

KonceptForm Privacy Policy

KonceptForm OÜ, registry no. 11000523, Kuressaare linn, Sinilille tn 5, 93815 (hereinafter "KonceptForm", "we" or "us") are committed to handling personal data responsibly and in accordance with relevant data protection legislation.

This privacy policy is intended to provide information on KonceptForm's processing of personal data. This policy applies if you visit our website, you are a contact person or representative of KonceptForm, B2B client or other business partners.

1. Website users

Data controller

Unless otherwise informed, KonceptForm is the data controller in relation to the personal data collected when you visit and make use of the functions on our website.

Collection of personal data

KonceptForm may collect, process and store personal data about you in the following instances:

When you visit and browse our websites

When you sign up to receive KonceptForm's newsletter

When you communicate with KonceptForm

Types of personal data

KonceptForm may collect, process and store the following personal data about you:

Name, e-mail address, telephone number and similar identification data

Company name and company address

IP address

Purposes of the processing

Your personal data may be processed for the following purposes:

Newsletters and other promotional communication

Promotional marketing in general

General communication

Providing support

Product and service development

Statistics and analysis

Legal basis

KonceptForm will process your personal data based on one or more of the following legal bases:

Legitimate interests: In most cases, the processing of your personal data will be based on our legitimate interest in, for instance, conducting statistics, analysis, marketing activities (where consent is not required), providing support as well as improving and developing our products and services (Article 6(1)(f) of the GDPR).

Consent: KonceptForm will only use your personal data in order to send you product information, newsletters and other marketing material via e-mail if you have provided your prior and explicit consent hereto, unless applicable legislation allows us to contact you without such consent (Article 6(1)(a) of the GDPR).

Contractual obligation: The processing of your personal data may in some cases be necessary for the performance of a contract between KonceptForm and you, e.g. when you create a user account or order samples (Article 6(1)(b) of the GDPR).

Retention period

Your personal data will be retained for the period necessary to fulfil the purposes outlined above, unless a longer retention period is required by applicable law.

2. Contact Persons or representatives of KonceptForm's B2B Clients and other Business Partners

This section sets out the policy of KonceptForm's processing of personal data collected from owners of contact persons at KonceptForm B2B clients and other business partners who collaborate with KonceptForm.

Data controller

Unless otherwise informed, the KonceptForm entity your company (or your employer) concludes an agreement with, collaborate with or correspond with is the data controller in relation to the personal data collected.

Collection of personal data

KonceptForm collects, processes and stores personal data about you in the following instances:

When your company or the company you are employed with concludes a works contract with KonceptForm

When you have shown an interest in KonceptForm's products or services, e.g. by providing your business card to KonceptForm

When you sign up to receive KonceptForm's newsletter

When you collaborate and communicate with KonceptForm

Types of personal data

KonceptForm processes the following personal data:

Name, your work e-mail address, telephone number and similar identification data

Organizational data, such as company name, company address, job position, business area, primary work location and country

Contractual data, such as purchase orders, invoices, contracts and other agreements between your company (or your employer) and KonceptForm, that may include e.g. your contact information

IP address

Such information may be provided directly by you (primarily via e-mails and other correspondence) or by a third party such as your employer.

Purposes of the processing

Your personal data is processed for the following purposes:

Generally, to plan, perform and manage the business relationship, including any contracts

Administration, such as processing payments (including collection of outstanding invoices), accounting, auditing, billing activities and providing support services

Newsletters and other promotional communication

Completion of requests received from you

General communication

Compliance and regulatory purposes, such as fulfilling our legal and compliance-related obligations to prevent illegal activity

Dispute handling

Legal basis

KonceptForm will mainly process your personal data based on the following legal bases:

Contractual obligation: The processing of your personal data will in some cases be necessary for the performance of a contract (Article 6(1)(b) of the GDPR).

Legitimate interests: We process your personal data pursuant to our legitimate interest in performing and managing the business relationship, marketing activities (where consent is not required) and providing support.

Legal claims: The processing may also be necessary to prevent fraud or establish, exercise or defend legal claims (Article 6(1)(f) of the GDPR).

Legal obligation: The processing of your personal data will in some cases be necessary to comply with legal obligations, such as our obligations to prevent illegal activity (Article 6(1)(c) of the GDPR).

Consent: In exceptional cases and only when no other legal basis can be applied, KonceptForm may ask separately for your consent to process your personal data. KonceptForm will, for instance, only use your personal data in order to send you product information, newsletters and other marketing material via e-mail if you have provided your prior and explicit consent hereto, unless applicable legislation allows us to contact you without such consent (Article 6(1)(a) of the GDPR).

