



PRIVACY POLICY

KO-DAM Ltd, Gajeva ulica 18, 1235 Radomlje, Europe, Slovenia, (hereinafter: the controller), is aware of the importance of personal data protection and the privacy of individuals. In its operations, it processes personal data responsibly, carefully, and in accordance with the General Data Protection Regulation (GDPR), the Personal Data Protection Act (ZVOP-2), and other applicable regulations.

The controller strives to ensure that the processing of personal data is always transparent, fair, and limited to what is necessary to achieve lawful purposes. Special attention is given to safeguarding the confidentiality of data and creating a secure environment that aligns with the values of professional and ethical practice in the fields of education and psychotherapy.

The controller primarily processes personal data when an individual submits an inquiry through the website, establishes contact, or subscribes to receive information about educational programs and activities. In doing so, it may process data such as first and last name, email address, telephone number, and other data voluntarily provided by the individual.

The purpose of processing personal data is primarily to establish and maintain communication with the individual, prepare responses to inquiries, present or organize educational activities, and provide information about current programs and activities. The controller uses personal data in a manner that is proportionate to the purpose of processing and respects individuals' expectations regarding their privacy.

The processing of personal data is based on various legal grounds, depending on the circumstances of each case. When an individual submits an inquiry, the processing is carried out on the basis of actions taken at the request of the individual prior to the possible conclusion of a contract.

In certain cases, the processing is also based on the legitimate interest of the controller, which includes ensuring effective communication, organizing educational activities, and improving the quality of services. Where an individual provides explicit consent to receive notifications, their data is processed for this purpose based on such consent, which can be withdrawn at any time.

The controller retains personal data only for as long as necessary to fulfill the purpose for which it was collected. Data collected on the basis of an inquiry is retained until the conclusion of communication or for a reasonably necessary period for potential further cooperation, while data processed on the basis of

consent is retained until such consent is withdrawn. In any case, the controller generally does not retain data for more than five years, unless there is a legal basis for doing so.

In carrying out its activities, the controller may cooperate with carefully selected contractual data processors who ensure an appropriate level of personal data protection. Such processors may process data exclusively in accordance with the controller's instructions and only to the extent necessary for the performance of a specific service.

In certain cases, particularly due to the use of information services, personal data may be transferred to third countries. In such cases, the controller ensures appropriate safeguards, especially the use of standard contractual clauses of the European Commission, thereby ensuring an adequate level of personal data protection.

The controller pays special attention to the security of personal data. Therefore, it implements appropriate technical and organizational measures to prevent unauthorized access, loss, or misuse of data. Access to the data is restricted to persons who need it to perform their duties, and such persons are also bound by confidentiality obligations.

The website uses strictly necessary cookies required for its basic operation. Other types of cookies are used only on the basis of the individual's prior consent, which can be modified or withdrawn at any time.

Individuals have a broad range of rights regarding the processing of their personal data. Among other things, they may request access to their data, its correction or deletion, restriction of processing, data portability, and may object to processing when it is based on legitimate interest. They may also withdraw their consent at any time.

Requests related to the exercise of these rights may be sent to the email address [info\(@\)ko-dam.si](mailto:info(@)ko-dam.si), and the controller strives to respond to them in a professional, clear, and timely manner in accordance with the law. The controller does not carry out automated decision-making or profiling that would have legal or similarly significant effects on individuals.

If an individual suspects that the processing of personal data is not in compliance with applicable legislation, they have the right to lodge a complaint with the Information Commissioner of the Republic of Slovenia (Zaloška cesta 59, 1000 Ljubljana, email: gp.ip@ip-rs.si).