

## Terms of Use of modulmanager.tem.si

and

## GDPR Privacy and Personal Data Protection Policy of TEM Čatež d.d.

### I. GENERAL

The modulmanager.tem.si tool can be used by all visitors of the website. Only registered users have the option to save a project and access the estimated quotation.

**Important: By registering or by logging in to modulmanager.tem.si as a user, you confirm that you have read the Terms of Use stated below, that you agree with them and accept them in full.**

These Terms of Use describe, define, and regulate the use of the modulmanager.tem.si website and configurator (hereinafter: the Service).

The Service is owned and managed by TEM Čatež d.d., company registration number 5041775000 (hereinafter: the Service Owner or the Personal Data Controller).

As the Service Owner, we reserve the right to change any part of the Service and to delete any part of the content without notice, with the changes published on the website [www.tem.si](http://www.tem.si), modulmanager.tem.si or via e-news.

### II. PRESENTATION

TEM Čatež d.d. is the leading manufacturer of electric switches and sockets in Slovenia. For over 45 years, we have been offering customers easily-adaptable, technologically-innovative, and aesthetically-pleasing products, which help set the mood and atmosphere in all sorts of living and working environments.

We are aware of the importance of personal data protection and therefore treat it responsibly. We respect the lawful, fair and transparent processing of personal data in accordance with the applicable data protection legislation, the Personal Data Protection Act and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter: GDPR). The method of personal data and privacy protection is regulated by the Rules on the Protection of Personal Data, the Terms of Use of modulmanager.tem.si and the GDPR Privacy and Personal Data Protection Policy. By

applying appropriate protective measures, we ensure that personal data is not accessed by unauthorised persons, confidentiality and integrity is preserved and data loss is prevented.

**Contact information:**

TEM Čatež d.d.

Address: Čatež 13, 8212 Velika Loka

Telephone: +386 7 34 89 900

Fax: +386 7 34 89 999

Contact e-mail address: [gdpr@tem.si](mailto:gdpr@tem.si)

**III. SERVICE SCOPE**

The Service scope includes:

1. the website <http://modulmanager.tem.si/>;
2. the application or configurator MODUL MANAGER on selected connected devices (mobile devices, computers);
3. registered users have the option to:
  - save the project and receive an estimated quotation from the Service Owner or third parties contractually associated with the Service Owner (local distributor);
  - receive free notifications on commercial and non-commercial offers, novelties, benefits; this may include information about novelties, marketing of goods and services offered by the Service Owner, as well as goods and services offered by third parties contractually associated with the Service Owner.

**IV. WHICH PERSONAL DATA DO WE PROCESS**

As a registered user of [modulmanager.tem.si](http://modulmanager.tem.si), you have the option to save projects (premises-facilities) and access estimated quotations. You can register for the [modulmanager.tem.si](http://modulmanager.tem.si) service by obtaining a user name and a password.

We process your personal data (demographic data – name, surname and e-mail address, country, taxpayer, company name, company tax number, company address, telephone) that you provided upon registration. This personal data relates to a natural person and can be used for such person's direct or indirect identification. The personal data is provided on a

voluntary basis. You are not obliged to provide us with your personal data, but in that case, you cannot save projects or receive an estimated quotation.

We also process personal data about the use of our website (clicks on links, time spent, IP address).

## **V. LEGAL BASIS FOR THE COLLECTION OF PERSONAL DATA**

We process your personal data:

- based on the consent you gave upon registration;
- based on a legitimate interest for conducting and developing business on the basis of the data on the use of our websites.

## **VI. THE PURPOSES FOR WHICH PERSONAL DATA IS PROCESSED**

The personal data submitted upon registration is included in the Service Owner's database.

The personal data of registered users is used for:

- direct marketing via e-mail to the provided e-mail address, which may include informing about novelties, marketing of goods and services;
- statistical data processing;
- determining the use of services, adjusting the product range and content;
- segmentation and market research,

offered by the Service Owner, as well as goods and services offered by third parties contractually associated with the Service Owner.

Data on the use of the website is collected automatically. This does not allow the Service Owner and third parties to view personal data and is used to provide the Service and improve the use of the website.

## **VII. HOW LONG DO WE KEEP YOUR PERSONAL DATA AND WHAT HAPPENS WITH IT AFTERWARDS**

We process your personal data in the scope and for the duration required to achieve the purpose. We process personal data based on your consent for as long as you have the status of a registered user on the modulmanager.tem.si website, but we keep it permanently or until you withdraw your consent. We keep personal data that we process based on legitimate interest for as long as such interest lasts or until the purpose is achieved.

After the expiration of the above periods, personal data is effectively deleted or anonymised, which means that we process it in such a way that it can no longer be associated with you or attributed to you.

## **VIII. CONTRACTUAL PERSONAL DATA PROCESSORS AND POSSIBLE TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES**

Your personal data is collected and processed by persons employed by the Service Owner.

We do not transmit and do not allow third parties to become acquainted with your personal data, except for those who have concluded with us a written contract on the basis of which they perform certain tasks related to the processing of personal data and are obliged to comply with the legislation regarding the processing and protection of personal data (“contractual processors”). The contractual processors who have access to personal data to ensure uninterrupted operation are configurator developers and maintenance staff. Contractual processors may process personal data only in the framework of our instructions and may not process personal data for their own purposes. They and their employees have an obligation to protect the confidentiality of your personal data.

