

# Business Privacy Policy

I am based in the European Union and as such subject to the requirements of the General Data Protection Regulation 2016/679 (GDPR) which came into effect on 25 May 2018. This privacy policy explains your rights under the GDPR and how I use your personal data collected from this website.

## Data Processing

I do not collect, store or process your personal data unless directly contacted by you.

Personal data collected may include your name, email and postal addresses, telephone number or any other information you provide and explicitly grant me access to.

## Data Collection

I collect and process data when you:

- send me a message through the contacts form on this website's contact page.
- send me a message, or documents or other information via email.

I do not use your personal data for marketing purposes, nor do I disclose it to unauthorised third parties.

## Data Retention

Your personal data will be kept for a period of 10 years.

## Legal Basis

I process your data for the purpose of performing services on your behalf and at your request, and other necessary and related steps arising from your request.

For administrative purposes, the providers of my website and email hosting services may have access to your personal data. All these parties are compliant with the GDPR.

## Right to Access

You have the right to:

- request for copies of your personal data at any time,
- request that I erase or rectify the information in my possession,
- restrict the processing of the information.

If you would like to exercise any of these rights, please make sure to [contact me](#). I will take immediate action and no later than within one month after your request has been made.

## Complaints

If you have any concerns regarding the processing of your personal data, please contact me. Should you wish to report a complaint or if you feel that I have not addressed your concerns in a satisfactory manner, you may contact the [Information Commissioner of the Republic of Slovenia](#) or in the country where you live.

## Cookies

This website does not use cookies.