

**PRIVACY POLICY**  
**OF WEBSITE NLA.W.CO**  
**(“Privacy Policy”)**

**Last updated: 10<sup>th</sup> May 2021**

PLEASE READ THIS PRIVACY POLICY CAREFULLY BEFORE USING OUR WEB SITE NLA.W.CO OR AND LET US KNOW IF YOU HAVE ANY QUESTIONS OR OTHER FEEDBACK REGARDING IT.

1. **INTRODUCTORY BASICS:**

- 1.1 This document (“**Privacy Policy**”) explains which personal data (“**Data**”) is collected when you use the web site <https://www.nlaw.co/> (“**nlaw.co**” or just “**website**”). It also explains how we use that Data, where we store it, and how we protect it.
- 1.2 In order for you to use nlaw.co we need to process some of your Data. Should we need to process your Data for any other purpose than offering you our services, we will always ask you for your consent in advance.
- 1.3 Through this document we will explain how your Data is collected, stored or used, and what happens to it when you're using nlaw.co. It also explains what your rights are, and how you can exercise those rights.
- 1.4 Below are two versions: a full text version on the left, which is legally binding, and section summaries on the right for quicker guidance through the Privacy Policy.

**FULL TEXT**

**QUICK SUMMARY**

1. **WHO WE ARE AND HOW TO CONTACT US?**

- 1.1 This Privacy Policy applies to Nlaw.co you are currently using.
- 1.2 We, Novak Law, Ltd, l.f.. (“**we**”, “**us**”, “**our**” or “**Nlaw**”), a company registered in Slovenia with business address Tavčarjeva 4, SI-1000 Ljubljana, Slovenia are the owner of nlaw.co, data controller and responsible for your Data.
- 1.3 If you have any questions about this Privacy Policy, send us an email to [info@novak-law.eu](mailto:info@novak-law.eu).

*Hello! We, Novak Law, Ltd., l.f., are the owner of nlaw.co to which this Privacy Policy applies to and we process your Data. Feel free to contact us on email address [info@novak-law.eu](mailto:info@novak-law.eu) if you have any question.*

## 2. WHAT THIS PRIVACY POLICY GOVERNS

- 2.1 This Privacy Policy governs Data and non-personal data which we collect from you when you're using nlaw.co. *By using nlaw.co, you share with us your Data and non-personal data, which we process only for you to be able to use nlaw.co.*
- 2.2 We collect and manage your Data so we can provide you with the service throughout nlaw.co. By using it you agree to the terms of this Privacy Policy.
- 2.3 We respect your right to privacy and will only process personal data in accordance with applicable legislation.

## 3. THIRD PARTY LINKS

- 3.1 This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit. *We are not responsible for privacy statements of third parties which you may or may not visit through our website.*

## 4. TYPES OF DATA COLLECTED

- 4.1 Among the types of Data that nlaw.co collects, by itself or through third parties, there are: *With nlaw.co we collect your identity data, contact data, financial data, transactional data, technical data, profile data, usage data, marketing and communications data.*
- (a) **Identity Data** includes first name, last name, username or similar identifier.

- (b) **Contact Data** includes billing address, delivery address, email address and telephone numbers.
- (c) **Financial Data** includes bank account and payment card details.
- (d) **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- (e) **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access nlaw.co.
- (f) **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- (g) **Usage Data** includes information about how you use our website, products and services.
- (h) **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

4.2 Where we need to collect Data by law, or under the terms of a contract we have with you, and you fail to provide that Data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to allow you to use Nlaw.co). In this case, we may have to restrict your use of Nlaw.co, but we will notify you if this is the case at the time.

*If the Data is required to be collected by law, or in order to perform the contract – if you do not share that Data we will not be able to allow you the use of Nlaw.co.*

5. **FROM WHERE WE COLLECT DATA ABOUT YOU**

5.1 We use different methods to collect Data from and about you including through:

*We collect Data from you either from direct interactions like communications, authentication process, or with automated technologies.*

(a) **Direct interactions.** You may give us your Data by filling in forms or by corresponding with us by post, email or otherwise. This includes Data you provide when You:

- (i) apply for our products or services;
- (ii) create an account on Nlaw.co;
- (iii) subscribe to our service or publications;
- (iv) request marketing to be sent to you; or
- (v) give us feedback or contact us.