We do not export your personal data to third countries (outside the EU and EEA). Should your personal data be transferred to third countries, we will make sure that suitable measures are taken to ensure the security of personal data and fundamental rights and freedoms in accordance with applicable national and EU regulations.

## **IX. RESERVATIONS**

The Service Owner provides the most accurate and latest data; however, the users of modulmanager.tem.si are advised that the texts are informative, therefore the Service Owner does not guarantee and assumes no responsibility for their accuracy and for the website’s integrity. All users use the published content on their own responsibility. The Service Owner is not liable for any non-functioning of the website, for any inaccurate information, for any damage resulting from the use of any inaccurate or incomplete information, or for any non-functioning of internet providers.

The Service Owner reserves the right to use all available legal remedies and rights, including the right to block access to the website from specific online addresses, if these Terms are violated.

The users agree that the national law of the Republic of Slovenia applies to the use of this website and the interpreting of these Terms of Use.

The Court in Novo mesto shall have jurisdiction over any dispute arising from the use of modulmanager.tem.si or in any way associated with the use of this website by applying the national law of the Republic of Slovenia.

## **X. COOKIES**

### **What are cookies?**

Cookies are small files saved in the user's browser by the website. They enable identification. They enable a better and more effective functioning of the website, making it more user-friendly.

The Service Owner can collect and process cookies in accordance with the Electronic Communications Act. Cookies are used solely to improve the functioning of the website.

By using this website, you agree that modulmanager.tem.si saves cookies on your device.

### **Why are cookies used?**

The main function of a cookie is to allow (our) web server to recognise you to the extent to display the website as it is most optimal for you.

Cookies are used for various purposes. By using cookies, the interaction between the user and the website is faster and easier. Some cookies have no direct impact on the user (e.g. website statistics tracking – Google Analytics).

### **Which cookies are used by the website?**

<b>Name of the Cookie</b>	<b>Intended use</b>	<b>Duration</b>	<b>Company</b>
<b>_utma</b>	Google Analytics	2 years	Google
<b>_utmz</b>	Google Analytics	6 months	Google
<b>_utmc</b>	Google Analytics	Session	Google
<b>_utmb</b>	Google Analytics	30 min	Google
<b>_utmt</b>	Google Analytics	10 min	Google
<b>PHPSESSID</b>	Session Cookie	Session	TEM
<b>positiva_auth</b>	Cookie for automatic login	2 months	TEM
<b>cookie consent</b>	Confirmation of cookies for analytics	2 years	Google

## How to manage cookies?

If you do not want to use cookies or have already received them, you can delete them or restrict their use at any time using the steps provided by the respective browser.

## XI. RIGHTS OF NATURAL PERSONS AND THE PROCEDURE FOR THE EXERCISE OF RIGHTS

You have the following rights regarding your personal data:

- to request from us at any time:
  - a confirmation as to whether or not your personal data is being processed;
  - access to the personal data and the following information: the purposes of the processing; the categories of personal data concerned; the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organisations; the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period; the existence of automated decision-making, including profiling, about the logic involved, as well as the significance and the envisaged consequences of such processing for you;
  - one (free) copy of personal data in electronic or physical form (if the request is made through electronic means of communication and you do not request otherwise, the copy shall be provided in electronic form); additional copies that you request may be subject to a reasonable fee, taking into account the costs;
  - rectification of inaccurate personal data;
  - restriction of processing when:
    - you contest the accuracy of the personal data, for a period enabling us to verify the accuracy of the personal data;
    - the processing is unlawful and you oppose the erasure of the personal data and request the restriction of its use instead;
    - we no longer need the personal data for the purposes of the processing, but it is required by you for the establishment, exercise or defence of legal claims;

- the erasure of all personal data (the right to be forgotten), if the assumptions referred to in Article 17 of the GDPR are met, and in particular when you withdraw consent on which the processing of personal data is based;
  - to receive the personal data in a structured, commonly-used and machine-readable format and have the right to transmit that data to another controller without hindrance from us;
  - that we stop processing the personal data for the purposes of direct marketing, including profiling;
  - that you are not subject to a decision based solely on automated processing, including profiling, if the assumptions referred to in Article 22 of the GDPR on data protection are met;
- the right to file a complaint against us with the Information Commissioner, if you believe that the processing of your personal data infringes the General Data Protection Regulation.

## **XII. PROCEDURE FOR THE EXERCISE OF RIGHTS**

You can send your requests regarding the exercise of rights in connection with personal data in writing to the e-mail address: [gdp@tem.si](mailto:gdp@tem.si) or the address of the company TEM Čatež d.d., Čatež 13, 8212 Velika Loka.

For the purposes of reliable identification in the case of the exercise of rights in connection with personal data, we may require additional information from you and we can only deny your request if we prove that you cannot be reliably identified.

We must reply to your request to exercise your rights in relation to personal data without undue delay, and no later than one month after receiving your request.

## **XIII. LEGAL INFORMATION**

The provisions of this GDPR Policy are complementary to and do not repeal the provisions of the legislation on the protection of personal data. In case of inconsistency between the provisions of this GDPR Policy and the provisions of the legislation on the protection of personal data, the latter shall prevail. TEM can change this GDPR Policy at any time. The changes will be available on the website [www.tem.si](http://www.tem.si).