

WEB PRIVACY POLICY



CONTACT

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(Last modified: March 2023)

This privacy policy applies to the website

<https://www.gladtolink.com> (hereinafter the Website)

Please read it carefully.

In it you will find important information about the processing of your personal data and your rights under current legislation on the subject and the obligations that correspond to registered users.

We reserve the right to update our privacy policy at any time due to business decisions, as well as to comply with possible legislative or jurisprudential changes. If you have any questions or need any clarification regarding our Privacy Policy or your rights, you can contact us through the channels indicated below.

You declare that the data you provide us, now or in the future, are correct and truthful and you agree to inform us of any changes to them. In the event of providing personal data of third parties, you undertake to obtain the prior consent of those concerned and to inform them of the contents of this policy.

In general, the fields on our forms that are marked as mandatory must be completed in order to process your requests.

1. Who is responsible for the processing of your data?

The person responsible for processing the data collected on this website is GLADTOLINK (ILLA DOCS, S.L.), with address at c/Canet nº5, 07120 Palma, Illes Balears and e-mail soporte@gladtolink.com.

2. What personal information do we obtain?

The data that we treat are those obtained:

- From the contact forms on the website and the requests you make.
- From the information generated by the use of the systems.
- From requests to create user accounts.

The categories of data we process typically consist of:

- >Identification and professional contact information
- >Employment details, such as position and company;

>Data related to your browsing, for example the IP address from which you connect to the Web, weblogs, pages visited or actions performed on the Web.

For this we use cookies and similar technologies. More information in our cookie policy available [here](#).

>Data generated by the use of the system, such as type of user (work, collaborator, web user), login, passwords and logs of connection to the systems.

>The users' data have been provided either directly by them or by the person who requested the creation of the corresponding accounts, for example the person in charge of their department or of the company they work for.

3. What will we treat your data for?

The data of our users will be treated for the management of the relationship with them, the attention to their requests and consultations, the administration and management of the security of the Web and the fulfillment of our legal obligations. Such data will also be processed for analytical purposes and to improve the quality of our services, as well as for the commercial follow-up of your requests and the sending of commercial communications.

4. To whom can we communicate your data?

We will only communicate your data to third parties if we are legally obliged to do so, with your consent or when your request implies such communication.

5. Legal basis for processing.

The legal basis for the processing of your personal data is the management of the legal relationship with our users, the fulfillment of our legal obligations, as well as our legitimate interest in managing the security of the Web and in evaluating the quality of our services.

The commercial follow-up of your requests and the sending of commercial communications are based on our legitimate interest in promoting our services and on your consent to receive such communications by electronic means.

The creation of browsing profiles based on information obtained from cookies or similar technologies is based on your consent.

The withdrawal of your consent for these treatments does not condition the provision of services that may have been contracted.

6. How long do we keep your data?

In general, we keep your data for the duration of your relationship with us and, in any case, for the periods provided for in the applicable legal provisions, for example in accounting and tax matters, and for the time necessary to meet any liabilities arising from the processing. We will delete your data when they are no longer necessary or relevant for the purposes for which they were collected. Access logs to restricted areas of the website will be deleted one month after their creation. The information related to navigation will be canceled once the web connection is finished and the statistics have been carried out.

The data processed for commercial purposes will be kept in force as long as you do not request their deletion.

7. What are your rights?

You have the right to obtain confirmation as to whether or not we are processing your personal data and, if so, to access it. You may also request that your data be corrected if they are inaccurate or to have incomplete data completed, as well as to request their deletion when, among other reasons, the data are no longer necessary for the purposes for which they were collected.

In certain circumstances, you may request that we restrict the processing of your data. In such a case, we will only process the data concerned for the formulation, exercise or defense of claims or for the protection of the rights of other persons. Under certain conditions and for reasons relating to your particular situation, you may also object to the processing of your data.

In this case, we will stop processing the data except for compelling legitimate reasons that override your interests or rights and freedoms, or for the formulation, exercise or defense of claims. You may also, under certain conditions, request the portability of your data to be transferred to another data controller.

You may revoke the consent you have given for certain purposes, without affecting the lawfulness of the processing based on the consent prior to its withdrawal, and file a complaint with the Spanish Data Protection Agency.

To request your cancellation of the processing for commercial purposes you can send an email to the following email address: soporte@gladtolink.com.

To exercise your rights you must send a request accompanied by a copy of your national identity card or other valid document that identifies you by mail or email to the addresses indicated in the section Who is responsible for the processing of your data?

You can obtain more information about your rights and how to exercise them on the Spanish Data Protection Agency's website at <http://www.agpd.es>.

8. What are the obligations of registered users?

The use of the Website implies unconditional acceptance by users of the terms of use and privacy policy of the same, as well as their commitment to fully comply with the obligations imposed on them by the General Data Protection Regulation (REGULATION (EU) 2016/679) and/or the personal data protection regulations applicable to the agency (hereinafter and jointly the Data Protection Regulation).

In case of being authorized to access the restricted areas of the Website, you agree to access such areas only for the proper performance of your duties in accordance with the existing contractual relationship between you, or in your case the company for which you work, and IllaDocs S.L.

It is especially forbidden to use the Web to store, process or transmit private content.

Access to the restricted areas of the Web implies that you will be able to access working methods, schemes or templates developed by ILLA DOCS, S.L..

You understand and accept that such elements are part of the "know how" of ILLA DOCS, S.L. and constitute an essential asset of the company protected by the current regulations on intellectual property, and consequently undertake to keep such know how confidential.

In this sense, he/she shall refrain from accessing, reproducing, copying, copying, distributing, publishing or disclosing to third parties, or using on his/her own account, neither in part nor in whole, the referred working methods, schemes or templates of ILLA DOCS, S.L., except with the express authorization of ILLA DOCS, S.L., when it is indispensable for the correct development of the legal relationship with the same, by legal obligation, or in compliance with judicial or administrative resolutions.

You also agree to comply with and enforce the security measures implemented on the Web.

It is especially important that you know that:

- You must change your password the first time you log in to your account.
- Never communicate your username and password to anyone else.
- Never write down your password, others could read it and use it.
- You must log off when you leave the computer workstation you are using.
- You are responsible for what others do with your identification.

By connecting to the Web, you agree to the above terms.