

PRIVACY POLICY

When using the Briefd software (“Application”) subject to the Terms and Conditions available at our website: <https://www.briefd.io> and <https://app.briefd.io> with subdomains (collectively the “Website”), the company BRIEFD d.o.o. (“BRIEFD”) may collect and process certain personal data. This Privacy Policy describes how personal data are being collected, used or otherwise processed. BRIEFD undertakes to handle and secure the personal data in accordance with this Privacy Policy and the applicable legislation in the field of data protection in force.

The Website may contain link to third-party sites, which are not operated by BRIEFD. By clicking to a link to the third-party site, you will be taken to websites that are not under BRIEFD’s control. For the privacy questions concerned the privacy policies of such third-parties may apply.

BRIEFD has the right to amend, change or modify this Privacy Policy at its sole discretion. In this case you will be notified about such a change via email. The current version of Privacy Policy is always available at <https://www.briefd.io/terms>.

BRIEFD as Data Controller

When using the Application, the BRIEFD is provided with certain data which may be either personal data or non-personal data.

For the personal data associated with the Users (e.g. of the User itself or User’s employees, contractors or other individuals acting on behalf of the User) collected through Application or other individuals accessing the Website or Application the company BRIEFD d.o.o. acts as data controller.

BRIEFD has not designated any data protection officer. Irrespective of that, for any information, question or other communication regarding personal data you may contact Miha Medven at miha.medven@briefd.io.

Personal Data that are being processed

Using the Application BRIEFD collects and processes the following personal data associated with the Users (e.g. of the User itself or User’s employees, contractors or other individuals acting on behalf of the User):

- Name, surname,
- Work address,
- Work e-mail address,
- Work position,
- Work phone (mobile) number,
- Username,

- Password,

Purpose of Personal Data Processing

a) Performance of contractual obligations

BRIEFD processes the personal data associated with the Users for the performance of a contractual obligations regarding the use of Application in accordance with Terms and Conditions, meaning to operate the Application and deliver the services to the User, provide support, facilitate your usage of the Application and perform related services (e.g. maintenance), billing transactions, to process User's request regarding the Application, informing the User about other products or service connected with the Application or products or services available from BRIEFD, and other activities within contractual relationship when using the Application. BRIEFD processes the following data: name, surname, work address, work e-mail address, work position, work phone (mobile) number, username, password. Such personal data may be stored for the period of the contractual relationship or, if certain data need to be stored for a longer period because of the obligation imposed by the law or rights that may be exercised by BRIEFD, the personal data may be stored for such period imposed by the law.

b) Consent

Certain personal data (e-mail address, phone number) may also be used or processed based on the consent for the purpose of informing about BRIEFD's products or services connected with the Application or other products and services available from BRIEFD.

Such personal data may be stored until the consent of the individual is withdrawn but no longer than the time, necessary for fulfilment of the purpose. The individual may withdraw the consent to process the personal data for the above purposes at any time by sending an e-mail to: info@briefd.io. The withdrawal of consent does not impact the lawfulness of processing personal data before the withdrawal and does not impact the processing of personal data on other grounds in accordance with this Privacy Policy.

c) Legitimate interests

For certain cases BRIEFD has developed legitimate interests for processing of such personal data. The legitimate interest of BRIEFD include:

- enforcing any legal action, claim or dispute or to defend BRIEFD against any such action, claim or dispute;
- compliance with court order or other legal processes or legal and regulatory requirements of governmental authorities;
- ensuring information security, including unauthorized access to Application or confidential information.

Based on legitimate interest BRIEFD processes personal data collected within contract performance or given consent of the individual. Such processing may last until the purpose of legitimate interest is evidenced.

Protection of Personal Data

With the purpose of securing the personal data BRIEFD has adopted technical and organizational measures to ensure the compliance with GDPR and to prevent accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed which may in particular lead to physical, material or non-material damage.

