**Privacy Policy**

Mara Cîju Cabinet de Avocat și de Proprietate Intelectuală (“**Mara Cîju Intellectual Property Studio**”) values your privacy and cares about the way in which your personal information is treated.

This Privacy Policy describes:

* what personal information we collect about you;
* how we obtain your personal information;
* how we use your personal information;
* on what basis we use your personal information;
* how long we keep your personal information;
* who we share your personal information with;
* how we protect your personal information; and
* your rights regarding your personal information.

**What personal information do we collect about you?**

We may collect personal information from you in the course of our business, including through your use of our website, when you contact or request information from us, when you engage our legal or other services or as a result of your relationship with us.

The personal information that we process includes:

* Basic information, such as your first name and surname and the company you work for and your title or position;
* Contact information, such as your postal address, email address and phone number;
* Financial information, such as payment-related information;
* Technical information, such as information from your visits to our website or in relation to materials and communications we send to you electronically;
* Information you provide to us for the purposes of attending meetings;
* Identification and background information provided by you or collected as part of our business acceptance processes;
* Any other information relating to you which you may provide to us.

**How we obtain your personal information**

We collect information from you as part of our business acceptance processes and about you and others as necessary in the course of providing legal services.

We collect your personal information while monitoring our technology tools and services, including our websites and email communications sent to and from Mara Cîju Intellectual Property Studio.

We gather information about you when you provide it to us, or interact with us directly, for instance when engaging with us or registering on our platform.

We may collect or receive information about you from other sources, such as keeping the contact details we already hold for you accurate and up to date using publically available sources.

**How we use your personal information**

Mara Cîju Intellectual Property Studio collects and processes personal information about you in a number of ways, including through your use of our website and in the provision of services by us. We use that information:

* To provide and improve this website, including monitoring its use;
* To provide and improve our services to you;
* To provide information requested by you;
* To promote our services, including sending legal updates and articles;
* To manage and administer our relationship with you and our clients;
* To fulfil our legal, regulatory and risk management obligations, including establishing, exercising or defending legal claims;

**Use of our website**

A number of facilities on our website invite you to provide us with personal information. The purpose of these facilities is apparent at the point that you provide your personal information and we only use that information for those purposes.

We use cookies on our website. To learn more about the cookies we use and how to disable them please view our Cookie Policy.

Marketing and other emails. We use personal information to understand whether you read the emails and other materials, such as legal publications that we send to you, click on the links to the information that we include in them and whether and how you visit our website after you click on that link (immediately and on future visits).

If you receive marketing communications from us and no longer wish to do so, you may unsubscribe at any time by sending an email to office@maraciju.ro.

Meetings. We will collect and process personal information about you in relation to your attendance at the meetings or at an event organised by us.

Legal and other services. We collect, create, hold and use personal information in the course of and in connection with the services we provide to our clients. We will process identification and background information as part of our business acceptance, finance, administration and marketing processes. We will also process personal information provided to us by or on behalf of our clients for the purposes of the work we do for them.  The information may be disclosed to third parties to the extent reasonably necessary in connection with that work.

**On what basis we use your personal information**

We use your personal information on the following basis:

* Based on your consent;
* To perform a contract, such as engaging with an individual to provide legal or other services;
* For the establishment, exercise or defence of legal claims or proceedings;
* To comply with legal and regulatory obligations;
* For legitimate business purposes.

**How long we keep your personal information**

Your personal information will be retained in accordance with our policy and considering the appropriate retention periods for each category of data. Those periods are based on the requirements of applicable data protection laws and the purpose for which the information is collected and used, taking into account legal and regulatory requirements to retain the information for a minimum period, limitation periods for taking legal action and good practice.

**Who we share your personal information with**

We may share your personal information with certain trusted third parties in accordance with contractual arrangements in place with them, including:

* suppliers to whom we outsource certain support services such as translation;
* IT service providers;
* third parties engaged in the course of the services we provide to clients.

Where necessary, or for the reasons set out in this policy, personal information may also be shared with regulatory authorities, courts, tribunals, government agencies and law enforcement agencies. While it is unlikely, we may be required to disclose your information to comply with legal or regulatory requirements. We will use reasonable endeavors to notify you before we do this, unless we are legally restricted from doing so.

Mara Cîju Intellectual Property Studio may use social media sites such as Facebook or LinkedIn. If you use these services, you should review their privacy policy for more information on how they deal with your personal information.

We do not sell, rent or otherwise make personal information commercially available to any third party, except with your prior permission.

**How we protect your personal information**

We use technical and organisational measures to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction consistent with applicable data protection laws.

**Which countries we transfer your personal information to**

In order to provide our services, we may need to transfer your personal information to locations outside the jurisdiction in which you provide it or where you are viewing this website for the purposes set out in this privacy policy. This may entail a transfer of your information from a location within the European Economic Area (the “EEA”) to outside the EEA, or from outside the EEA to a location within the EEA.

The level of information protection in countries outside the EEA may be less than that offered within the EEA. Where this is the case, we will implement appropriate and sufficient measures to ensure that your personal information remains protected and secure in accordance with applicable data protection laws.

**Your rights regarding your personal information**

The European Union’s General Data Protection Regulation and other applicable data protection laws provide certain rights for data subjects.

You are entitled to request details of the information we hold about you and how we process it. You may also have a right in accordance with applicable data protection law to have it rectified or deleted, to restrict our processing of that information, to stop unauthorised transfers of your personal information to a third party and, in some circumstances, to have personal information relating to you transferred to another organisation.

If you object to the processing of your personal information, or if you have provided your consent to processing and you later choose to withdraw it, we will respect that choice in accordance with our legal obligations.

Your objection (or withdrawal of any previously given consent) could mean that we are unable to perform the actions necessary to achieve the purposes set out above (see ‘How we use your personal information’) or that you may not be able to make use of the services and products offered by us. Please note that even after you have chosen to withdraw your consent we may be able to continue to process your personal information to the extent required or otherwise permitted by law, in particular in connection with exercising and defending our legal rights or meeting our legal and regulatory obligations.

We must ensure that your personal information is accurate and up to date. Therefore, please advise us of any changes to your information by email to office@maraciju.ro

**Contact us**

If you need further information or have any questions or complaints about our privacy policy or practices, please contact:

Mara Cîju Cabinet de Avocat și de Proprietate Intelectuală

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Email: office@maraciju.ro