

## **General Privacy Policy**

We, the Primera Group Ltd. collect, process and use personal data only in compliance with the existing data protection regulations. The legal framework for data protection is constituted by the General Data Protection Regulation (DSGVO). For us, the protection of your personal data is an important concern. In the following, you will find out which personal data may arise from which your activities on our homepage or through the use of our services and how you retain control over your data.

### **1. We work according to the principle of data economy**

We collect, process and use data according to the principle of data economy. The personal data contained in our forms for general contact, pre-registration forms and registration forms are made by you on a voluntary basis and are limited to the purpose-based scope. We only store personal information for as long as necessary or required by law in accordance with the principles of data avoidance and data economy. If the purpose is omitted and there is no obligation to keep records, we will block or delete the data on time. A further transmission of the data does not take place or only if you have expressly consented to the transmission. A transfer of your data to third parties without explicit consent, such as for advertising purposes, does not occur.

Primera Group Ltd. collects personal data in Primera Group Ltd. customer database. The data base contains the following personal information:

- organization / institution / school name
- address of the organization / institution / school name
- first and last name of the coordinator
- first and last name of future and past participants to the course
- email address
- phone number
- information on what training will be / has been attended
- number of certificate obtained

### **2. The purpose of collecting and processing of personal data**

The purpose of the processing of personal data contained in the customer register is to provide client relations and tasks related to the organization of courses, maintenance of customer and participation information, management and maintenance of course evaluations, the production of statistical information used to assist in the design, implementation and follow-up of courses and the production of information for billing of course clients.

### **3. You have control over your own data**

You have the right to free information at any time, about the personal data stored with us and / or correction, blocking or deletion of the same, if these are not required for existing performance of the contract or subject to statutory retention. For this purpose, the user has a corresponding contact (fastest via email) available: [brina.menart@skupinaprimera.si](mailto:brina.menart@skupinaprimera.si)