

# GDPR PRIVACY NOTICE

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## INTRODUCTION

We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us at: [hello@inicodigital.com](mailto:hello@inicodigital.com)

When you visit our website and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy notice, we describe our privacy policy. We seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy policy that you do not agree with, please discontinue use of our site and our services.

This privacy policy applies to all information collected through our websites, our applications and/or any related services, sales, marketing or events (we refer to them collectively in this privacy policy as the "Sites").

Please read this privacy policy carefully as it will help you make informed decisions about sharing your personal information with us.

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## WHAT INFORMATION DO WE COLLECT?

### Personal information you disclose to us

We collect personal information that you voluntarily provide to us when registering at the Sites or Apps, expressing an interest in obtaining information about us or our products and services, when participating in activities on the Sites or otherwise contacting us.

The personal information that we collect depends on the context of your interactions with us and the Sites, the choices you make and the products and features you use. The personal information we collect can include the following:

- **Name and Contact Data:** We collect your first and last name, email address, postal address, phone number, and other similar contact data.
- **Credentials:** We do not hold anyone's passwords, password hints, or similar security information used for authentication and account access.
- **Payment Data:** We do not collect any payment data at INICO DIGITAL.
- **Social Media Login Data:** We do not hold any social media login data.

### Information automatically collected

Some information - such as IP address and/or browser and device characteristics - is collected automatically when you visit our websites.

We automatically collect certain information when you visit, use or navigate the Sites. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Site and other technical information. This information is primarily needed to maintain the security and operation of our Sites, and for our internal analytics and reporting purposes.

### Information collected through our Apps

We do not use Apps at INICO DIGITAL to capture data - unless written into an agreement or contract with a client.

### Information collected from other Sources

We do not collect data from public databases, marketing partners, social media platforms, or other outside sources.

## HOW DO WE USE YOUR INFORMATION?

We use the information we collect or receive:

- To facilitate account creation and logon process (with your Consent). We use the information you shared with us to facilitate account creation and logon processes.
- To send administrative information to you (for Business Purposes, Legal Reasons and/or possibly Contractual). We may use your personal information to send you product, service and new feature information and/or information about changes to our terms, conditions, and policies.
- To enable user-to-user communications (with your consent). We may use your information in order to enable user-to-user communications with each user's consent.
- To enforce our terms, conditions and policies (for Business Purposes, Legal Reasons and/or possibly Contractual).
- For other Business Purposes. We may use your information for other Business Purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Sites, products, services, marketing and your experience.

## **WILL YOUR INFORMATION BE SHARED WITH ANYONE?**

We do not share any information.

## **DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?**

We do not use cookies or other tracking technologies to collect and store your information.

## **HOW DO WE HANDLE YOUR SOCIAL LOGINS?**

People do not register or log in to our website using a social media account.

## **IS YOUR INFORMATION TRANSFERRED INTERNATIONALLY?**

We will not transfer, store, or process your information in countries other than your own.

## **WHAT IS OUR STANCE ON THIRD-PARTY WEBSITES?**

Our sites do not contain advertisements from third parties that are not affiliated with us or which may link to other websites.

## HOW LONG DO WE KEEP YOUR INFORMATION?

We keep your information for as long as necessary to fulfil the purposes outlined in this privacy policy unless otherwise required by law or as directed by the client's own privacy policy.

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy policy, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements).

No purpose in this policy will require us keeping your personal information for longer than 90 days past the termination of your account.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

## HOW DO WE KEEP YOUR INFORMATION SAFE?

We aim to protect your personal information through a system of organisational and technical security measures.

We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal information, transmission of personal information to and from our Sites is at your own risk. You should only access the services within a secure environment.

## DO WE COLLECT INFORMATION FROM MINORS?

We do not collect data from minors - unless written into an agreement or contract with a client.

## WHAT ARE YOUR PRIVACY RIGHTS?

You may review, change, or terminate your account at any time.

You have certain rights under applicable data protection laws. These include the right:

- i. to request access and obtain a copy of your personal information;
- ii. to request rectification or erasure;
- iii. to restrict the processing of your personal information;
- iv. if applicable, to data portability.

You also have the right to object to the processing of your personal information.

## Account Information

You may at any time review or change the information in your account or terminate your account by:

- Logging into your account settings and updating your account.
- Contacting us using the contact information provided below.

Upon your request to terminate your account, we will deactivate or delete your account and information from our active databases. However, some information may be retained in our files to prevent fraud, troubleshoot problems, assist with any investigations, enforce our Terms of Use and/or comply with legal requirements.

## DO WE MAKE UPDATES TO THIS POLICY?

Yes, we will update this policy as necessary to stay compliant with relevant laws.

We may update this privacy policy from time to time. The updated version will be indicated by an updated “Revised” date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy policy, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy policy frequently to be informed of how we are protecting your information.

## HOW CAN YOU CONTACT US ABOUT THIS POLICY?

If you have questions or comments about this policy, email us at:  
hello@inicodigital.com