

Privacy Policy of OÜ Elme Metall

1. OÜ Elme Metall (registry code No 10776322 in the Commercial Register of the Republic of Estonia; legal address: Kopli 103, 11712 Tallinn, Estonia; hereinafter referred to as the COMPANY) observes requirements regarding protection of personal data in Estonia pursuant to EU Regulation 2016/679. This Privacy Policy communicates how the COMPANY collects and processes personal data. The Privacy Policy applies to all kind of information collected by the COMPANY from its questionnaires, contracts and other sources.

Collection of personal data

2. The COMPANY collects the following data:
Clients and partners:
 - 2.1. Name and personal identification code;
 - 2.2. Contact details;
 - 2.3. Position;Employees (in addition to data listed in paragraphs 2.1, 2.2 and 2.3):
 - 2.4. Education and/or qualification;
 - 2.5. Language proficiency;
 - 2.6. Other data required and/or mandatory in order to achieve the objective.

Purpose of data processing and legal basis

3. The COMPANY processes personal data for:
 - Preparation of services, documentation and transmission of distance contracts and invoices as well as for contract conclusion;
 - Efficiency enhancement of management processes;
 - Planning and analysis;
 - Personnel recruitment and management;
 - Examination and processing of applications.
4. THE COMPANY processes personal data on the following legal basis:
 - To fulfil legal obligations arising from the law;
 - Based on legitimate interest;
 - For conclusion and execution of a contract;
 - With data subject consent.

Personal data retention period

5. The COMPANY retains personal data in accordance with purposes and regulations in respect of processing personal data as long as at least one of the listed criteria is valid:
 - until data subject consent is available;
 - until the COMPANY has legal obligations for data retention;
 - until the COMPANY has the right to protect its legitimate interests in accordance with EU and national data protection legislation.

Cookies

6. Cookie is a small text file sent from the server to the user's browser in order to improve the user experience of the page and of the user. Cookies enable to identify your computer, to use pages according to specific character of the user and to avoid re-entering data on the next visit.
7. The COMPANY's homepage may also contain cookies of the third parties, for example, of the Google Analytics. The Google Analytics server analysis is provided by the USA company Google Inc., which has access to the collected statistics of the mentioned instrument.

Personal data recipients

8. In cases stipulated by the legislation, the COMPANY has the right and/or obligation to provide data to third parties. The COMPANY does not provide collected data to third parties, except in cases specified by the law. Companies of the BLRT Grupp AS within the meaning of this Privacy Policy are not considered third parties. The COMPANY does not communicate personal data to third countries.

Access to personal data and other rights of data subject

9. The data subject has the right to receive confirmation whether personal data concerning the data subject is being processed and to require its provision. To become familiar with this data a written application to the address of the COMPANY office in Kopli 103, 11712 Tallinn should be submitted upon presentation of identity document. According to the rules, the data subject has the right to demand erasure, rectification of personal data, restriction of its processing, or contest processing of personal data. The COMPANY communicates with the data subject using the contact information provided by the data subject (phone number, email, address). If you consider your privacy rights have been violated, you have the right to address the Data Protection Inspectorate with a complaint.

Right to withdraw consent

10. The data subject has the right to withdraw his/her consent regarding personal data application even if its processing with data subject consent has already begun. To withdraw consent, a message to the email address: elmemetall@blrt.ee should be sent. Withdrawal of consent does not affect data processing performed while the consent of the client was still in effect. Upon withdrawal of consent, it is impossible to stop data processing performed on other legal basis.

Privacy Policy Amendment

11. The COMPANY has the right to amend the Privacy Policy at any time. The current Privacy Policy can always be found on the home page: www.elmemetall.eu.