

# Policy on Privacy and Personal Data

## Introduction

The privacy of our business counterparts in general, and website visitors in particular, is very important to us, and we are committed to safeguarding it. This policy explains what we do with personal information. Consenting to our use of cookies in accordance with the terms of this policy when at first visiting our websites permits us to use cookies at every visit to our websites on domain <https://inzyon.com>.

## How we collect personal data

The following types of personal information may be collected, stored, and used:

- Information about computer including IP address, geographical location, browser type and version, and operating system
- Information about visits to and use of our websites including the referral source, length of visit, page views, and website navigation paths.
- Information entered when registering with our website, such as email website.
- Information entered when creating a profile on our website. For example, name and profile pictures.
- Information entered in order to set up subscription to our emails and/or newsletters.
- Information that is generated while using our website, including when, how often, and under what circumstances it is being used.
- Information relating to purchases, services used, or transactions made through our website, which includes name, address, telephone number, email address, and credit card details.
- Information posted to our website with the intention of publishing it on the internet.
- Any other personal information sent to us.

## Using Personal Information

Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website. We may use personal information for the following:

- Administering our website and business
- Personalizing website experience
- Enabling use of the services available on our website
- Sending goods purchased through our website
- Supplying services purchased through our website
- Sending statements, invoices, and payment reminders, and collecting payments.
- Sending on-marketing commercial communications
- Sending email notifications specifically requested.
- Sending our email newsletter signed up for (can be unsubscribed at any time).
- Sending marketing communications relating to our business or the businesses of third parties which we think may be of interest.
- Providing third parties with statistical information about our users.
- Dealing with inquiries and complaints made by or about a visitor relating to our website
- Keeping our website secure and prevent fraud.
- Verifying compliance with the terms and conditions governing the use of our website.
- Other relevant uses.

Personal information submitted for publication on our website, will be published and otherwise used in accordance with the license granted us. Privacy settings can be used to limit the publication of personal information on our website and can be adjusted using privacy controls on the website. We will not, without expressed consent, supply personal information to any third party for their or any other third party's direct marketing.

### **Disclosing personal information**

We may disclose personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers, or subcontractors as reasonably necessary for the purposes set out in this policy.

We may disclose personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) as reasonably necessary for the purposes set out in this policy.

We may disclose personal information:

- to the extent that we are required to do so by law;
- in connection with any ongoing or prospective legal proceedings;
- in order to establish, exercise, or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this policy, we will not provide personal information to third parties.

### **International data transfers**

Information that we collect may be stored, processed in, and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.

Personal information that published on our website or submitted for publication on our website may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

### **Retaining personal information**

Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Notwithstanding the other provisions of this section, we will retain documents (including electronic documents) containing personal data:

- to the extent that we are required to do so by law;
- if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- in order to establish, exercise, or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

### **Security of personal information**

- We will take reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of personal information.
- We will store all the personal information provided on our secure (password- and firewall-protected) servers.
- All electronic financial transactions entered into through our website will be protected by encryption technology.
- Transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

### **Amendments**

We may update this policy from time to time by publishing a new version on our website.

### Individual rights

Individuals may instruct us to provide them with any personal information we hold about them; provision of such information will be subject to the following:

- The supply of appropriate evidence of requester's identity, we will usually accept a photocopy of passport certified by a notary.
- We may withhold personal information requested to the extent permitted by law.
- Any individual may instruct us at any time not to process personal information for marketing purposes.
- In practice, visitors will usually either expressly agree in advance to our use of personal information for marketing purposes, or we will provide an opportunity to opt out of the use of personal information for marketing purposes.

### Third party websites

Our website includes hyperlinks to, and details of, third party websites. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

### Cookies

Our website uses cookies. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store may be linked to the information stored in and obtained from cookies. We use both session and persistent cookies on our website.

The types of the cookies that we use on our website, and the purposes for which they are used, are set out below:

- Performance cookies, our web sites are built using common internet platforms. These have built-in cookies which help compatibility issues (e.g., to identify browser type) and improve performance (e.g., quicker loading of content).
- Analytical, we use several third-party analytics tools to help us understand how site visitors use our web site. This allows us to improve the quality and content for our visitors. The aggregated statistical data cover items such as total visits or page views, and referrers to our web sites.
- Social sharing, we use third party social media widgets or buttons to provide additional functionality to share content from our web pages to social media websites and email. Use of these widgets or buttons may place a cookie on devices to make their service easier to use, ensure interaction is displayed on our webpages (e.g. the social share count cache is updated) and log information about activities across the Internet and on our web sites.

Most browsers have settings to refuse to accept cookies. Blocking all cookies will have a negative impact upon the usability of many websites.