Retention period

Your personal data will be retained for the period necessary to fulfill the purposes outlined above, unless a longer retention period is required by applicable law. The retention periods may differ from country to country due to applicable national legislation.

3. Designers and Agents

Data controller

During the course of your cooperation with KonceptForm, we may process your personal data. Unless otherwise informed, the KonceptForm entity you, your company or the company you are employed with conclude an agreement with or correspond with is the data controller in relation to the personal data collected.

Collection of personal data

KonceptForm may collect, process and store personal data about you in the following instances:

When you, your company or the company you are employed with enter into an agreement with KonceptForm

When you make use of KonceptForm's websites and portals

When you collaborate and communicate with KonceptForm

Types of personal data

KonceptForm may collect, process and store the following personal data:

Name, e-mail address, telephone number and similar identification data

Individual data, such as preferred language

Organizational data, such as company name, company address, job position, business area, primary work location and country

Contractual data, such as contracts and other agreements between you (or your company) and KonceptForm, that may include e.g. your contact information

Financial data, such as bank account details

IT-related data, such as user-ID, passwords (however, KonceptForm has no access to such passwords), log-in details as well as data and logs about your usage of KonceptForm's websites and portals

Such information may be provided directly by you to us (primarily via e-mails and other correspondence) or by a third party such as your employer.

Purposes of the processing

Your personal data may be processed for the following purposes:

Generally, to plan, perform and manage the business relationship, including any contracts

Administration, such as processing payments and registration in KonceptForm's files

General communication

Statistics and analytics

Compliance and regulatory purposes, such as fulfilling our legal and compliance-related obligations to prevent illegal activity

Legal basis

KonceptForm will mainly process your personal data based on the following legal bases:

Contractual obligation: The processing of your personal data will in some cases be necessary for the performance of a contract (Article 6(1)(b) of the GDPR).

Legitimate interests: We may process your personal data pursuant to our legitimate interest in, for instance, to manage daily operations according to lawful and fair business practices, including planning, performing and managing the business relationship (Article 6(1)(f) of the GDPR).

Legal claims: The processing may also be necessary to prevent fraud or establish, exercise or defend legal claims (Article 6(1)(f) of the GDPR).

Legal obligation: The processing of your personal data will in some cases be necessary to comply with legal obligations, such as our obligations to prevent illegal activity (Article 6(1)(c) of the GDPR).

Consent: In exceptional cases and only when no other legal basis can be applied, KonceptForm may ask separately for your consent to process your personal data (Article 6(1)(a) of the GDPR).

Retention period

Your personal data will be retained for the period necessary to fulfill the purposes outlined above, unless a longer retention period is required by applicable law.

4. General information applicable for all individuals covered by this privacy policy

Disclosure to other data controllers and transfer to data processors

To meet the purposes mentioned above we give third parties, who we provide relevant services to on basis of a contractual relationship with KonceptForm, employing all technological and organisational methods prescribed in these contracts.

Your personal data may be disclosed to accountants. Under certain circumstances it may also be necessary to disclose your personal data to lawyers, courts, public authorities, the police and potential buyers.

Cookies

We do not use cookies on our website.

Security

We have implemented numerous security measures to prevent, for example, the loss and misuse of personal data under our control. Accordingly, endeavour to protect the quality and integrity of your personal data.

Your rights

Your rights have to be met by a data controller, where we are not a data controller we make the best effort to help you with you query.

- You have the right to access the personal data we process about you
- You have a right of objection towards our collection and further processing of your personal data
- You have the right to have your personal data rectified and deleted, with certain national statutory exceptions
- You have the right to request us to restrict the processing of your personal dat
- You may request a copy of your personal data; as well as
- Transferring your personal data which you have provided us with to another data controller (data portability)
- You may at any point withdraw the consents that you have given. You can unsubscribe from our newsletter by clicking the link at the bottom of the newsletter

Questions or complaints

If you have any questions in relation to this privacy policy or if you wish to make a complaint in connection to our processing of your personal data, please contact us on info@konceptform.com. You can also write to us at the following address:

KonceptForm OÜ

Sinilille 5, 93815 Kuressaare, Estonia

Att. DPO

If your complaint is not resolved by us and you wish to proceed with the case, you can send your complaint to the supervisory authority in your country. A list of European supervisory authorities is available here [https://edpb.europa.eu/about-edpb/about-edpb/members_en]

Latest update 11. January 2023