



# **Privacy Policy**

Rules on the Protection of Personal Information at Riko Ribnica d.o.o.



#### **Personal Information**

Personal information refers to any information that pertains to or can directly or indirectly identify an individual, such as their first and last name, address, telephone number, email address, etc.

## Purpose of Collecting information at Riko Ribnica

We collect personal information to improve the quality of our content, functionality, and services. This way, we can cater to your interests and needs by informing you about our existing and new content, functionality, and services that might interest you. Additionally, we also use your personal information to familiarize you with our products and services and those of our affiliates and partners.

#### Information we process

Access to the Riko Ribnica website is free, and no registration is necessary. However, if you decide to register, you can use more of our content and functionality, such as signing up for newsletters or creating a profile with a resume. Providing personal information is voluntary. We do not process more personal information than is necessary for your participation in any activity on our website. When registering, we may process the following personal information: your username, password, first and last name, and email address. Additionally, you have the option to enter additional personal information if you wish.

You have the right to object to the receipt of promotional emails (newsletters, news alerts, etc.) by sending us a notice to the address riko@rikoribnica.com with your request or opting out of this functionality yourself if it is offered in a promotional email.

Other users (both registered and unregistered) will not be able to see your personal information nor any other personal information you entered upon registration while using the Riko Ribnica website. By registering with Riko Ribnica, you give your explicit consent to the processing of the personal information you entered for the purpose and in the manner provided by our Privacy Policy.

Collecting and Using Your Personal Information at Riko Ribnica, we respect your privacy and process your personal information fairly and lawfully.



#### Your Consent

We process your personal information only on the basis of your consent - freely given and representing an explicit statement that the personal information you have made available to us by registering and using the website is processed for the purposes determined by this Privacy Policy. Your consent will be requested when filling out the appropriate form available at the Riko Ribnica web pages.

Without consent, personal information may be collected and processed in cases determined by law.

#### **Processing of Personal Information**

We store the collected personal information in electronic form and protect it by applying appropriate technical, organizational, and personnel protection measures and procedures to prevent unauthorized access to the personal information that is not available to other portal users and to ensure that they are used in accordance with the purpose of the processing.

#### **Surveys and Questionnaires**

We occasionally conduct surveys, studies, questionnaires, etc., on our web pages. We consider the information collected in this way confidential and use it exclusively for Riko Ribnica's needs. Only the summary results of such surveys and questionnaires or studies can be used for public relations purposes and can be shared with you on our website.

## Messages in Electronic Format

When you send us an electronic mail (email) with your personal information that can be used to identify you, we use this information only to meet your request, whether it is an email with a question or a comment. We may forward your electronic message or form to a third party, other Riko Ribnica employees, or suppliers to respond to your question or to comply with your request.

## Deleting Your Personal Information and Access to Them

We are committed to protecting your personal information at Riko Ribnica. The personal information that you provide during registration will be stored on our system for as long as the Riko Ribnica website exists or during your registration period. Upon the expiration



of this period, we will delete your personal information unless you give us permission to keep it for longer.

#### Access to Your Data

You can delete your user account at any time or request information about the personal information that we hold about you. If you want us to change or delete some or all of your personal information, please send us a notice via email at riko@rikoribnica.com. We will take reasonable steps to confirm your identity and prevent unauthorized processing of personal information.

#### **Other People's Information**

We may ask you for specific personal information about another person depending on the content and functionality you use (e.g. when sending an electronic postcard). We do not process this personal information except to achieve the functionality you use. We will not disclose this personal information to third parties unless required by law. We will delete the personal information you submit as soon as the functionality you use is achieved (e.g. after you send the electronic postcard).

## Provision of Personal Information to Other Recipients

We will not provide your personal information to other recipients unless you authorize us to do so. However, to achieve some of the functionalities, content or services of the Riko Ribnica website (e.g. restoring the resume database), we may deem it necessary to provide your personal information to our partners/affiliates with your agreement. We will ensure that our partners/affiliates process your personal information in the manner provided by this Privacy Policy at Riko Ribnica.

