

Guardtime

Privacy Policy

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1. Guardtime Privacy Policy

- 1.1. This privacy policy sets out how Guardtime AS uses, discloses and protects any personal information that you provide or that we collect, when you use this website, our services or that we collect directly from you.
- 1.2. We are committed to ensuring that your personal information is protected. If we ask you to provide certain information by which you can be identified when using this website or Guardtime Services, it will only be used in accordance with this privacy policy and the EU Privacy regulations.
- 1.3. If you do not wish to provide personal information to us then you do not have to do so, but it may affect your use of this website or Guardtime Service or the products and services offered on it.

2. Collection of personal information

- 2.1. We may ask you to provide the following information:
 - 2.1.1. Name.
 - 2.1.2. Job title and company name.
 - 2.1.3. Contact information, including email address, phone number, address and postcode.
 - 2.1.4. Other information that is relevant to contracts, customer surveys and/or promotions.
- 2.2. We do not collect sensitive information about visitors to our website.
- 2.3. As with most online businesses, we may log information about your access and use of our Site, including through the use of Internet cookies, your communications with our Site, the type of browser you are using, the type of operating system you are using and the domain name of your Internet service provider.
- 2.4. We may contact you to voluntarily respond to questionnaires, surveys or market research to seek your opinion and feedback. Providing this information is optional to you.

3. Use of personal information

3.1. Collection, storage and usage. We collect, store and use the personal information for purposes including:

3.1.1. To better understand your needs, enabling us to improve our products and services.

3.1.2. For internal record keeping.

3.1.3. To circulate promotional emails about new products, special offers or other information which we think you may find interesting.

3.1.4. Direct marketing.

3.1.5. To contact you (by telephone, email, fax or mail) for market research purposes.

3.1.6. For contractual obligations.

3.2. Disclosure. We may disclose personal information:

3.2.1. For the purpose of providing services to customers.

3.2.2. To courts, tribunals, regulatory authorities, and law enforcement officers as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights.

3.2.3. To third parties, including agents or sub-contractors, who assist us in providing information, products, services or direct marketing to you. This may include parties located outside of European Union.

3.2.4. If there is a change of control of our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser. We would seek to only disclose information in good faith and where we have sought to maintain confidentiality.

3.3. Control. You may choose to restrict the collection or use of your personal information in the following ways:

- 3.3.1. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at info@guardtime.com
- 3.3.2. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- 3.3.3. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.
- 3.3.4. You may request details of personal information that we hold about you, in certain circumstances set out in the EU GDPR directive. To do so please contact us at info@guardtime.com
- 3.3.5. If you believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at info@guardtime.com. We will respond to any request within a reasonable time and will endeavour to promptly correct any personal information found to be incorrect so that the personal information is accurate, up to date, complete, relevant and not misleading.

4. Storage and Security

- 4.1. We are committed to ensuring that the information you provide is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- 4.2. Cookies & Web Beacons
 - 4.2.1. We may use cookies on this Site from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your e-mail address or other personally identifiable information. However, once you choose to furnish the Site with personally identifiable information, this information may be linked to the data stored in the cookie.
 - 4.2.2. We may use web beacons on this Site from time to time. Web beacons or clear .gifs are small pieces of code placed on a web page to monitor the behaviour and collect data about the visitors viewing a web page. For example, web beacons can be used to count the users who visit a

web page or to deliver a cookie to the browser of a visitor viewing that page.

4.3. Links to other websites

4.3.1. Our website may contain links to other websites of interest. We do not have any control over those websites.

4.3.2. We are not responsible for or liable for the protection and privacy of any information which you provide whilst visiting other websites, and other websites are not governed by this Privacy Policy.

5. Amendments to this policy

5.1. This policy may be amended from time to time. Your continued use of our website and services following any such amendments will be deemed to be confirmation that you accept those amendments.

5.2. This policy is effective from 1 January 2018.

6. Document versioning

6.1. Version history

Date	Version	Author	Changes
01/2018	1.0	Guardtime	Document creation
05/2018	1.1	Guardtime	Compliance check
09/2018	1.2	Guardtime	Minor updates