

Privacy Policy

1. Policy Summary

This Privacy Policy (“Policy”) explains the Company’s collecting, processing, and disclosure practices related to personal data.

This Policy covers how we collect personal data when you use our Site, products, mobile applications, content, and other offered services (“Services”). Also indicated herein is information regarding your data’s storage, use, transfer, and deletion.

We strongly advise you to read this Policy and other related terms and conditions before submitting your personal data. By using any of our Services, you acknowledge that your personal information can be collected, logged, used, and disclosed accordingly.

2. Policy Standards

We have created this Policy to align with the following standards:

- Precise details on how the data is collected, stored and processed
- Concise information on how the processing can strengthen security and ensure reliability
- Client’s rights toward the personal data

Similar to our Site, Services, and Terms of Use, this Policy only applies to users 18 years old and above. We do not knowingly collect personal data from minors, nor are they authorized to access and use our Site and Services. If we identify a user below 18 years old, we have the right to block access and dispose of any collected data from such user.

3. Definitions

For the purpose of this Policy:

Account – refers to an individual account for you to access our Services or parts of our Services

Client – refers to the official user of our Services

Company (“we,” “us,” “our”) – means the Company that is responsible for the collection and use of personal data under this Policy

Cookies – refer to small files placed on your computer, mobile device, or any other device when accessing our Site to improve your user experience

Personal Data – refers to any information or document that the Client submits to the Company, including all information we collect when you use our Services or access our Site

Processing (of Personal Data) – refers to the use of your personal data, including when it is obtained, stored, recorded, modified, amended, accessed, disclosed, transferred, combined, restricted, removed, or disposed

Site – means the official website of the Company

4. Processing of Personal Data

Generally, we use your personal data when collected for the following reasons:

- To help the Company identify each user
- To provide you with product and service updates, including information for new products or services, newsletters, and other informative emails
- To respond to your inquiries, requests, and other concerns
- To notify you about special offers that may benefit you
- To help us improve our products and services to meet your needs
- To let you buy, download, and use product authorizations, gain access to services, and participate in your chosen activities
- To help you find the relevant software, product, and service information
- To identify security breaches and other unlawful activities
- To review error logs and other Site and Service-related malfunctions
- To allow us to carry out our business transactions and perform our Services
- To comply with legal obligations, including pursuing, exercising, and defending legal claims

You acknowledge that we will only process your personal data upon your consent:

- When you provide us information in the course of engaging with our business
- When you choose to receive information from us
- When you accept the cookies on our Site, resulting in collecting technical data from your device

5. Collection of Personal Data

We collect information through different methods, including when you submit data directly and when we passively collect your information, such as from your browser(s) or device(s) and third parties.

Personal data you submit directly

Any information you provide us will be processed and stored. We can collect your personal data in multiple ways, such as when you:

- Register an account
- Make a purchase or transaction related to our Services
- Fill out an electronic form linked to our Services
- Contact us or provide feedback
- Subscribe to our newsletter

The personal data we collect may include but is not limited to your name, address, email, contact details, payment details, and location.

Automatically collected information

We may automatically collect some information from the device you use to access our Site and Services. As stated below, we may gather and review user information, including:

- Your personal or server's IP address
- The browser and operating system being used
- Date and time of your Site visit
- The email you provide us

We use the mentioned information for different purposes related to the usage of our Services and monitor the security of our Site, networks, and systems.

Among other potential uses, we may use your personal data to review specific trends and statistics, such as determining sections of the Site you visit, the amount of time you spend on that page, and ensuring that our Site, networks, and systems are sufficiently protected.

We will not identify you or your browsing activities with the information indicated above, except when it is out of a legal obligation or if your usage is causing disruptions to the Site, including unauthorized access to the Site, that must be resolved accordingly.

6. Retention of Personal Data

We determine the period length to retain your personal data based on the amount, nature, sensitivity, level of harm from unauthorized use or disclosure of the information, reasons for which the information was processed, and the achievability of the purposes using other methods. We will only store personal data for as long as it is necessary to process your information unless a longer retention time is needed to comply with a legal obligation.

7. Disclosure of Personal Data

We may disclose and share your personal data for storage purposes, including legal obligations, and to ensure that the information is used to provide you with relevant offers.

We may also disclose your personal data to third parties, such as:

- Public authorities
- Services providers, including IT and system administration services
- Experts providing consultancy, insurance, banking, accounting, and legal services
- Data and finance system providers
- Third parties whom we may sell or transfer or merge our businesses or assets

Conversely, if we acquire or merge with other businesses, the new owners may use your personal data in the same manner as stated in this Policy. However, we do not guarantee that the terms herein will remain unchanged, and you accept the responsibility to review any possible changes.

