

Privacy policy

Last update: 14/02/2020.

KODIBOX OÜ, with its registered address at Harju maakond, Tallinn, Mustamäe linnaosa, Laki tn 30, 12915, Estonia (**“us”, “we”, “our” or “Company”**) respects personal data privacy of its users (**“users” or “you”, “your”**) on our website <https://kodibox.io/> (**“Website”**). This Privacy Policy applies to our use of any and all personal information collected by us or provided by you in relation to your use of the Website (**“Personal Data”**).

Company is committed to complying with the data protection principles and all relevant provisions of the Regulation (EU) 2016/679 (the General Data Protection Regulation), Company provides this Privacy Policy (**“Privacy Policy”**), which explains how, when, and for what purposes Company collects and uses the information about the users that specifically identifies them and the information about their activities during the visit on the Website and services provision, when directly linked to personally identifiable information.

Company reserves the right to amend this Privacy Policy at any time and indicate the date of the last amendments on the top in the “Last update” field. We will generally notify all users of any material changes to this policy, through a notice on our Website. The user’s continued use of the Website and the services after any such amendments and notification thereof (which may be sent via e-mail to the address provided in the course of the user’s creating the account) shall constitute the user’s consent to and acceptance of such amendments.

Please read this Privacy Policy carefully. If you do not agree with any paragraph in this Privacy Policy, you may not use our Website. If you have any questions about this Privacy Policy or how we manage your information, please contact us at [Contact form](#).

1. What information we collect

Using the Website and the Company services may require provision of your Personal Data. The Company collects information provided by users who visit the Website and Company services. The Company may require:

- a) First name, Last name;
- b) Contact information such as phone number, e-mail;
- c) Company name and address, if you order services on behalf of legal entity;
- d) When purchasing services your billing information such as billing name, billing address, credit card number (**“Billing Information”**);
- e) Your location (GPS, Country, IP address);
- f) The Company may request an additional information such as company annual revenues, number of employees or industry (**“Additional Information”**);

We may also collect information through the use of commonly used information-gathering tools, such as cookies and Web beacons for Website Navigational purposes (**“Website Navigational Information”**). This information consists of standard information from your Web browser, your internet protocol (“IP”) address and the actions you take on the Company’s Website.

If you order Company services on behalf of legal entity the Company also gathers information regarding your employees (**“Employee data”**), which may include: name, address, job title and other job information, location and other information as may be required for services.

We do not collect, share or process your sensitive personal data (religious or political views, health related information etc.) in any manner.

By choosing to give any information to us, you are giving the Company permission to use and store such data according to this Privacy Policy.

2. Why we collect Personal Data

The above mentioned information is being used to take data driven decisions on improving our services, the provision of services themselves and to make our communication with you as convenient as possible.

The data is being used for the following purposes:

- a) Personal identifying information (your name, your surname, the names of your representatives, the legal entities you represent) – to identify you;
- b) E-mail address, phone number – to communicate with you, to provide you with information and offers;
- c) Approximate location data (GPS, IP address and Country) – for statistical purposes and in order to know your language preferences;
- d) Use of the Website data (how you use the Website) – to ensure your security during session on the Website;
- e) Billing Information – to provide you with invoice and arrange the process of payment;
- f) Employee data – to identify your authorized user or representative.

In addition, we might process your information to decide whether and on what terms to provide our services, customer support, customization, updating and improvement of the services and the Website.

3. How we collect Personal Data

We gather your Personal Data in two ways:

- a) We remember data voluntarily provided by you on the Website (e.g. when you use the Contact Form) or in any communication to (e.g. e-mails you send), or interactions with us (registering an account);
- b) We obtain data from your browser. Namely: your IP address and Country.

Before you start presenting your personal information on our Website., advertising campaigns or a newsletter, we always ask if you give a specific and informed consent thereto by means of a clear affirmative opt-in.

It is essential that the Personal Data we retain regarding you is correct and up to date. You can edit it in your personal account area.

4. Cookies policy

We may use Website Navigational Information which is gathered by cookies. Our Cookie Policy describes the types of Website Navigational Information that may be collected on the Company's Website and how this information may be used. You can learn more on our Cookie Policy at https://kodibox.io/docs/cookie_policy.pdf.

5. Personal Data storage and transfer

Your Personal Information will be retained until you ask us to delete it. Please note that such request will terminate your account with us. Information may be retained for the longer period in order to comply with the law, if we become subject to such requirements.

We do not transfer Personal Data of our users to third parties, except if:

- a) The Company is sold, merged, bought by the third party, to whom your data is conveyed. In these occasions, we will notify you of any change in ownership;
- b) Required by the decisions of governmental authorities and court rulings we may be subject to;
- c) Required by a payment system in order to confirm payments you may make on our Website. Please note that you may be subject to payment system's terms of use and privacy policy.

6. Your Rights as regards Personal Information

According to the Data Protection Legislation, you are entitled to the following rights:

- a) Right to access – the right to ask copies of the information we retain about you at any time, or that we modify, update or delete such information. If we provide you with access to the information that we hold about you, we will not charge you for this, unless your request is “manifestly unfounded or excessive”;
- b) Right to correct – the right to have your Personal Information rectified if it is inaccurate or incomplete;
- c) Right to erase – the right to request that we delete or remove your Personal Information from our system;
- d) Right to restrict our use of your Personal Data – the right to “block” us from using your Personal Information or limit the way in which we can use it;
- e) Right to Data portability – the right to request that we move, copy or transfer your Personal Information;
- f) Right to object – the right to object to our use of your Personal Information including where we use it for legitimate interests.

7. Disclaimer

We disclaim any liability for any costs, expenses, loss of profits, harm to reputation, damages, liabilities or any other form of loss or damage you may suffer as a result of your decision to provide us with your Personal Information. This disclaimer does not apply to users from jurisdictions where such disclaimers are not allowed.

8. Security

Security of our users is our top priority. We use the most recent informational technologies and managerial measures to safeguard your Personal Data against loss, theft, and unauthorized access, use, and modification. We try our best to ensure that the processing of Personal Data takes place in accordance with the applicable legislation.

We have put in place procedures to deal with any suspected Personal Data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Please note that any Personal Data gathered by us in connection with your use of the Website and our services will not be transferred to, processed, or stored outside the EEA

9. Users from outside the European Union

The Company is based in the European Union ("EU") and the Company's offices are headquartered in the EU. Please, take into account that all information you give to us may be processed and transferred to EU and be subject of European law. This information also may be processed by staff working to the Company or for one of its suppliers in EU. By using this Website, using any of its services or by giving to us your data you permit this collection, transfer, storage and processing of information to and in the EU the Company will take all steps proper necessary to ensure that your data is treated securely in accordance with this Privacy Policy.

10. Severability

Any provision of this Privacy Policy if any paragraph is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

11. Contact us

Any enquiries regarding the Personal Data provided, including the requests for access to, correction, or removal of your Personal Data, should be written in English and addressed to our data protection officer via Company's contact form [Contact form](#) or Company's mail address at Harju maakond, Tallinn, Mustamäe linnaosa, Laki tn 30, 12915, Estonia.

Company does not provide any guaranteed response time but will make a good faith effort to answer questions within 3 of every official work day of the week except national holidays in Estonia.