights are available to me?

Regarding the processing of your personal data by us, you have the following rights:

1. **The right to access and print out personal data:** this right enables you to obtain information about the processing of personal data, and at the same time you also have the possibility of viewing or obtaining a copy of your personal data that we hold about you.
2. **The right to correct personal data:** you have the option to request the correction of inaccurate or incomplete data that we maintain about you.
3. **The right to limit the processing of personal data:** this right allows you to keep the data, where deletion is otherwise possible, for later evidence in various official procedures. This right also allows you to temporarily limit the processing for the duration of the decision on correction or objection that is being made with the controller.
4. **The right to erasure of personal data:** this right allows you to request the erasure of the data we hold about you in certain cases. When the legal basis for the processing of personal data is a law or a valid contract, we cannot delete your personal data.
5. **The right to revoke consent:** when we process your personal data on the basis of consent (consent), you have the option to revoke this consent at any time. Revocation of consent does not have negative consequences for you. We remind you that after revoking your consent, we will no longer be able to provide you with certain services.

6. **The right to object to the processing of personal data:** this right is available to you when personal data is processed based on legitimate interests. It allows you to ask the controller to stop processing. We remind you that in certain cases the controller has the option to reject such an objection. In any case, the controller will stop processing if you object to direct marketing.
7. **The right to portability of personal data:** this right allows you to request that we transmit your personal data to another controller in a machine-readable format. This is only possible to the extent that we process your data using automated means and when it concerns data collected on the basis of consent or contractual relationship.

You can exercise your rights by writing to us at office@cosmeting.eu with the subject of personal data protection.

We will process your requests as soon as possible and no later than within 30 days of receipt. If a specific request is so extensive that it will take a long time to solve it, we will inform you beforehand and give you an approximate deadline for preparing an answer.

We reserve the right to reliably identify you in the event of a request to exercise any of your rights. If you do not send us personal data with the request, on the basis of which we can reliably identify you, we will ask you for additional personal data. If you do not provide us with additional personal data within the deadline, we will discard your request.

If you are of the opinion that there has been a violation of the protection of personal data, you can always file a complaint with the competent supervisory authority, which in Slovenia is represented by the Information Commissioner.

Web plugins

You have the option of using online plugins on the website. Please note that these plugins are operated by third parties; i.e. individual social networks.

The use of plugins online is at the individual's own risk. Each social network operates on the basis of its own privacy rules, which are not related to the operator's rules.

The responsibility for the interaction with the social network and all consequences that are related or may arise from this interaction is borne solely by the individual.

Please read the privacy policies of these platforms before any interaction on social media.

If you would like to access these privacy policies, we provide links below: -

<https://www.linkedin.com/legal/privacy-policy>

Do you have a question?

You can contact us at any time with additional questions regarding the protection of personal data by writing to us at office@cosmeting.eu.