

## PRIVACY POLICY

Envisioneering Limited is the responsible entity and has created the following Privacy Policy to describe how Envisioneering.Global uses information it collects. This Privacy Policy applies to the Envisioneering.Global website. It explains how information is collected, used, and disclosed by Envisioneering.Global with respect to your access and use of the website <https://envioneering.global>

By using the Envisioneering.Global website you consent to the data practices described in this statement.

We recommend that you read this Privacy Policy in full to ensure you are fully informed. If you have any questions about this Privacy Policy or Envisioneering Limited data collection, use, and disclosure practices, please contact us at [admin@envioneering.global](mailto:admin@envioneering.global)

### DEFINITIONS

“User” means the individual accepting the terms of this Agreement or the entity such individual represents, as applicable.

“User Data” means data and other information made available to Envisioneering Limited through the use of the Envisioneering Limited Services under this Agreement.

“End User” means an end user of Envisioneering.Global site

“End User Data” means all personal information of an end user including name, emails, phone numbers and other personal data related to the use of Envisioneering Limited Services (device data, timestamps, location, etc.).

“Envisioneering Limited Properties” means the Envisioneering.Global website

“Envisioneering Limited Services” means the services provided by Envisioneering Limited to End User and User under this Agreement through Envisioneering.Global website, including all programs, features, functions, content and report formats, and subsequent updates or upgrades of any of the foregoing made generally available by Envisioneering Limited

### DATA WE COLLECT

#### Data provided by User

- Account Registration. When we register you for an Account, we might ask for your contact information, including items such as name, company name, address, email address, and telephone number.
- Communications. If you contact us directly, we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

#### Data provided by End Users

- Communications. If the End User contacts us directly, we may receive additional information about you such as name, email address, the contents of the message and/or attachments he/she may send us, and any other information he/she may choose to provide.

The personal information that the End User is asked to provide to Envisioneering Limited, and the reasons why he/she is asked to provide it, will be made clear at the point we ask him/her to provide such personal information.

Data we collect when Users or the End Users use of Envisioneering Limited Services

- Cookies. We only use essential cookies that help us provide you with the service.
- First-party cookies. The data we collect includes internet protocol (IP) addresses, browser type, web pages, operating system, date/time stamp. To collect this information, a cookie is set on your computer or device when you visit Envisioneering Limited Properties. Cookies contain a small amount of information that allows our web servers to recognize you. We store information that we collect through cookies. We might also use the services provided by Envisioneering Limited to comply with the legal obligations brought by GDPR such as managing your consents, requests and company data (including this privacy policy). Envisioneering Limited sets up a cookie / cookies on your computer or device when you visit Envisioneering Limited Property. The data Envisioneering Limited collects include: internet protocol (IP) addresses, browser type, web pages, operating system, date/time stamp.
- Third-party cookies. We might also use other third-party services in order to provide you with Envisioneering Limited Services. These services might set up their own cookies to remember you. Please review the Cookie policy for a complete list of cookies we use.
- HOW WE USE THE DATA

We use the data we collect in various ways presented below grouped by the legal basis for processing:

We need the data to perform the contract with you

- Provide, operate and maintain Envisioneering Limited Services
- Provide you with customer support and reply to your requests made through the contact form

The processing is our legitimate interest and it is not overridden by your rights

- Find and prevent fraud
- Understand how Users and End Users use Envisioneering Limited Services
- Develop new content, features, and functionality
- For compliance purposes, including enforcing our Terms of Service or other legal rights or as may be required by applicable laws and regulations or requested by any judicial process or governmental agency.

We need to comply with a legal obligation

- Collect and manage your consents
- Record your requests and the communication between you and Envisioneering Limited regarding your data

#### 4. THIRD PARTY PROCESSORS

We are committed to reducing at the minimum the Third-Party Processors that we use to lower the risks of your data being exposed. We also assess and review each one of

them in order to make sure they have similar and compliant privacy policies. A complete list of data processors can be found under the Third – Party Processors section.

- HOW WE SHARE YOUR DATA

As a rule, we do not share your data with any third-party. However, we may share your data in the following cases:

- Business Transfers. Information may be disclosed and otherwise transferred to any potential acquirer, successor, or assignee as part of any proposed merger, acquisition, debt financing, sale of assets, or similar transaction, or in the event of insolvency, bankruptcy, or receivership in which information is transferred to one or more third parties as one of our business assets.
- As Required By Law and Similar Disclosures. We may also share information to (i) satisfy any applicable law, regulation, legal process, or governmental request; (ii) enforce this Privacy Policy and our Terms of Service, including investigation of potential violations hereof; (iii) detect, prevent, or otherwise address fraud, security, or technical issues; (iv) respond to your requests; or (v) protect our rights, property or safety, our users and the public. This includes exchanging information with other companies and organizations for fraud protection and spam/malware prevention.
- With Your Consent. We may share information with your consent.

