

# Graphology Solutions

## **PRIVACY POLICY**

Graphology Solutions Group (the “Company”) is dedicated to protecting privacy while using the consultancies of graphologysolutions.eu (the “Website”). This privacy policy statement explains information collection and use practices for the Website. By accessing the Website, you are agreeing with and consenting to the data collection and use practices explained in this privacy policy.

### **PERSONAL DATA COLLECTION**

The Company may ask you to provide information that personally identifies you or allows The Company to contact you (“Personal Data”), to carry out consultancies and transactions in connection with application of the Website. The Personal Data the Company gathers, stores and applies may include the following information:

1. Your name and email address, that you enter in order to set up subscriptions to our emails and/or newsletters;
2. Information that you enter while using the consultancies on the Website;
3. Information relating to your purchases, consultancies, or transactions you make through the Website: name, address, telephone number, email address, and credit card details;
4. Information contained in communications that you send to the Company by email or through the Website, including its communication content and metadata; and
5. Any other personal information that you send to the Company.

### **PERSONAL DATA APPLICATION**

The Personal Data collected on the Website will be applied to operate the Website and to provide consultancies or carry out the transactions you have requested in connection with the Website. The Company may apply your personal information for the following purposes:

1. Administering the Website and the Company’s business;
2. Enabling you application of the consultancies available on the Website;
3. Sending you goods purchased through the Website;
4. Supplying consultancies purchased through the Website;
5. Sending statements, invoices, payment reminders to collect payments from you;
6. Sending you non-marketing commercial communications;
7. Sending you email notifications that you have specifically requested;
8. Sending you our email newsletter;
9. Dealing with inquiries made by you relating to the Website;
10. Keeping the Website secure and prevent fraud;

The Company will not, without your express consent, supply your Personal Data to any third party for their or any other third party’s direct marketing.

### **DISCLOSURE OF YOUR PERSONAL DATA**

The Company may disclose your personal information to any of its employees, officers, insurers, professional advisers, agents, suppliers, or subcontractors as necessary for the purposes set out in this privacy policy.

The Company may disclose your 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.

## **INTERNATIONAL DATA TRANSFERS**

Personal Data that is collected may be stored, processed in, and transferred between any of the countries in which the Company operates, or in which our providers operate, in order to enable the Company to apply the information in accordance with this policy.

Personal Data that is collected may be transferred to the countries which do not have data protection laws equivalent to those in force in the European Economic Area.

Personal Data that you publish on the Website or submit for publication on the Website may be available, via the internet, around the world. The Company cannot prevent the use or misuse of such information by others. You agree to the transfers of Personal Data and information as described in this section.

## **RETENTION OF YOUR PERSONAL DATA**

This Section defines the Company's data retention policies and procedures, which are designed to ensure compliance with our legal obligations regarding the retention and deletion of Personal Data.

Personal Data that we process for any purpose shall not be kept for longer than is necessary for that purpose. The Company does not delete Personal Data on any particular dates or times.

The Company will retain documents (including electronic documents) containing Personal Data:

1. To the extent required to do so by law;
2. If the Company believes that the documents may be relevant to any ongoing or prospective legal proceedings; and
3. In order to establish, exercise, or defend the Company's legal rights.

Personal Data provided to the Company with regard to application of the Website will not be shared outside of this Website and its controlled subsidiaries and affiliates without your permission. The Company may send out periodic e-mails informing you of consultancies or products offered by it, its subsidiaries and affiliates, concerning technical services or security issues related to consultancies or product you requested. Contact with the Client constitutes an intrinsic part of the consultancies or products being offered. You will not be able to unsubscribe to these e-mails as they are considered an integral part of the consultancies or products you have ordered.

## **PERSONAL DATA SECURITY**

The Company is committed to protecting the security of your Personal Data and uses security technologies and procedures to protect your Personal Data from unauthorized access or disclosure.