

CCS Pluss OÜ Privacy Policy

This privacy policy explains how CCS Pluss OÜ (hereinafter also referred to as “we” or “the company”) processes personal data collected through the contact form on our website. In processing personal data, we comply with the European Union General Data Protection Regulation (GDPR) and the Personal Data Protection Act of the Republic of Estonia.

1. Data Controller

The controller of personal data is:

Company name: CCS Pluss OÜ

Registry code: 11251875

Address: Peterburi tee 34/13, 11415 Tallinn, Harju County

Email: info@ccs.ee

Phone: +372 506 5013

2. What personal data do we collect?

When you submit an inquiry through the contact form on our website, we collect the following personal data that you voluntarily provide to us:

Name

Email address

Phone number

Message content (your inquiry or question)

3. Purpose and legal basis for processing personal data

Purpose: We use the collected personal data solely to contact you, respond to your inquiries, and, if necessary, provide additional information about our products or services.

Legal basis: The legal basis for processing your data is your consent, which you provide by selecting the appropriate consent checkbox on the contact form before submitting your inquiry (GDPR Article 6(1)(a)).

4. Retention of personal data

CCS Pluss OÜ retains personal data collected via the contact form only for as long as necessary to resolve the inquiry and maintain relevant customer communication. As a general rule, personal data related to inquiries is deleted one year after the inquiry has been resolved, unless a longer retention period is required by law (for example, accounting requirements in the event of a transaction) or for the resolution of legal disputes.

5. Disclosure of personal data to third parties

We do not sell, rent, or share your personal data with third parties for marketing purposes. Your data is accessible only to authorized employees of CCS Pluss OÜ who need to process the data in order to respond to inquiries. Data may be shared with trusted partners (such as a web hosting service provider) only to the extent necessary for the technical operation of the website and email.

6. Your rights regarding personal data

In accordance with the GDPR, you have the following rights regarding your personal data:

Right of access: You have the right to know what data we have collected about you.

Right to rectification: You have the right to request correction of inaccurate personal data.

Right to erasure (“right to be forgotten”): You have the right to request deletion of your data if there is no longer a legal basis or need for its processing.

Right to withdraw consent: You have the right to withdraw your consent to data processing at any time by sending us a corresponding email. Withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal.

To exercise your rights, please send a written request to info@ccs.ee.

7. Filing complaints

If you believe that your rights have been violated in the processing of your personal data, we ask that you first notify us by email at info@ccs.ee. You also have the right to file a complaint with the Data Protection Inspectorate (info@aki.ee, www.aki.ee).