Privacy Policy

Who we are

The privacy of your personal data is important to us. This privacy statement explains what personal data Galaxia Gutenberg collects from you through our interactions with you and how we use that data.

Our identification details are as follows: Company name: **SC GUTENBERG SRL,** registered office address: Str. Florilor, nr. 11, Tg. Lăpuș, Unique registration code: RO13786377; Reg. No: J/24/196/2001; Telephone: 0723377599.

What is personal data?

"Personal data" means unique individual information relating to an identified or identifiable natural person ("*data subject*"), relating to name, address, Personal Identification Number, IP or telephone number, location data, an online identifier**, or** to one or more factors specific to his or her physical, physiological, genetic, mental, economic, cultural or social identity.

Each time we request your personal data we will explain the purpose for which we need it, where we keep your data and who has access to it. Of course, we inform you that whenever you wish, we will make available to you the information we hold about you and of course we will delete it if you request us to do so.

What personal data we collect and why we collect it

We collect personal data in order to successfully respond to your requests. You provide some of this data directly, for example, when you write us a message via the contact form.

Depending on the interactions you have with our website, the personal data we collect is as follows:

- Name and surname - for identification;

- Email address - for communication;

- Phone number - for communication;

- Message - The field where you can post your problem or question.

The personal data requested at the time of sending the message is used ONLY to contact you and to respond to your request. Subsequently, data required by the tax code will be requested for invoicing the products ordered/winned if applicable.

What is the legal basis for processing this data?

The data you voluntarily provide us with (name, surname, telephone number, email address) - the legal basis is to take steps at the request of the data subject before concluding a contract (Art. 6 para. (1) lit. b and c of Regulation (EU) 679/2016).

We use the data to issue you a tax invoice, if applicable.

What is the purpose of data collection and how we use your personal information

You can choose what data we collect. Where you are asked to provide personal data, you have the right to refuse. *If you choose not to provide data that is necessary to provide a service or to communicate with us, you may not be able to obtain the information you want* (for example, by submitting information you can place an order on the site).

-First and last name-

How do we use your first and last name?	**Why?**
Contact with you	It is necessary for you to provide us with certain personal data in order for us to start communicating in order to conclude a contract.
Fraud detection and prevention	In order to prevent other users from using your data, it is necessary to send you emails to confirm your identity.
Customer support	We use the data to provide customer relations and support services (details) either directly or through a call center.

You are not required to provide us with any of the above information, but if you do not, you may not be able to enjoy the full browsing experience on our site.

Data retention period.

We store personal data only for the time necessary to fulfil the purposes, but only until you decide to deactivate your user account. If we have issued you an invoice, your data will be stored for 10 years, according to the law.

Who do we share personal data with?

We will not disclose your information to third parties for their own marketing or commercial purposes without your consent.

The information provided by you, containing identification data, may be used for the purpose of preparing employment documents and other documents relating exclusively to employment relations or for commercial communications or responses to requests sent by you, and in the case of legitimate requests, will be transmitted to the state authorities: the Territorial Labour Inspectorate, the Employment Agency, Judicial Authorities, other parties with your consent or on your instructions.

In addition to the disclosures described in this Privacy Policy, we may disclose information to third parties to whom you consent or request that we make such a disclosure.

What rights do you have as a data subject?

The protection of individuals with regard to the processing of personal data is a fundamental right. Article 8(1) of the Charter of Fundamental Rights of the European Union ("Charter") and Article 16(1) of the Treaty on the Functioning of the European Union (TFEU) provide for the right of every individual to the protection of personal data.

Data subjects' rights regarding the protection of individuals with regard to the processing of personal data and the free movement of such data: right of information and access; right to intervene on data; right to rectification; right to erasure of data; right to restriction of processing; right to data portability; right of objection and automated individual decision-making, including profiling; right to lodge a complaint with the supervisory authority (www.dataprotection.ro).

Contact

If:

- you want to know more about the information on this page,

- you want us to stop using the information we have about you,

- you want to exercise any of the rights listed above,

- or if you have a complaint against us.

Please email us at contact@galaxiagutenberg.ro.

You may object at any time and without justification to the processing of your personal data for direct marketing purposes, by sending a written, dated and signed request to **SC GUTENBERG SRL** (by accessing the contact form at contact@galaxiagutenberg.ro or by sending us a written, dated and signed request to this effect by post. In this case, your request will be forwarded to the specialized department of **SC GUTENBERG SRL**; you may receive a message confirming that the option has been noted, as well as any other necessary information, as appropriate.