(b) **Automated technologies or interactions.** As you interact with Nlaw.co, we will automatically collect technical data about your equipment, browsing actions and patterns. We collect this Data by using cookies and other similar technologies. Please see our Cookie Policy for further information.

(c) **Third parties or publicly available sources.** We will receive Data about you from various third parties and public sources as set out below:

Technical Data from the following parties:

- (i) analytics providers such as Google based outside of EU.

(d)

5.2 You guarantee that all Data that you provide to is true, complete, and accurate.

5.3 If you provide us with Data from other people, or if others give us your Data, we will only use that information for the specific reason for which it was provided to us. By submitting the information, you confirm that you have the right to authorise us to process it on your behalf in accordance with this Privacy Policy.

## 6. LEGAL BASIS

6.1 We may process Data relating to you if one of the following applies:

- (a) you have given your **consent** for one or more specific purposes;
- (b) provision of Data is necessary for the performance of an agreement with you and/or for any pre-contractual obligations thereof;
- (c) processing is necessary for compliance with a legal obligation to which we are subject;
- (d) processing is necessary for the purposes of the legitimate interests pursued by us or by a third party.

*We will only process our Data if we have legal basis for it. Usually that means we have your consent. We can also process your Data if we are required to by law to do so or if we enter into contract with you.*

6.2 In any case, we will gladly help to clarify the specific legal basis that applies to the processing, and in particular whether the provision of Data is a statutory or contractual requirement.

*We are happy to clarify which legal basis we use for Personal Data processing in each case.*

## 7. WHERE DOES PROCESSING TAKE PLACE

7.1 The Data is processed at our operating offices. Depending on your location, data transfers may involve transferring Data to a

*We process data in the place we are located. Check out the section with details about us.*

country other than your own. To find out more about the place of processing of such transferred Data, you can check the section containing details about the processing of Data.

## 8. THE PURPOSE OF PROCESSING

- 8.1 The Data concerning you is collected to allow us to provide digital services and products via the website nlaw.co (registration, authentication and location-based interaction, purchase, payment, review and comment), comply with our legal obligations, respond to enforcement requests, protect our rights and interests (or those of our users or third parties), detect any malicious or fraudulent activity. *We only use the Data for the purposes for which we collected it, namely to provide you with digital services and products via the website nlaw.co (registration, authentication and location-based interaction, purchase, payment, review and comment), to comply with our legal obligations, to respond to enforcement requests, protect our rights and interests (or those of our users or third parties), detect any malicious or fraudulent activity. If we decide we need them for any other purpose, we will notify you about the new purpose.*
- 8.2 We will only use your Data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us. If We need to use your Data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 8.3 Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.
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<b>Purpose/Activity</b>	<b>Type of data</b>	<b>Lawful basis for processing including basis of legitimate interest</b>
To register you as a new customer	(a) Identity (b) Contact	Performance of a contract with you
To process and deliver your order including: (a) Manage payments, fees and charges (b) Collect and recover money owed to us	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to recover debts due to us)
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise) (b) Necessary to comply with a legal obligation
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To use data analytics to improve our website, products/services,	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of

marketing, customer relationships and experiences		customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile (f) Marketing and Communications	Necessary for our legitimate interests (to develop our products/services and grow our business)

**9. HOW LONG DO WE HOLD YOUR DATA**

9.1 Data shall be processed and stored for as long as required by the purpose they have been collected for. Therefore: *We hold to your Data as long as there exists purpose to do so.*

- (a) Data collected for purposes related to the performance of a contract shall be retained until such contract has been fully performed;
- (b) Data collected for the purposes of our legitimate interests shall be retained as long as needed to fulfil such purposes;
- (c) we may be allowed to retain Data for a longer period whenever you have given consent to such processing, as long as such consent is not withdrawn. Furthermore, we may be obliged to retain Data for a longer period whenever required to do so for the performance of a legal obligation or upon order of an authority.

