	POLICY	ALTUS WIND d.o.o.
	On Privacy and Personal Data Protection	

1. Introduction

This Privacy and Personal Data Protection Policy (hereinafter referred to as the "Policy") outlines how Altus Wind d.o.o. (hereinafter referred to as the "Company") collects, processes, and protects personal data in compliance with the General Data Protection Regulation (GDPR) and applicable Slovenian laws.

2. Purpose of the Policy

The purpose of this Policy is to ensure transparent, lawful, and secure handling of personal data and to inform individuals about their rights and how their personal data is managed by the Company.

3. Scope of the Policy

This Policy applies to:


- All employees of the Company.
- Clients, suppliers, and other business partners.
- Visitors to the Company's premises or website.

4. Principles of Data Protection

The Company is committed to processing personal data in accordance with the following principles: Lawfulness, Fairness, and Transparency: Personal data is processed lawfully, fairly, and transparently.

- Purpose Limitation: Data is collected for specific, explicit, and legitimate purposes and not processed further in an incompatible manner.
- Data Minimization: Only data necessary for the specified purpose is collected and processed.
- Accuracy: Personal data is kept accurate and up-to-date.
- Storage Limitation: Data is retained only as long as necessary for its intended purpose.
- Integrity and Confidentiality: Data is processed securely to prevent unauthorized access, loss, or damage.

	PREPARED BY/ CHANGED BY:	APPROVED BY:
POSITION:	Director	Director
NAME:	Manca Raušl Kodrič	Manca Raušl Kodrič
DATE:	15.10.2024	15.10.2024
		1/1
- Copying and transmission to third parties is only permitted with the consent of the Director! Printed copy is not controlled.		

	POLICY	ALTUS WIND d.o.o.
	On Privacy and Personal Data Protection	

5. Data Collection and Usage

The Company collects and uses personal data for the following purposes:

- Employment and HR management.
- Contractual obligations with clients and partners.
- Marketing activities (with explicit consent).
- Compliance with legal and regulatory obligations.
- Security and access control to premises and IT systems.

6. Data Subject Rights

Individuals whose data is processed by the Company have the following rights:

- Right to access their personal data.
- Right to rectification of inaccurate or incomplete data.
- Right to erasure of data ("right to be forgotten").
- Right to restrict or object to data processing.
- Right to data portability.
- Right to withdraw consent at any time.
- Right to lodge a complaint with the relevant supervisory authority.

7. Data Security


The Company implements technical and organizational measures to protect personal data, including:

- Encryption and secure storage of sensitive data.
- Regular training for employees on data protection.
- Access controls and regular audits.

8. Data Sharing and Transfers

Personal data is shared with third parties only when necessary for business operations or required by law. In cases where data is transferred outside the EU, appropriate safeguards are ensured.

9. Retention Period

	POLICY	ALTUS WIND d.o.o.
	On Privacy and Personal Data Protection	

Personal data is retained only for the duration necessary to fulfill its purpose or as required by legal obligations.

10. Changes to the Policy

The Company reserves the right to amend this Policy to reflect changes in legal or regulatory requirements. Updates will be published on the Company's website.

11. Contact Information

For questions regarding this Policy or personal data protection, individuals can contact:

Maribor, 15. October 2024

Altus Wind d.o.o., direktorica
Manca Raušl Kodrič

