



## **PRIVACY POLICY** **I cuccioli di Carlotta, s.r.o.**

*Pursuant to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, in accordance with Act No. 18/2018 Coll. on the protection of personal data and on the amendment and supplement of certain acts, as amended*

### *Who we are?*

#### ***I cuccioli di Carlotta, s.r.o.***

*with its registered seat at Ďurkova 12, 949 01 Nitra, Company ID: 46 792 147  
incorporated in the Commercial Register of District Court Nitra, Section: Sro (Ltd.), Insert number:  
32303/N  
mail: [info@icucciolidicarlotta.it](mailto:info@icucciolidicarlotta.it)*

*We do not have a person responsible for supervising the processing of personal data (DPO) in accordance with the GDPR, but you can contact us at any time at [info@icucciolidicarlotta.it](mailto:info@icucciolidicarlotta.it)*

### *What personal data and why do we process and where do we get it from?*

#### *Contract performance:*

*We need your personal data in the scope of name, surname, email, billing and delivery address and possibly telephone number to perform the contract (especially for order processing, transport or another contract, transport documents, etc.). The legal basis for their processing is the fulfilment of the contractual relationship.*

#### *Bookkeeping:*

*If you are our customer, we need your personal data (invoicing data) in order to comply with the legal obligation to issue and record tax documents. We are obliged to process the given data for 10 years for accounting purposes.*

#### *Contact form, e-mail, telephone:*

*If you use the contact form, write us an e-mail or call us, we work with your contact details and with what you announce to us in order to process your requirements. The legal basis in this case is our legitimate interest. For these purposes, we store personal data for 3 months. If you place an order with us through one of the channels, we may retain the data for the protection*



of legal claims during the limitation period of 3 years and one year after its expiration, taking into account the claims asserted at the end of the limitation period. In the event of launching a legal, administrative or other proceedings, we process your personal data to the extent necessary for the duration of such proceedings and the remaining part of the limitation period after its termination. You have the right to object to processing based on our legitimate interest.

#### Information Retention/Security

We use standard security measures in accordance with the law in order to protect the personal data provided to us, but due to the nature of the service, no method of transmission over the Internet or electronic storage may be completely secure. Therefore, even if we have taken all reasonable steps to ensure the security of your information, we cannot guarantee its absolute security. We do not disclose, make available or provide your personal data to third parties, except in cases under special legal regulations in force in the Slovak Republic (e.g. tax regulations, etc.). Within our technical capabilities, we protect them from damage, destruction, loss and misuse.

#### How do we take care of the security of your personal data?

We do not use personal data for automated individual decision-making or profiling. Even the transfer of personal data to third countries (outside the EU) does not take place on our part.

#### What are your rights?

If we process your personal data, you have the following rights:

- *Right of access* - the right to know what data we process about you, for what purpose, for how long we collect your personal data, to whom we transfer it, who processes it other than us and what other rights you have related to the processing of your personal data. You can find out all this in this document.
- *Right to rectification* - if the data we process about you is out of date or incorrect, you have the right to rectify it. In this case, all you have to do is contact us and we will try to edit the data without undue delay.
- *Right to portability* - you have the right to obtain from us all your personal data, which we process automatically / store in electronic databases and at the same time you have provided it to us yourself and we process it with your consent or on the basis of contract performance. We will provide you with your personal data in a structured, commonly used and machine-readable format.



- *Right to erasure of personal data* - in cases where we no longer need your personal data, whether the reason for their processing has expired, if you have revoked your consent to their processing if they were processed on its basis, or your interest is superior to our legitimate interest and you exercise your right to object. The right to erasure is not applicable if we need your personal data for legal reasons - e.g. retention of order /contract performance data, such as invoices for accounting purposes and the like.
- *The right to object to the processing of your personal data* - you have the right to object to the processing of your personal data if the legal basis is our legitimate interest. In case of disagreement with the processing of your data for marketing purposes, we will arrange a remedy without undue delay. We will also do so in other cases, if it is possible on our part and it does not endanger, for example the smooth operation of systems/applications and the like.
- *Right to restriction of processing* - in addition to the right to erasure, you can also exercise the right to restriction of personal data processing. You can request that your personal data be marked so that it is not subject to any further processing operations, but only for a limited period of time. The restriction of processing takes place if you deny the accuracy of personal data (until we rectify it), we process your personal data without a sufficient legal basis, but you do not want to exercise the right to erasure, just limit the scope of the processed data, we no longer need your personal data for the stated processing purposes, but you request them to determine, enforce or defend your legal claims, or you object to the processing of personal data (in this case, we are obliged to limit the processing of the data concerned until your objection is resolved).
- *The right to lodge a complaint* - if you suspect that the rights of the data subject are limited, you can file a petition to initiate proceedings with the Office for Personal Data Protection of the Slovak Republic, with its registered office at Hraničná 12, 820 07 Bratislava.

*If you wish to exercise any of your rights, we are at your disposal at [info@icucciolidicarlotta.it](mailto:info@icucciolidicarlotta.it)*