

# Privacy Notice

## PLATO

Last updated: 03/12/2025

Reading time 7 minutes.

### Overview

This Privacy Notice ("Notice") together with the Terms of Use form an entire legal Agreement ("Agreement") between OD "PLATO" and you as a user ("you", "user"). The Agreement applies to our website ("Site") located at <https://platoarchitects.com/>. If you have any questions you can contact us at [info@platoarchitects.com](mailto:info@platoarchitects.com).

### Quick Summary of our Privacy Notice :

1. This document explains what data is collected in connection with Platoarchitects Site.
2. It also explains how we use that data, where we store it, and how we protect it.
3. In short:
  - You may generally browse our Site without providing any kind of personal data. However, if you would like to send us your project request or your career request we will have to process personal data as described in this Notice.
  - We will not share your data for third party advertising purposes.
4. Finally, it explains your rights in relation to your personal data.

## 1. Who we are?

We are OD "PLATO". You may contact us via email at [info@platoarchitects.com](mailto:info@platoarchitects.com) or via mail: OD "PLATO", Bosnia and Herzegovina, 71000, Sarajevo, Vilsonovo šetalište 9.

## 2. What data do we collect?

You may browse our Site without providing your personal information.

**2.1. Data you provide us with.** Through our Site, you may provide us with your personal data to send your project request or to send your career request. Data which you may provide to us include:

- Full name;
- Phone number;
- Email address;
- City;
- CV;
- Link to your portfolio.

Also, through our Site, you may send us a message. Please, be aware of what kinds of data you are sharing.

**2.2. Data collected automatically.** We use this data to constantly improve our website. Therefore, when you access our Site, certain data may be collected automatically. Such data include:

- Cookies. Read more about cookies [further](#) in this Privacy Notice.
- Device data (device model, OS type etc.);
- IP address;
- Connection type (WiFi, LTE, 3G);
- Language and region;
- Your interactions with Site.

Automatically collected data is aggregated and anonymized.

## 3. How do we use your data?

We collect data to provide and improve our services and to comply with our legal obligations.

**3.1. Provision, improvement, and development of our Site.** We use your data to: (1) Provide you with an access to our Site; (2) Provide you with customer support; (3) Provide you with career opportunities; (4) Contact you to deliver certain services or data you have requested; (5) Conduct researches to improve our services; (6) To improve the content and general administration of our Site, (7) For analytical purposes.

Legal basis for data usage: performance of a contract; legitimate interest.

**3.2. Compliance with our legal obligations.** We may be obliged to store some of your personal data to comply with the relevant data protection legislation.

Legal basis for this data usage: compliance with legal obligations.

#### 4. Policy towards children

PLATO does not provide services to persons under the age of 13. We do not and will not knowingly collect personal data from any child under 13. If you are a parent or guardian and are concerned about the personal data of your child, please contact [info@platoarchitects.com](mailto:info@platoarchitects.com). If we become aware that a minor has provided us with personal data, we take steps to remove such data and terminate that person's profile.

#### 5. Do we use cookies?

A cookie is a piece of data stored on the user's hard drive containing information about the user. Cookies generally do not permit us to personally identify you. We generally use session cookies to save your preferences and such cookies expire when you close your browser. These cookies are likely to be analytical, or performance cookies.

We, along with third-party vendors such as Google use first-party cookies (such as the Google Analytics cookies) you can find out more about this popular website analytics tool [here](#).

These cookies collect information about how visitors use a website, for instance, which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and anonymous. It is only used to improve how a website works. All of this information is anonymized. You can find out more about how it protects your data [here](#). You can opt out by visiting the [Network Advertising Initiative Opt Out page](#) or by using the [Google Analytics Opt Out Browser add on](#).

#### 6. How do we share and disclose data?

If you provide us with your personal data, we may share and disclose data that we collect for the following reasons:

6.1. **With your consent.** In cases where you have provided your explicit consent, we may share your personal data, as described at the time of consent.

6.2. **Safety, Legal purposes, and Law enforcement.** We will disclose your personal data (a) if we are required to do so by law, regulation or other government authority or otherwise in cooperation with an ongoing investigation of a governmental authority, (b) to enforce the Platoarchitects Site Terms of Use or user agreements or to protect our rights.