Disclosure and Transfer to International Jurisdictions

You acknowledge that we may disclose and transmit your personal data to a third country, including international jurisdictions or organizations (countries other than where you are currently or located initially). Upon internationally disclosing your personal data out of legal obligations, you acknowledge that our ability to control and protect such data may be limited.

If you are located within the European Economic Area (“EEA”) and your personal data needs to be processed internationally, the appropriate security measures will apply, subject to the relevant enforceable rights.

The relevant safety arrangements are taken to protect your personal data from processing risks, such as accidental or unlawful data leaks, destruction, loss, corruption, fraud, and unauthorized access.

Furthermore, regardless of the precautions we take to protect your data, we cannot guarantee the complete safety of your personal data when submitted or transferred online, especially with circumstances beyond our control.

8. Use of Cookies

Our Site uses 'cookies' to provide a more tailored online experience. Cookies cannot run programs or transfer harmful viruses to a computer. They are uniquely assigned and can only be viewed by a web server in the issuing domain.

Cookies are designed to let the web server know that you have returned to a specific page. They help streamline the processing of documenting your personal data.

Once you return to our Site, you have the option to retrieve the information you provided before, which allows you to use our features that you have customized easily.

You can choose to either accept or deny any Site cookies. While many web browsers automatically accept cookies, you can change your browser settings to decline cookies. However, note that denying cookies may keep you from fully experiencing the features of the website that you visit.

9. Third-Party Services

The Company may, from time to time, contain links from the websites of our business partners and advertisers.

These sites and any services they offer have their respective privacy practices. We are not responsible or liable for those practices or personal data that could be collected via their websites or services, such as contact and location information.

Before providing personal information to these sites or using their services, we encourage you to read their privacy policies.

10. Customer Support and Forum Information

Your personal data would be considered public information and not confidential if you submitted it for customer-support reasons in a forum or online group discussion.

Providing your personal data through such venues carries the risk of being collected and used by others against your will. We advise you to be careful and responsible when handling and disclosing your information outside of our available private communications. You may choose to call or email us instead to avoid publicly disclosing your information.

11. Changes to this Policy

We keep our Policy under regular review, where we reserve the right to make amendments to this Policy at any time. Accordingly, we may update and modify this Policy without prior notice, taking precedence over its older terms.

12. Rights of the Data Subject

For the purpose of this Policy, the Clients or users to whom we obtain the personal data (“Data Subject”) are entitled to the following rights:

- **To be informed** – You have the right to be informed of what, why, and how your data is processed, including **a.)** description of the personal data you need to provide, **b.)** methods of processing, **c.)** purposes, bases, and significance of processing, **d.)** the personal data’s retention period and criteria to establish such duration, **e.)** recipients of your data, whether individual or group, and jurisdictions outside EEA, and **f.)** your rights as the data subject.
- **To access** – You may request to access the information related to the processing of your personal data, including **a.)** contents of your processed personal data and the date it was last accessed and modified, **b.)** sources where your personal data was obtained, **c.)** methods of how and why your personal data is processed, **d.)** purposes of disclosing personal data and the appropriate measures when processing it when transferred to other jurisdictions outside EEA.
- **To rectify** – You have the right to a rectification upon false or inaccurate information, which we will correct immediately unless such request is made for prohibited purposes.
- **To object** – You can exercise your right to object to processing your personal data, where we will discontinue its processing upon your revoked authorization. However, we reserve the right to continue its processing if the purpose overrides your rights and interests.
- **To remove** – You have the right to request the removal of any or all of your personal data upon substantial proof that **a.)** your personal data is being processed for purposes that you did not consent to, **b.)** your personal data is no longer required for the reasons they were obtained, **c.)** you withdraw your consent to process your data, where there are no legal grounds or overriding reasons to use it, **d.)** the removal of your data is required to comply with a legal obligation, and when **e.)** your personal data is outdated, inaccurate, false, incomplete, or unlawfully collected.
- **To limit treatment** – You can request for us to limit the processing of your personal data if **a.)** your data is no longer required for processing; however, you still need it stored to initiate or defend legal proceedings, **b.)** your personal data was unlawfully processed, but you prefer to restrict its processing instead of having it removed, **c.)** you exercised your right to rectify your personal data, where we need to allot time to limit its use while reviewing such data, and when **d.)** your personal data is being processed for purposes you did not consent, including direct marketing and profiling.

- **To data portability** - You can exercise your right to data portability upon request to obtain and electronically move, copy, or transfer your data securely for further use. Moreover, you can manage your personal data and transmit it from one controller to another or request us to transfer it directly to another controller.