

## **Privacy and Cookie Statement of Bela Supernova**

*This privacy and cookie statement was most recently revised on 18 February 2022.*

Bela Supernova d.o.o. (further Bela Supernova or BSN) is an international organization providing software development services registered in Dunajska cesta 58, 1000 Ljubljana Slovenija.

Bela Supernova recognizes the importance of protecting privacy of our customers, partners, employees, and other stakeholders, and committed to safeguard it. This document describes what personal information Bela Supernova collects and how it stores, uses, transfers, and discloses (collectively "Uses") that information.

Bela Supernova processes personal data both online (via our website) and offline. At every stage of the process data is processed in accordance with General Data Protection Regulation (GDPR). This implies Bela Supernova respects data subject rights; clearly specifies its purposes for personal data collection; limits the personal data collection as much as possible depending on business processes and legal requirements related to those processes; always asks data subject for explicit consent to collect and process personal information; at any time takes sufficient measures to secure the data.

Data subject rights include the right to be informed, the right to access, the right to rectification, the right to object processing, the rights in relation with automated decision making and profiling, the right to delete data (also referred to as the right to be forgotten), the right to data portability, and the right to restrict processing.

Bela Supernova reserves the right to amend the Privacy and Cookie Statement without prior announcement. The most recent version shall be at any time available on the website ([www.bsn.si](http://www.bsn.si)). Every version of Privacy and Cookie Statement must include the revision date at the of the top of the document.

### **Purpose of collecting personal data and types of personal data collected**

Bela Supernova intends to collect minimum personal information and treat it correctly and safely. Bela Supernova gathers and retains only information necessary to meet its obligations to employees, business partners, customers, contractors and other stakeholders. The type of personal information collected depends on the relationship between data subject and Bela Supernova, and business process personal information is

required for. Bela Supernova might collect the following types of information depending on the circumstances:

- Name and contact details, such as, first and last name, email address, postal address, telephone number
- Work-related information, such as, job title and other employment or education information
- Account Credentials, such as, passwords and other security information for authentication and access
- Financial Information, such as, bank account, credit and debit card numbers for processing of payments
- Usage information, such as, behavioral information about how you navigate within our Services and which elements of our Services you use the most and information regarding the goods and/or services you wish to order, wish list, preferences, interest, etc. Other information shared by you through our websites, apps, web shops and other products.
- Computer, device and connection information, such as, IP address, browser type and version and location.

### **Situations when personal data will or can be collected.**

*Cookies and other technologies when visiting Bela Supernova website ([www.bsn.si](http://www.bsn.si)).*

Bela Supernova uses cookies and other technologies on the website, which are saved on the visitors' computer. Computer cookies are ways for a website to remember visitors behavior and preferences. Cookies are small data files that include unique identifiers that web servers send to browsers. Unique identifiers allow Bela Supernova to identify unique website visitors. Bela Supernova uses technical and functional cookies to enable functionality of the website, and analytical cookies to generate statistics and gain insights to improve visitors' experience.

These cookies collect:

- IP address
- Browser type
- Preferred language
- Internet Service Provider (ISP)
- Operating system used
- Data and time stamps
- Click stream data
- Cookie ID

Bela Supernova doesn't ask for your consent as collects only functional and privacy-friendly cookies:

- `_ga` [Google Analytics]
- `_gat` [Google Analytics]
- `_gid` [Google Analytics]
- `ow_cookie_allow`

If you wish to learn more details, please contact us via email [info@bsn.si](mailto:info@bsn.si).

Please remember you can always set up your web browser to only with your consent. Refer to your browsers' manual to learn how to do it. Please note, disabling cookies will reduce functionality of Bela Supernova website. You can at any time delete cookies manually, alternatively most of them have an expiration period.

*Submitting a form on Bela Supernova website ([www.bsn.si](http://www.bsn.si)).*

You can always contact Bela Supernova using the form on the website [www.bsn.si](http://www.bsn.si). On this event Bela Supernova collects the following personal data to contact you back:

- First name and/or last name
- Email address

*Contacting Bela Supernova via email/phone.*

You can at any time contact us via email or call us during business hours. On this event we will collect:

- First name and/or last name
- Phone number
- Email address

How long and how we process your data will strongly depend on the nature of our relationships.

In case you become one of our customers or contractors we'll keep your data as long as it is required by legal and tax authorities.

