

PROTECTION OF PERSONAL DATA – ALAMA ADRIA D.O.O.

Registration Procedure and Consent Storage

Alama Adria d.o.o. sends its notifications (hereinafter: Alamma Newsletter) to your e-mail address based on a prior consent that you submitted by entering your e-mail address into one of the forms on its website and ticking the personal data processing consent box. With this consent, you agree that Alama Adria d.o.o. (Alama Adria d.o.o., Dalmatinova 2, 1000 Ljubljana, Slovenia) processes your e-mail address as personal data.

Your data is also processed for the purpose of replying to your quote request, submitted via the “Ask for a free quote” online form, as well as for the purpose of replying to your cooperation request, submitted via the “Introduce yourself!” online form (found on the Careers page). The submission of the abovementioned forms does not mean consenting to receiving the Alamma Newsletter. The data is processed solely for the purpose of responding to a quote or business cooperation request, unless you also ticked the non-mandatory field inviting you to subscribe to our newsletter.

After you have submitted your consent, we shall retain a copy of the e-mail with which you submitted your consent to receive the Alamma Newsletter by clicking on the link. This means that we shall store the e-mail address from which the consent was sent and the date and time of the consent (hereinafter: Consent Copy). We shall store the Consent Copy as proof of your consent for the processing of personal data.

Newsletter Distribution and the Use of the E-mail Address

The e-mail address from which you have sent or shall send your consent to receive the Alamma Newsletter shall be used exclusively for sending the above-mentioned newsletter and shall not be forwarded to third parties unless explicitly required by law (for example in case of a legal obligation as part of an investigation procedure introduced against the addressee of an e-mail sent by Alama Adria d.o.o.). We send our newsletters using the Mailchimp online platform, where we use your e-mail address exclusively on behalf of Alama Adria d.o.o. and protect your e-mail in accordance with the applicable regulations and internal rules on personal data protection.

Without your knowledge and consent, your personal data shall not be processed by other natural or legal persons that provide Alama Adria d.o.o. with generic internet- and communication-related services, such as telecommunication service providers or other persons, providing support services to Alama Adria d.o.o.

Unsubscribing from the Newsletter and Your Rights

You can unsubscribe at any time by clicking the link at the bottom of the received promotional email, or by sending an e-mail to info@alamma.eu. If you unsubscribe, we shall no longer use your e-mail address for sending the Alamma Newsletter.

If you choose to unsubscribe, we shall only store a copy of your consent (which also includes your e-mail address) for as long as we may be required to store it according to the regulations. The current limitation period for storage is two years, so we will delete the Consent Copy and thus your e-mail address from our records no later than three years after receiving your

notification to unsubscribe. We justify the above-mentioned storage of the Consent Copy as a so-called legitimate interest, as this is the only way for us to prove that your e-mail was used in a lawful manner to send newsletters until your unsubscription took place.

Further Information

If you have further questions regarding the protection of personal data related to the receipt of newsletters or notifications from Alama Adria d.o.o., or if you wish to exercise the right to object to the processing of your personal data based on our legitimate interest, you can send an e-mail to: info@alamma.eu, or call us at: +386 1 231 49 19.

Cookies

A cookie is a small file that is saved on your device when you visit a website and is recognised by the site that issued the cookie. The purpose of cookies is to improve the performance of a website and the user experience when browsing websites. We process the data we collect through cookies for statistical purposes only – but solely in a way that does not identify you – to determine server problems, to edit the website and to inform you about products and services. Most browsers automatically accept the use of cookies, but you may refuse their use at any time. If you wish to refuse cookies on your device, you can change the settings of the browser you are using. Find more information on how to refuse cookies at www.aboutcookies.org.

This website stores the following cookies:

NECESSARY COOKIES			
NAME	DESCRIPTION	DURATION	SOURCE
rc::a	Used to distinguish between humans and bots (reCAPTCHA).	Persistent	Google
PH_HPXY_CHECK	Used to detect potential malicious activity on the server.	Session	alamma.eu
ANALYTICAL COOKIES			
NAME	DESCRIPTION	DURATION	SOURCE
_gid	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	1 day	Google Analytics
_gat#	Used to control the number of requests sent to Google Analytics.	1 minute	Google Analytics
_ga	Used to distinguish between users and sessions.	2 years	Google Analytics
ga#	Used to maintain session status and track data.	2 years	Google Analytics
FUNCTIONAL COOKIES			
NAME	DESCRIPTION	DURATION	SOURCE
_wpfuid	Used to identify the user without storing personal data.	11 years	WordPress plugin (WP Forms)