

# Privacy Policy

---

BCS Itera values the privacy of its customers and observes due care in processing and protecting personal data.

We collect only the personal information provided voluntarily by visitors to our web sites so that we can offer information or services to those individuals or offer information about employment opportunities.

Privacy-sensitive and personal data are processed through our website, and during processing we comply with the requirements of the applicable data protection legislation. This means we:

- Clearly specify our purposes before we process personal data, by using this Privacy Statement.
- Limit our collection of personal data to only the personal data needed for legitimate purposes.
- First ask for explicit permission to process your personal data in cases where your permission is required.
- Take appropriate security measures to protect your personal data and demand the same from parties who process personal data on our behalf.
- Respect your right to inspect, correct or delete your personal data held by us.

BCS Itera is the controller for all data processing. In this privacy statement, we will explain which personal data we collect and for which purposes. We recommend that you read it carefully.

## Use of Personal Data

By using our website, you are providing certain data to us. This could be personal data. We only retain and use personal data that has either been provided directly by you or that has clearly been supplied to us to be processed.

We use your name and email address for the purposes mentioned in this privacy statement. Other than advertisements on our website, we can inform you about new products or services through our Facebook page.

We do not share personal information with unaffiliated third parties, except as necessary for our legitimate professional and business needs, to carry out your requests, and/or as required or permitted by law or professional standards.

In some instances, BCS Itera may also share Personal Information about you with various outside companies or service providers or vendors working on our behalf to help fulfill your requests.

BCS Itera may also disclose Personal Information in connection with the sale, assignment, or other transfer of the business of the site to which the data relates, in order to respond to requests of government or law enforcement agencies or where this is required by applicable laws, court orders, or government regulations. These disclosures may also be needed for data privacy or security audits and/or to investigate or respond to a complaint or security threat. BCS Itera does

not sell Personal Information to any third parties. Also, BCS Itera will not transfer the Personal Information you provide to any third parties for their own direct marketing use.

## Cookies

Our website uses cookies. Cookies are small text files that can be used via your device. We use cookies in order to personalize advertising, analyze the use of our website and offer you social media plugins.

## Security

We take security measures to minimize misuse of and unauthorized access to personal data.

## Retention Periods

The personal details described above will be retained as long as they are necessary for the use of our website. After that, we will save the details for up to a year for the aforementioned statistic purposes. The details will then be deleted, unless it is legally required to retain them for a longer period of time.

## Third-Party Websites

This statement is not applicable to third-party websites connected to our website through links. We cannot guarantee that these third parties will handle your personal data in a secure and careful manner. We recommend you read these websites' privacy statements before making use of their websites.

## Changes to this Privacy Statement

We reserve the right to modify this statement. We recommend that you review this statement regularly, so that you remain informed of any changes.

## Inspection and Modification of your Data

Please do not hesitate to contact us using the detail below should you have any questions about our privacy statement or changes to (or deletion of) your personal details.

You may send us a request to view, change or delete these details. Furthermore, you may send us a request a data export containing the details that we use with your permission; you may indicate that you wish us to limit the use of your personal details.

In order to avoid fraud, we may ask you to identify yourself. Where personal details linked to a cookie are concerned, you may request a copy of the cookie. You can access this in your browser settings. Should the details be inaccurate, you may request that we change or delete them.

# Estonian Data Protection Authority

We are happy to help you with any concerns you have regarding the processing of your personal details. Privacy laws also grant you the right to submit a complaint regarding the processing of your personal details to the Estonian DPA. For more information, please contact [info@aki.ee](mailto:info@aki.ee).