

# Declaration on the Protection of Personal Data

## General provisions

DOBA Business Group comprising DOBA Business School Maribor, DOBA EPIS d.o.o. and DOBA Vir znanja (hereinafter DOBA) is aware that protection of personal data is very important to users. The Declaration on the Protection of Personal Data contains information on the collection of personal data of users in the context of the DOBA website, which includes all webpages and subpages of DOBA (<http://www.doba.si>) and DOBA Business School (<https://www.fakulteta.doba.si/>), the my.DOBA student portal (<https://moja.doba.si/>) and all included services (hereinafter the DOBA website), which are managed by DOBA and information, about the processing and protection of thus collected personal data of users of the DOBA website.

As the administrator of the DOBA website, DOBA reserves the right to supplement and update the terms and conditions of use and the Declaration on the Protection of Personal Data from time to time in accordance with technical novelties and legislation without prior notice or information provided to users. Please check the date of the last amendment to the Declaration on the Protection of Personal Data before using the DOBA website.

## Personal data collection and processing

### Registering with forms on DOBA websites

When registering for events and activities or enquiring for more information about a specific subject on the DOBA website, your personal data, contact information and other data which you enter in the online form are collected in addition to your IP address.

In accordance with the Personal Data Protection Act (hereinafter ZVOP-1), the data controller may process personal data if personal consent of an individual is provided. In the event of using the DOBA website, personal consent of an individual shall be deemed obtained through the user's action of entering their personal data in the online form and sending the data therefore confirming that they agree with the Declaration on the Protection of Personal Data. The data controller does not assume any responsibility for the credibility, accuracy and up-to-dateness of personal data and contact information provided by the user. As the user of the DOBA website, you shall see to the accuracy and up-to-dateness of all provided information in the context of the DOBA website.

DOBA shall process the personal data, which were collected with the user entering them in the online form, for the purposes for which users of DOBA websites submit these data (conventional, electronic and telephone communication and notification, sending of information, material and invitations to DOBA events, actual applications for enrolment, internal statistical processing, segmentation, analyses, and preparations of reports).

The data on your application are stored and processed until you unregister in writing from the service of email notification via the DOBA website or by email at [info@doba.si](mailto:info@doba.si).

## **Withdrawing your consent for the processing of personal data and information**

As the user of DOBA websites you can request in writing at any time that DOBA permanently or temporarily, partially or completely ceases processing your personal data (by unregistering at the DOBA website or directly by email at [info@doba.si](mailto:info@doba.si)). DOBA undertakes to prevent the processing of and/or delete the user's personal data no later than within fifteen days after receiving the written request.

Please send all your enquiries concerning the protection of your personal data which are collected via DOBA websites (e.g. collection, processing, protection, additional information) by email at [info@doba.si](mailto:info@doba.si). Your questions will be answered by the person responsible for the processing of personal data.

## **Providing personal data to third parties**

DOBA undertakes not to provide the personal data of users which it collects on DOBA website to third parties without the explicit consent of the user, except in legally stipulated cases.

## **We protect your privacy**

DOBA is aware that the protection of personal data is exceptionally important to users and therefore undertakes to carefully protect and secure users' personal data from loss, alteration, theft or access by unauthorised third parties. It will protect users' personal data which are collected via DOBA websites in accordance with the applicable rules and regulations on personal data protection (Personal Data Protection Act, ZVOP-1, Official Gazette of the Republic of Slovenia, No. 86/2004 and amend.) and this Declaration on the Protection of Personal Data.

As the administrator of DOBA websites, DOBA reserves the right to supplement and update the terms and conditions of use and the DOBA Declaration on the Protection of Personal Data in accordance with technical novelties and legislation without prior notice or information provided to users. All changes will be published online at <http://www.dobabusiness-school.eu/declaration>.

## **Cookies**

DOBA websites use cookies in order to guarantee the proper working of the services and to optimise the user experience. DOBA respects your privacy and undertakes to protect user's personal data in accordance with the applicable legislation. As the user of DOBA websites, you can change or refuse cookies at any time. If you do not wish to receive cookies, configure your Internet browser to delete all cookies from your computer's hard drive, block all cookies or to receive a warning before a cookie is stored.

Cookies are small files which are placed on your computer so as to improve user experience. Cookies are not harmful and are always time limited.

## Managing and disabling cookies on your computer:

You have complete control over how your computer handles cookies, as you can limit or disable the saving of cookies.

For more information on cookie settings, please choose the browser that you are using:

[Chrome](#)

[Firefox](#)

[Internet Explorer 9](#)

[Opera](#) (website available in English)

[Safari](#) (website available in English)

By disabling cookies, some features of the website might not work.

### List of cookies used on this website:

- **NAME OF THE COOKIE:** \_ga
- **DESCRIPTION:** Statistics of website views
- **SERVICE:** Google Analytics
- **SAVED FOR:** 2 years
- **NAME OF THE COOKIE:** \_gid
- **DESCRIPTION:** Statistics of website views
- **SERVICE:** Google Analytics
- **SAVED FOR:** 1 day
- **NAME OF THE COOKIE:** \_gat
- **DESCRIPTION:** Used by Google Analytics to limit the frequency of requests. It does not collect any personal data.
- **SERVICE:** Google Analytics
- **SAVED FOR:** 1 minute