

# Privacy policy



**ININ informatički inženjering d.o.o.**  
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## 1. Purpose, area of application and users

The purpose of this instruction is to introduce users to privacy policies and terms of providing service when using products and services of company ININ informatički inženjering d.o.o.

This instruction includes basic and core regulations that insure user's privacy i.e. their private and sensitive data and terms of use of our products and services that we provide to users.

Users of this instruction are all employees of ININ informatički inženjering d.o.o. company.

## 2. Appended documents

- Privacy policies and terms of providing service
- Data protection and privacy

## 3. Main description of the instruction

ININ informatički inženjering d.o.o. provides products and services, with address Street 108. brigade ZNG 26, 35000 Slavonski Brod, Croatia.

While using our products and services, users entrust us their data. Privacy policies have a purpose of explaining which data we collect, why we collect it and ways we collect it and what we do with it.

Our products and services are diversified so, sometimes, additional regulations and requirements can be applied for a specific product or service. Additional terms will be available in the frame of a relevant product and service and will be part of the contract signed between us and the user in case the user uses our product or service.

Using our products and services is limited, if the user is 16 years old or younger, he cannot use our products and services without permission and approval of their parents or a legal guardian.

We use data from cookies so our web applications can work more efficiently and so we can provide our users better experience while using our products or services.

We remove private, i.e. sensitive user data from the system with termination of use of our product or service.

By using our products and services, the user accepts these terms and the terms listed below.

### 3.1. Privacy policies

While using our products and services, it is important to us to familiarize our users with ways of using specific information and in which ways they can protect their privacy.

Privacy policies include the following:

- Why and what information we collect
- Ways of using information
- Options of ways of access and updating information

## 3.2. Collecting information

Information is collected in following ways:

User's information:

- Information that they enter while registering (Email, username, password)
- Private data (like name, last name, Email, phone number, Fax, mobile number etc.)
- Photograph and other data that is entrusted to us (conditional)

Information given by using our products and services:

- A device through which they use our product, i.e. service (device model, OS version)
- IP address from which they use our product or service
- Type of web browser (for example, Google Chrome, Mozilla Firefox etc.)
- Date and time of sign in to our system
- Number of version and date of issuing the application
- Local collecting and storage of information on a device
- Cookies

## 3.3. Using collected information

Data is collected so our products or services could do a certain function based on user's request.

We can apply one or more information to all our products and services that You use. Therefore, if the user decides to change some piece of information, it will be changed in all segments of a product or service that are used with that information.

We commit ourselves to respect user's selection and way of sharing information and visibility of the information in our product or service.

We can use an Email address (if valid) that a user enters for sending notifications about a product or service.

We use cookies and data collected from other technologies so we can improve the experience and quality while using our web applications.

Our systems can automatically recognise content of entered data (if so defined) so it would be relevant for further processing in the system.

We can combine personal data that is provided to us (with user's consent) with more services if he uses some other of our services so we could make using our product or service easier and for further data processing.

We need user's consent for using information for other purposes that are not here defined.

Personal information can be processed on servers outside of the country from where You are.

For ININ's software solutions that use Artificial Intelligence algorithms we use user's recorded videos, photographs for improving the accuracy of that software. People and vehicles in the videos and images will be blurred. The images and videos are stored on ININ's server and by user's request or after processing the videos the data will be deleted.

### **3.4. Possibility of choice**

Our goal is to inform our users with ways of collecting information so they could reasonably decide about its further use. We provide following possibilities of choice:

- Review and updating control of data usage
- Review and supervising information
- Review and editing settings
- Adjustment of ways of connection
- Adjustment of ways of managing
- Downloading information (text, excel, pdf document etc.)
- Choosing information that will be shown through a product or service

### **3.5. Sharing information**

Our products and services allow You to share Your information with other persons. Our products and services give You various options for entering, using, sharing and removing information.

We don't share Your personal data with our users, partners and other companies, organisations and individuals, except in following cases:

- Your consent
- External processing
- Legal reasons

You accept the possibility of sharing information that don't publicly reveal Your identity to our users, partners and connected web locations. We try to ensure privacy of all personal information and if there is data transfer or change of relevant rules of privacy, we are obliged to inform all our users about it.

### **3.6. Access to private data and updating**

By using our products and services, we try to provide access to user's personal data. If it is false, we provide fast services of updating and deleting it, except if it is necessary to save it for valid reasons.

We maintain information so that we could protect it from malicious use. Therefore, if the user deletes a piece of information from our system, there is a possibility that the deleted information was used in some other place and because of that it remained stored there. If the user notices that kind of information in places where it remained stored and which he does no longer want in the system, he has the possibility to contact our service which is available to him so that the information could be updated or removed.

### **3.7. Information security**

It is important to us to protect our user's data from unauthorised access, editing, revealing or deleting information that we keep.

All our systems have encryption for accessing a certain product or service. On „desktop“ applications, it is usually a password when starting an application, while it is a username (or Email) and password on web applications.

Also, we internally check collected data, ways of storing and processing it so we could protect our systems from every unauthorised and malicious access.

We limit access to information by adding certain rules inside our systems for every user of our products or services.

### **3.8. Use of Privacy policies**

Listed privacy policies apply to all systems, i.e. all products and services that company ININ informatički inženjering d.o.o. offers.

