



## Privacy Policy – Impact Hub Ljubljana

Impact Hub Ljubljana is committed to protecting your personal data and your privacy.

This Privacy Policy provides a clear and transparent overview of how we collect, manage, and process your personal data when you visit our website. It also explains the choices available to you, giving you control over your information.

### I. Definitions

- **Personal data** means any information relating to an identified or identifiable natural person (“data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, identification number, location data, online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that person.
- **Special categories of personal data** mean data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, as well as genetic data, biometric data, health data, or data concerning a person’s sex life or sexual orientation.
- **Processing** means any operation performed on personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure, dissemination, alignment or combination, restriction, erasure, or destruction.



- **Data subject** means the individual whose personal data is processed.
- **Data controller** means a natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.
- **Processor** means a natural or legal person, public authority, agency, or other body which processes personal data on behalf of the controller.
- **Maker** means an employee or founder of a local Impact Hub, or a person in a contractual relationship comparable to regular employment.
- **Member** means a member of the local Impact Hub.

## II. Who we are

Impact Hub Ljubljana, Institute for Entrepreneurship and Development (registration number: 8590800000), registered at Slovenska cesta 56, 1000 Ljubljana, Slovenia.

## III. Personal data we process

Depending on how you use our website, we may process different types of data:

1. **Contact data** (such as name, postal address, phone number, email address) that you or your employer provide to us.
  - **Purpose:** to enable participation in our services, programmes, and events; to fulfil contractual obligations (partnerships and



programmes); to communicate with you; to send newsletters; and to inform you about our services, programmes, and events (marketing).

- **Legal basis:** contract performance, legitimate interest, or consent.
2. **Work-related data** (such as company name, company details, place of work) that you or your employer provide to us.
- **Purpose:** to enable participation in programmes and events and to fulfil contractual obligations.
  - **Legal basis:** contract performance.
3. **Usage data** (information on the website from which you came, pages visited, frequency and duration of visits, activity on our site). This data is collected through Google Analytics.
- **Purpose:** to optimise our website.
  - **Legal basis:** legitimate interest.

#### **IV. Third parties collecting personal data**

Our website is built on WordPress. We use the Gravity Forms plugin to collect newsletter subscriptions and membership requests. These forms collect the data you submit, store it on WordPress, and allow our team to access and manage contact lists.

WordPress Privacy Policy: <https://wordpress.org/about/privacy/>



## V. How we use your personal data

Your personal data will only be used for the purposes described in this Policy. If new uses arise, we will update this Policy and inform you before processing.

## VI. Access to your data

We use the following third-party processors:

### 1. Website hosting

- Our website is hosted by **WPMU Dev** – see their Privacy Policy: <https://incsub.com/privacy-policy/>
- WordPress and Gravity Forms – see their Privacy Policy: <https://wordpress.org/about/privacy/>

### 2. Email and newsletters

- **G Suite** for email communication: <https://gsuite.google.com/security>
- **MailerLite** for newsletters: <https://www.mailerlite.com/legal/privacy-policy>

## VII. Data security

We take appropriate technical and organisational measures to protect your data against unauthorised access, unlawful processing, accidental loss, destruction, or damage.



However, please note that no transmission of data over the internet is completely secure. Any data you share with us is at your own risk.

### **VIII. Your rights**

You have the following rights under the GDPR:

1. **Right of access** – to request a copy of the personal data we hold about you and details of how it is processed.
2. **Right to rectification** – to request corrections if your personal data is inaccurate or outdated.
3. **Right to erasure (“right to be forgotten”) / withdrawal of consent** – to request deletion of your personal data and withdrawal of consent at any time.
4. **Right to object** – to object to the processing of your data. We may continue processing only if we can demonstrate compelling legitimate grounds.
5. **Right to restriction of processing** – to request that we limit processing of your data in cases where erasure is not legally possible (e.g. for the exercise or defence of legal claims).

Requests can be made by email. We will respond within 30 days.

### **IX. Changes to this Privacy Policy**

We reserve the right to update this Policy. Significant changes will be communicated via email, with an updated version number and date.



Continued use of our services after being notified constitutes acceptance of the revised Policy.

#### **X. Governing law**

This Policy is governed by Slovenian Data Protection Law. Any disputes relating to this Policy will fall under the jurisdiction of Slovenian courts.

#### **XI. Contact us**

If you wish to exercise your rights, have any questions, or would like more information, you can contact us at [ljubljana@impacthub.net](mailto:ljubljana@impacthub.net) or by post mail: Impact Hub Ljubljana, Slovenska cesta 56, 1000 Ljubljana, Slovenia.