9.2 Once the retention period expires, Data shall be deleted. Therefore, the right to access, the right to erasure, the right to rectification and the right to data portability *If the retention period expired (because there is no more purpose for processing), the Data will be deleted.*



cannot be enforced after expiration of the retention period.

## 10. YOUR RIGHTS

## *YOUR RIGHTS*

10.1 You may exercise certain rights regarding your Data processed by us. You have the right to do the following:

*You have a number of rights regarding your Data. They include the right to request information on how your personal data is processed, the right to access your data, the right to make amendments in it, the right to have us delete your data, the right to restrict the processing of your data and the right to have your data transferred to another entity.*

- (a) **Withdraw Your consent at any time.** You have the right to withdraw consent where you have previously given your consent to the processing of your Data.
- (b) **Object to processing of Your Data.** You have the right to object to the processing of your Data if the processing is carried out on a legal basis other than consent. Further details are provided in the dedicated section below.
- (c) **Access Your Data.** You have the right to learn if Data is being processed by us, obtain disclosure regarding certain aspects of the processing, and obtain a copy of the Data undergoing processing.
- (d) **Verify and seek rectification.** You have the right to verify the accuracy of your Data and ask for it to be updated or corrected.
- (e) **Restrict the processing of your Data.** You have the right, under certain circumstances, to restrict the processing of your Data. In this case, we will not process your Data for any purpose other than storing it.

- (f) **Have Your Data deleted or otherwise removed.** You have the right, under certain circumstances, to obtain the erasure of your Data.
- (g) **Receive your Data and have it transferred to another controller.** You have the right to receive your Data in a structured, commonly used and machine-readable format and, if technically feasible, to have it transmitted to another controller without any hindrance. This provision is applicable provided that the Data is processed by automated means and that the processing is based on your consent, on a contract which you are part of or on pre-contractual obligations thereof.
- (h) **Lodge a complaint.** You have the right to bring a claim before their competent data protection authority.

10.2 **How to exercise these rights?** Any requests to exercise your rights can be directed to us through the contact details provided in this Privacy Policy. These requests can be exercised free of charge and will be addressed by us as early as possible and always within one month.

## 11. ADDITIONAL INFORMATION ABOUT DATA COLLECTION AND PROCESSING

11.1 **Reliability.** You are responsible for backing up, to your own computer or other device, any important data stored or accessed via Nlaw.co. We do not guarantee or warrant that any content you may store or access

through nlaw.co will not be subject to inadvertent damage, corruption, or loss.

- 11.2 **Security.** We will use commercially reasonable efforts to safeguard the confidentiality of your Data. However, we cannot be held liable for any loss of or disclosure of Data or any losses or damages incurred due to errors in transmission or unauthorized or unlawful acts of third parties or your decision to disclose your Data. No system can be 100% secure, and despite our efforts, there is always a risk of unauthorized access to your Data. By using nlaw.co, you assume this risk.
- 11.3 **Legal action.** Your Data may be used for legal purposes by us in Court or in the stages leading to possible legal action arising from improper use of nlaw.co. You declare that you are aware that we may be required to reveal Data upon request of public authorities.
- 11.4 **Changes to this Privacy Policy.** We reserve the right to make changes to this Privacy Policy at any time by notifying you within nlaw.co and/or - as far as technically and legally feasible - sending a notice to you via any contact information available to us. It is strongly recommended to check this Privacy Policy often, referring to the date of the last modification listed at the beginning. Should the changes affect processing activities performed on the basis of your consent, we shall collect new consent from you, where required.
- 11.5 **Legal information.** This Privacy Policy has been prepared based on provisions of multiple legislations, including Art. 13/14 of Regulation (EU) 2016/679 (General Data Protection Regulation). This Privacy Policy

relates solely to Nlaw.co, if not stated otherwise within this Privacy Policy.