Jordan Mijalkov St. 46/3, 1000 Skopje, Macedonia Tel: +389 78 445 028 www.momentum.mk

## **General Information**

Momentum Inc. with registered office in Blvd. Ilinden 43/5, 1000 Skopje, Republic of Macedonia, as the owner of the personal data voluntarily communicated by (verbally, via e-mail, through the website, etc.), provides you with the following information concerning the processing of personal data pursuant to Article 13, GDPR (in short, "Information").

Personal data according to the European legislation definition (GDPR – Regulation 2016/679) means: any information to identified or identifiable natural person ('data subject'); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity;

# What personal information do we collect from the people that visit our blog, website or app?

When registering for participation in one of the workshops, presentations or other activities, or when applying to participate as an exhibitor, performer or in another form of participation at the events organized by Momentum Inc., you may be asked to enter your name, email address, phone number or other details to help you with your experience.

## When do we collect information?

We collect information from you when you register for or apply for participation in any one of our events, when you subscribe to a newsletter, fill out a form or enter information on our site.

## How do we use your information?

With your consent (Article 7, GDPR), we may use the information we collect from when you register, sign up for our newsletter, respond to a survey or marketing communication, surf the website, or use certain other site features in the following ways:

- To personalize your experience and to allow us to deliver the type of content and product offerings in which you are most interested.
- To allow us to better service you in responding to your customer service requests.
- To send periodic emails regarding our products and services.
- To follow up after correspondence (email or phone inquiries).

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# How do we protect your information?

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential.

As regards the use of these data for marketing purposes, the legal basis we use is legitimate interest for marketing communications with users of our Home Solutions (based on Recital 47 of GDPR that is implementing the EU E-privacy directive), unless those persons have opted out. We may use these data for marketing purposes for maximum period of contractual duration, plus three years after the contract is terminated, except if the data subject has opted out from these communications at any moment in time. After this time expires the data will be deleted or anonymized.

## What are Cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloads to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store this cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality. For more general information on cookies see the Wikipedia article on HTTP Cookies.

#### **How We Use Cookies**

We use cookies for variety of reasons detailed below. Unfortunately in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure you need them or not in case they are used to provide a service that you use.

## **Disabling Cookies**

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of this site. Therefore, it is recommended that you do not disable cookies.

#### The Cookies We Set

This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users. When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence.

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## **Third Party Cookies**

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site. This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content. For more information on Google Analytics cookies, see the official Google Analytics page.

# Third-party disclosure

We do not sell, trade, or otherwise transfer to outside parties your Personally Identifiable Information.

# Third-party links

We do not include or offer third-party products or services on our website.

# **Exercisable rights**

In compliance with the provisions of articles 15 to 22 of the GDPR, you can exercise the rights indicated therein and in particular:

**Right of access** - To obtain confirmation that personal data processing concerning you is being processed and, in this case, to receive information relating, in particular, to: purpose of processing, categories of personal data processed and retention period, recipients where these can be communicated (Article 15, GDPR),

**Right of rectification** – To obtain, without undue delay, the correction of inaccurate personal data concerning you and the integration of incomplete personal data (Article 16, GDPR),

**Right to cancel** - To obtain, without undue delay, the cancellation of personal data concerning you, in the cases provided for by the GDPR (Article 17, GDPR),

**Right of limitation** - To obtain from the co-controllers the limitation of the treatment, in the cases foreseen by the GDPR (article 18, GDPR),

**Right to portability** - Receive in a structured format, in common use and readable by an automatic device, the personal data that you provide to the co-controllers, as well as obtain that the same are transmitted to another holder without impediments, in the cases provided by the GDPR (article 20, GDPR),

**Right to object** - Oppose to the processing of personal data concerning you, unless there are legitimate reasons for the co-owners to continue processing (Article 21, GDPR),

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**Right to propose a complaint to the supervisory authority** - Propose a complaint to the Guarantor for the protection of personal data. You may exercise these rights by simply sending a request to the Data Protection Officer, as indicated above.

#### Method of treatment

The processing of your personal data is carried out by means of the operations indicated in article 4, no. 2), GDPR - performed with or without the aid of computer systems - namely: collection, registration, organization, structuring, updating, preservation, adaptation or modification, extraction and analysis, consultation, use, communication by transmission, comparison, interconnection, limitation, cancellation or destruction.

In any case, the logical and physical security of the data and, in general, the confidentiality, integrity and availability of the personal data processed will be guaranteed, putting in place all the necessary technical and organizational measures.

## **More Information**

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren't sure whether you need or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on our site. However if you are still looking for more information you can contact us through one of our preferred contact methods.