Personal Data Users and Transmission in Third Countries

BRIEFD will not give, send, sell, share or disclose personal data to any third party except if such process is outlined in this Policy, which means that BRIEFD may share personal information with third party that is:

- BRIEFD's contractual party that provides technology, products or services necessary for operation of Application and/or perform related services (maintenance, database management, etc.) or process card payments or performs other accounting activities or sends marketing communication;
- Regulatory, administrative body, court or other governmental authorities in the extent required by law to comply with court order or subpoena or other legal process, or with legal regulatory, administrative requirements.

Such subjects are only allowed to use personal information in the extent to provide the designated services and are contractually or otherwise legally bound to protect the personal data.

Personal data are being stored and processed in the territory of Republic of Slovenia and are and as a rule not transferred to countries outside the European Union; in the event of such transfer, BRIEFD will take appropriate measures to protect and safeguard the personal data and rights of the individuals, in accordance with the applicable regulations in the field of personal data protection (including by applying binding business rules, codes of conduct, standard contractual clauses and other relevant mechanisms).

Individual's Rights

If you are as an individual a subject of personal data, you have the:

- Right of access: The individual has the right to obtain from the controller confirmation whether personal data concerning him or her are being processed and access to the personal data and other information in this case.
- Right to rectification: The individual has the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her.
- Right to erasure ('right to be forgotten'): in case the legal grounds apply, the individual shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay;

- d. Right to restriction of processing: in case the legal grounds apply, the individual shall have the right to obtain from the controller restriction of processing.
- e. Right to data portability: the individual shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller where the legal grounds apply.
- f. Right to object: the individual shall have the right to object, on grounds relating to his or her situation, and in cases the legal grounds apply, at any time to processing of personal data concerning him or her.
- g. Right to lodge a complaint: the individual has the right to bring the claim to competent authority.

Cookies

A “cookie” is a text file placed on your device that enable the Application to recognize a certain device or browser using the Application.

BRIEFD uses cookies to either enable certain functionalities of the Application or to collect certain information on the usage of Application that further provide features for your convenience. Certain cookies are therefore crucial for operating the Application and are placed on your device at the time of your visit, while others are used solely to improve your user experience or provide Briefd with insight into user behaviour, to allow for future improvements of the Application.

Especially the latter require the individual’s consent to use the cookies which you provide by clicking [I Agree] in the appropriate window. If you choose to withhold your consent for the use of cookies be advised that certain functionalities of the Application may not work properly if the cookies that support them are disabled.

For example, we use the following types of cookies:

- Session cookies: they keep you logged in while you use features of the Application. They disappear after you close the browser;
- Persistent cookies: they stay in the browser and allow us to recognize you when you return to Application (e.g. saving the information you selected to be stored, diagnosing and fixing technology problems);
- Analytical cookies: they help to collect the information on number of users and their visits of the Application;

Specifically, the Application uses the following cookies:

<i>Cookies</i>	<i>Provider</i>	<i>Storage limitation</i>	<i>Cookies purpose</i>
GPS	youtube.com	Registers a unique ID on mobile devices to enable tracking based on	Marketing

		geographical GPS location.	
VISITOR_INFO1_LIVE	youtube.com	Tries to estimate the users' bandwidth on pages with integrated YouTube videos.	Functional
_hjid	1st party (Hotjar)	Cookie is placed by Hotjar to store a unique user ID.	Statistic
_gat	1st party (Google Analytics)	Used by Google Analytics to throttle request rate	Statistic
_gid	1st party (Google Analytics)	Cookie is placed by Google Analytics to count and track pageviews.	Statistic
YSC	youtube.com	Cookie is placed by YouTube to store a unique user ID.	Statistic
_fbp	1st party (Facebook)	Cookie is placed by Facebook to track visits across websites.	Statistic
_ga	1st party (Google Analytics)	Cookie is set by Google Analytics to generate statistical data on how the visitor uses the website.	Statistic

Contact Information

In case of any questions or requests in connection with personal data protection you may contact us at: info@briefd.io