6.3. **Business transfers.** We will not sell your personal data to any company or organization, but we may transfer your personal data to a successor entity upon a merger, consolidation or other corporate reorganization in which PLATO participates or to a purchaser or acquirer of all or substantially all of PLATO assets to which this Site relates. In such event, we will notify you before your personal data is transferred and becomes subject to a different privacy policy.

4. **Aggregated data.** Through the third party analytics providers and directly through our Site, we may track data that will be maintained, used and disclosed in aggregate form only and which will not contain your personal data. For example, without limitation, the total number of visitors of our Site, the browser type. We may analyze this data for trends and statistics in the aggregate, and we may use such aggregate data to administer the Site and gather broad demographic data for aggregate use.

**6.5. Service providers.** We may provide your personal data and the data generated by cookies and the aggregate data to the vendors and service agencies that we may engage to assist us in providing our services to you for their use solely to provide us with such assistance.

## **7. How do we handle your data?**

In this section, we will tell you how we store, retain and secure data.

**7.1. Retention.** We retain your personal data on the protected server which is located within the European Economic Area.

We generally retain your personal data for as long as is necessary for the provision of our service to you and us and to comply with our legal obligations. If you request, we will delete or anonymize your personal data so that it no longer identifies you, unless, we are legally allowed or required to maintain certain personal data, including situations such as the following:

- Where we are required to retain the personal data for our legal, tax, audit, and accounting obligations, we will retain the necessary personal data for the period required by applicable law;
- Where necessary for our legitimate business interests such as fraud prevention or to maintain the security of our users.

**7.2. Security.** We operational and technological measures that are generally consistent with industry practice. Such measures are reasonably designed to help protect your personal data from loss, unauthorized access, disclosure, alteration or destruction. We may use encryption, secure socket layer and password protection to help prevent unauthorized access to your personal data.

Moreover, we are actively monitoring and enforcing the data protection standards during all of our activities, namely:

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| <ul style="list-style-type: none"><li>○ Limitation of the rendered access to data only to those employees who need it for providing services to the user;</li><li>○ Signature by partners and external companies invited for the fulfillment of particular functions of non-disclosure agreements and agreements concerning non-usage of such data for any unauthorized purposes.</li></ul> | <ul style="list-style-type: none"><li>○ Signature of non-disclosure agreements by employees;</li><li>○ Storing of the personal data obtained from the user in an encrypted form, at protected servers secured from unauthorized access.</li></ul> |
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The security of your data is important to us. Nevertheless, we cannot guarantee the absolute protection of your personal data. If you have a reason to believe that your interaction with us is no longer secure, please immediately notify us by contacting us in writing at [info@platoarchitects.com](mailto:info@platoarchitects.com).

## 8. Do we transfer your data?

Due to the international nature of PLATO in the course of our operations, we may need to process data on a server located outside of the country in which you reside. In such case, we will use appropriate safeguards to ensure that your personal information will remain protected in accordance with this Privacy Notice.

## 9. What are your rights and choices?

In case you provide us with your personal data you may use your powers and exercise any of the rights described in this section. If you have any additional questions you can always send an email to [info@platoarchitects.com](mailto:info@platoarchitects.com) and we will do our best to help you.

9.1. **Access.** You can request an explanation of the personal data we process about you. Also, you can request a copy of your personal data undergoing processing.

9.3. **Data portability.** You have a right to receive the personal data concerning you, which you provided to us. You can make a request to transmit this data directly to another data controller in a structured, commonly used and machine-readable format. We will transmit your data directly to another controller in cases where it is technically feasible.

9.5. **Restrict processing.** You can request us to temporarily or permanently stop processing all or some of your personal data.

9.7. **Right to lodge complaints.** You have the right to lodge complaints in relation to the data processing activities carried out by us to the competent data protection authorities.

9.2. **Rectification.** You can rectify/correct any inaccurate data about you.

9.4. **Erasure.** You have a right to be forgotten which means that we will delete all personal data that you have provided to us. Note, we may retain certain information as required by law and for legitimate business purposes permitted by law.

9.6. **Object processing.** You can, at any time, object to the processing of your personal data on grounds relating to your particular situation. You have the right to object your personal data being processed for direct marketing purposes.

## 10. How do we update this notice?

From time to time we may update this notice. For example, we may need to update it for legal reasons or to reflect changes in our services. If we do so, we will make the updated Privacy Notice available in our application. Also, we will update the "Last Updated" date.

We strongly encourage you to periodically review this Privacy Notice for any changes. We will make prior versions of our privacy notices available for review.