## **Privacy Policy of Other Websites/Third Parties**

Links to other websites or portals may be available on the Riko Ribnica website. The privacy policy on those portals may differ from that of the Riko Ribnica website. Also, you may find product or service promotions by our partners on our web pages. These third parties may require specific personal information for their needs. If you submit your personal information directly to such third parties or on the web pages of other portals, the provisions of this Privacy Policy do not apply.



#### **Limitation of Liability**

We implement available technical, organizational, and personnel protection measures to safeguard personal information against accidental or deliberate misuse, destruction, loss, unauthorized changes, or access. However, we cannot guarantee that some of the personal information we collect will never be accidentally disclosed contrary to the provisions of this Privacy Policy.

To the maximum extent permitted by law, we exclude liability for damages caused to users or third parties by accidentally disclosing personal information.

#### **Server Statistics**

Our global network server uses a standard statistical program that enables us to identify information that interests our users the most or least. This program helps us to improve the efficiency of the structure of our website and measure the number of visits to Riko Ribnica.

#### Data Security

We use programs to monitor visits to the Riko Ribnica network and recognize unauthorized attempts to send or change information, which could cause damage. Unauthorized attempts to send or exchange information on the Riko Ribnica website are strictly prohibited.

#### Cookies

We reserve the right to use cookies at Riko Ribnica.

#### What Are Cookies?

Cookies are a set of data that serves as your anonymous individual identifier, sent to your browser when you visit a particular page of the Riko Ribnica website.

The purpose of cookies. When you access a particular page from rikoribnica.com, we send you cookies which are stored on your computer and are used to record information about your previous visits (for example, how many times you have visited rikoribnica.com). This means that we will look for your cookie every following visit to rikoribnica.com in order to read the information recorded on it. A cookie does not contain



your personal information, but it enables faster and more efficient activation of information, data and settings that you have previously communicated when accessing and using rikoribnica.com. Our cookies on your computer cannot be accessed by a web page that is not part of the rikoribnica.com website.

The rikoribnica.com website monitors the statistical number of visits to its pages solely for the purpose of obtaining the necessary information about the attractiveness and effectiveness of their web pages and it uses a third party service called Google Analytics. Detailed third-party information about this service, as well as the user's ability to manage cookie settings are available at:

http://www.google.com/analytics/learn/privacy.html.

In order to provide you with a better user experience and effectively plan future marketing campaigns and publish content in line with your interests, we use Google Analytics Demographics and Interest Reporting tool that collects information on gender, age, and interests of the user.

## Cookie ban

You are authorized to prohibit receiving cookies from the rikoribnica.com website by choosing this option in the Tools/Options menu in your browser.

## Control

You can at any time request a review of all the personal information we have received from you. We may update, correct, or delete this information at your request (if the relevant information is still in our personal information records) or stop using this information in the future. If you wish to exercise this right, just contact us at riko@rikoribnica.com.

## Links

We are doing everything in our power to ensure that all redirects from our web pages direct you to websites whose content is good in the sense that it does not encourage negativity. However, web pages and web addresses are changing rapidly, and we cannot always guarantee for the content of every address you are directed to.



If you have any questions or doubts regarding the Privacy Policy at rikoribnica.com or in connection with your experience with this web address, please contact us at: riko@rikoribnica.com.

#### Changes and termination of the Privacy Policy at rikoribnica.com

Riko Ribnica d.o.o. reserves the right to change or terminate all or any part of this website and Privacy Policy at rikoribnica.com at any time. Changes shall come into effect by publishing them on this address or when users are notified about them. Privacy Policy shall apply until their termination by you or by Riko Ribnica d.o.o. Termination by you, which is possible at any time, means the termination of the use of these web pages and the cancellation of all materials and content downloaded and used from the same website.