Our Privacy policies apply exclusively to products and services that our company offers and do not cover other ways of accessing and treating information that other companies and organizations have.

### **3.9. Claim and cooperation with regulatory bodies**

We regularly check compatibility of our systems to our Privacy policies.

If we get a written complaint from our user, we will directly contact the person that sent the complaint so that that person could deliver additional data about the problem. We cooperate with regulatory bodies and local authorities for data protection so that the complaints could be solved in a minimal amount of time that refer to personal data transfer, and that we cannot directly solve with our users.

### **3.10. Changes**

Our Privacy policies are subject to changes. User rights that are connected to mentioned Privacy policies will not reduce without awareness and consent of our user.

We are obliged to inform our users about changes or give them visible notification through a certain product or service they use.

We keep older versions of Privacy policies in our archive so they could be available to our users for certain needs and requests.

### **3.11. Using our products and services**

It is forbidden using our products and services for wrong purposes and abuse. No one has the right to disturb and access our products and services if they are not intended for use and are not approved by us.

Our products and services can be used exclusively inside legal frameworks (effective laws and rule books).

We have the possibility of temporary suspension or permanent end of providing services if the user does not comply to the rules, conditions or a certain way of behavior that we expect when using our products and services.

No one has the right to use content related to our products and services without permission from us or if using certain content has violated the law. No item of content can be changed, hidden or removed without granted rights for managing that content in our products or services that are used.

A responsible party is needed for managing content that will provide others using certain content. If we determine that the content is illegal, it violates our rules and rules defined by law, we can permanently remove it or prohibit displaying that content.

Some of our products and services are available on mobile devices and we warn users that they don't use them while driving so it wouldn't drive attention away and prevent them in compliance to traffic and security rules.

### **3.12. Your user account**

For using our products and services a previously created user account is needed. A user (administrator) that has rights granted or as needed, an employee of our company, can create a user account.

Every user needs to save his password in secret. The user needs to be responsible for his data and activities on his account i.e. through it. The password should be unique. The user should not use the password that he uses for signing in to our system that is identical to the one he uses in other applications i.e. systems.

### **3.13. Protection of copyright and privacy**

Privacy policies of ININ informatički inženjering d.o.o. company give insight of how we use personal data and in which ways we protect privacy of our users. By using our products and services, the user accepts the possibility of using data in compliance with Privacy policies.

For violating copyrights, we remove offender's accounts and give permanent ban to their access. If the user considers that a violation of his someone else's copyright has occurred, he is obliged to inform us about the problem that appeared in the shortest amount of time from noticing the problem.

### **3.14. Content on our products and services**

Our certain products and services provide our users transferring, editing, storing or receiving content. Users retain the ownership rights over that content. Through our products and services we can offer users a certain way of accessing and removing their content.

### **3.15. Software in our products and services**

In our web applications, i.e. mobile applications, software is automatically updated. The user can apply that by increasing the version number and date on the web application itself from a number and date from the previous version.

No one has the right to abuse (by distribution, giving, copying, changing, selling) or give in to rent any of our products or services, or do „reverse engineering“ or extract the source code from our open source web applications or do similar activities.

### **3.16. Modification and cease of use of our products and services**

Our products and services are constantly changing and improving. We have the possibility of adding a certain function i.e. feature, and, also, we can temporarily or permanently cease a function of a certain product or service.

If our user decides to stop using our product or service, we will be available to the user and give him a certain period of time to remove all necessary information from the product or service that were given to him for use.

### **3.17. Responsibility disclaimer**

We try to adapt certain things to users in our applications so working in them can be easier. However, we do not commit for taking responsibility for their content in our products and services except in cases where we participated in managing the same.

### **3.18. Our responsibility**

In legally permissible extent, responsibility of ININ informatički inženjering d.o.o. company is based exclusively on agreed terms when signing the contract i.e. when buying our product or service.

Using our products and services is limited to the amount paid for its usage. The exception is the case when the user regularly pays for maintenance of our products and services.

We are not responsible for loss or damage that cannot be rationally predicted. In that case, by further agreement, it will be looked into and try to solve a certain incurred loss or damage.

### **3.19. About terms of use**

In case of certain changes or maintenance when the law changes, these instructions are subject to change. Terms should be regularly reviewed and updated if there are certain changes. We are obliged to inform our users if there are changes in the terms of use of a certain product or service.

Changes are not applicable retroactively and are between us and the user of our products and services in the previously agreed period. Changes related to a certain (new) function of product and service or in case when changes were made for legal reasons immediately come into force. If the user does not accept changes of the terms of use, he should inform us about it and simultaneously stop using our product or service.

If there is a disagreement in regulations between these conditions and additional terms, additional terms will be applied. Terms of use govern a relationship between us and the user and do not refer to rights or interest of third parties.

If the user does not obey these terms, there is a possibility that we do not take any actions which would mean renunciation of his own rights which can be referred to taking further actions.

There is a possibility that a certain regulation in these terms is invalid and that does not affect or will affect other regulations i.e. their validity.

For more information about the terms of use, privacy policies and other inquiries we are at Your disposal through our customer support.

## **4. Validity and managing the instruction**

This instruction is valid from 29.03.2018.

The owner of this instruction is ININ informatički inženjering d.o.o. that has to review this instruction and eventually supplement at least once a year.