- SECURITY

Envisioneering Limited takes reasonable precautions such as policy-based access control to protect Data in our possession from loss, misuse, and unauthorized access. Envisioneering Limited follows generally accepted industry standards to protect the Data, both during transmission and once received by Envisioneering Limited. However, no method of transmission over the Internet or method of electronic storage is 100% secure.

- DATA RETENTION

We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to comply with applicable legal requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize 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.

- CHILDREN UNDER 16

Our service is not directed to children under sixteen and does not knowingly collect personally identifiable information from children under the age of sixteen. If you are under the age of sixteen, you must ask your parent or guardian for permission to use this website. If we learn that we have collected personal information of a child under sixteen, we will take the appropriate steps to delete such information from our files as soon as possible. If you learn that a child has provided us with personal information in violation of this Privacy Policy, you can alert us at [admin@envioneering.global](mailto:admin@envioneering.global)

- ACCOUNT & DATA DELETION

As an End User, you cannot create an account with [envisioneering.global](https://www.envisioneering.global). In case you contacted us through the contact form and would like to have your data deleted, please contact us at [admin@envisioneering.global](mailto:admin@envisioneering.global)

If you are a registered User you can request data deletion by emailing us at [admin@envisioneering.global](mailto:admin@envisioneering.global)

- ACCESS TO YOUR DATA

If you are a registered User or an End User that contacted us, you may request certain information we have about you by emailing us at [admin@envisioneering.global](mailto:admin@envisioneering.global)

To protect your privacy and security, we also take reasonable steps to verify your identity before updating or removing your information. The information you provide us may be archived or stored periodically by us according to backup processes conducted in the ordinary course of business for disaster recovery purposes.

- INTERNATIONAL DATA TRANSFERS

As a Republic of Ireland enterprise serving users across the world and delivering Envisioneering Limited Services through the use of Third-Party processors, we may transfer personal information to countries other than the country in which the data was originally collected. When we transfer your personal information to other countries, we will protect that information as follows:

- Transfer data to countries with similar data privacy rules. We only select data processors that resides or store data in one of the countries from EU clear listed as it may be updated from time to time. In case of US data processors, we verified their Privacy Shield certification before engaging them.

- YOUR DATA PROTECTION RIGHTS

Please be advised that in case you allow Envisioneering Limited to collect and process certain personal data from you, you have the following rights:

- Right of Access. You have the right to obtain from us confirmation as to whether or not personal data concerning you are processed, and, where that is the case, you have the right to request and get access to that personal data.
- Right to Rectification. You have the right to obtain from us the rectification of inaccurate personal data and you have the right to provide additional personal data to complete any incomplete personal data.
- Right to Erasure (“Right to be Forgotten”). In certain cases, you have the right to obtain from us the erasure of your personal data.
- Right to Restriction of Processing. You have the right to obtain from us restriction of processing, applicable for a certain period and/or for certain situations.
- Right to Data Portability. You have the right to receive from us in a structured format your personal data and you have the right to (let) transmit such personal data to another controller.
- Right to Object. In certain cases, you have the right to object to processing of your personal data, including with regards to profiling. You have the right to object at further processing of your personal data in so far as such data have been collected for direct marketing purposes.
- Right to be Not Subject to Automated Individual Decision-Making. You have the right to not be subject to a decision based solely on automated processing.
- VIII.Right to Filing Complaints. You have the right to file complaints with the applicable data protection authority on our processing of your personal data.

- Right to Compensation of Damages. In case we breach applicable legislation on processing of your personal data, you have the right to claim damages from us for any damages such breach may cause with you.

For further information see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>In case you like to get in contact with us in relation to any of the above mentioned rights or any other personal data issues, please use the data privacy tool in the bottom left corner or email us at [admin@envisioneering.global](mailto:admin@envisioneering.global)

- CHANGES TO THIS STATEMENT

Envisioneering Limited will occasionally update this Privacy Policy to reflect company and customer feedback. Envisioneering Limited encourages you to periodically review it to be informed of how Envisioneering Limited is protecting your information. For any questions please contact us at [admin@envisioneering.global](mailto:admin@envisioneering.global)

- CONTACT US

If you have any questions regarding these Privacy Policy, please contact us by email at [admin@envisioneering.global](mailto:admin@envisioneering.global)

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Last Updated 7th of September, 2018

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For further information see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>In case you like to get in contact with us in relation to any of the above-mentioned rights or any other personal data issues, please email us at [admin@envisioneering.global](mailto:admin@envisioneering.global)