*Submitting job applications (through our website, through 3<sup>rd</sup> party websites and job boards, through recruiting partners).*

When you respond to one of our vacancies or submit an open application we collect and process your personal data to enroll you in the recruitment process and prepare your employment contract. For these purposes we use the following data:

- First and last name
- Address details
- E-mail address
- Telephone number
- Curriculum Vitae
- Motivation letter

- Salary indication
- References
- Any other information you enclose with your application

Bela Supernova will keep your application details for 1 year after submission due to continuous hiring process. If your application was successful, we will add the application data to your personal employee file and HRM system. In case of unsuccessful application Bela Supernova will retain your data during mentioned period to consider you for future openings. You at any time can execute your data subject rights. To do so please contact Bela Supernova via email [info@bsn.si](mailto:info@bsn.si).

*Attending a tradeshow, business meeting, other event organized by Bela Supernova*

Bela Supernova might host trade show, business meeting or an event. We will use your data to inform you about the event, provide you an access to it and collect feedback after an event. We may share your information with our partner(s) who co-hosts an event with us, we will notify you through listing the sponsors in the invitation and/or communication materials. Please refer to our partners website or contact them to know how they process personal data.

Bela Supernova will collect the following personal data from participants:

- First and last name
- Company name
- (Work) address
- E-mail address
- Phone number

*Receiving services of Bela Supernova.*

We can use your personal data to provide services to you. We keep the information because we have an agreement or contract with you. We store the data for a period required by legal and tax obligations.

We collect:

- Company name
- First and last name
- Telephone number
- E-mail address
- Payment details

### Providing services to Bela Supernova.

When you provide service to Bela Supernova we enter in the agreement, hence collect and store your personal data because of the agreement for the period required by legal and tax obligations.

We collect:

- Company name
- First and last name
- Telephone number
- E-mail address
- Payment details

### Being an employee of Bela Supernova.

If you are a Bela Supernova current employee, please refer to internal policies to learn how your data is being stored and processed. Former employees can at any time contact Bela Supernova via email [info@bsn.si](mailto:info@bsn.si) to learn more about the data retention policies related to the off-boarding process or to execute their data subject rights. on how that business partner handles personal information.

### **Affiliate, partner, and third-party websites.**

This privacy and cookie statement applies to Bela Supernova services and website only. Bela Supernova Website contains the link to LinkedIn social Network ([www.linkedin.com](http://www.linkedin.com)). Please refer to the LinkedIn Privacy Policy to learn how they process personal data.

### **Disclosure of personal data to third parties**

In general Bela Supernova does not share any information to any third parties any personal data, except legitimate reasons (allowed by current legislation). It may happen that we provide your personal data to third parties, because:

- we have engaged them to process certain data;
- it is necessary to carry out the agreement with you;
- you give permission for this;
- we have a legitimate interest in this;
- we are legally obliged to do so (e.g. if the police demand this in case of a suspicion of a crime).

These parties that process personal data in our or your assignment are:

- Business partners
- Affiliates
- Service providers
- IT suppliers
- Cookie service providers
- Payment service providers

In order to provide our service, we may provide your personal data to parties established outside the European Economic Area (EEA). We will only do this if there is an adequate level of protection for the processing of personal data. This means, for example, that we use a model agreement from the European Commission or make agreements about the handling of personal data.

### **Integrity and protection of your personal data**

Bella Supernova takes all necessary and appropriate measures to safeguard your personal data and prevent access to it of unauthorized persons.

### **You rights and ways to execute them**

Data subject rights include:

- the right to be informed
- the right to access
- the right to rectification
- the right to object processing
- the rights in relation with automated decision making and profiling
- the right to delete data (also referred to as the right to be forgotten)
- the right to data portability
- the right to restrict processing.

To execute your rights, please send the request together with the proof of your identity via email at [info@bsn.si](mailto:info@bsn.si). In normal circumstances we will respond to your request within one month. We will notify you in case of any delays caused by complexity of the case.

## **Complaints**

If you would like to file a complaint about our use of personal data, please send an e-mail with the details of your complaint to [info@bsn.si](mailto:info@bsn.si). We will look into it and respond to any complaint we receive.

If you think we are not helping you correctly, you have the right to file a complaint with the national supervisory authority responsible for the protection of personal data against our processing of your personal data.

## **Contacting us**

If there are any questions regarding this privacy and cookie statement, you may contact us using the information below.

Bela Supernova D.o.o

Address: Dunajska cesta 58,

1000 Ljubljana Slovēnija

[info@bsn.si](mailto:info@bsn.si)