

# Privacy Policy

KumoCore is a product developed by Vodworks (Vodwork PS Ltd.) This Privacy Policy governs the manner in which Vodworks collects, uses, maintains, and discloses information collected from its users. This privacy policy applies to the site and all services offered by Vodwork PS Ltd.

Vodwork PS Ltd respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

## Who Are We?

Vodwork PS Ltd. is registered in England and Wales with the registration number 7939810 and registered office address at Preston House, 1 Carlton Parade Preston Road Wembley, HA9 8NE.

Vodworks is committed to providing a range of services to small to mid-sized firms to aid their digital transformations and turning their ideas into great software products. Driven to cultivate long-lasting relationships, we are committed to safeguarding your privacy. This website therefore serves as a marketing tool and any personal data acquired via this website is only intended for marketing purposes. This Policy makes it clear the choices available to you regarding the use of, access to, and how to update and correct your personal information. Our Privacy Policy is part of the website's Terms of Use. We regularly update our Policy so please make sure to read it from time to time. If you have any questions regarding this Policy, please email us at [info@vodworks.com](mailto:info@vodworks.com).

## What Personal Data Do We Collect?

We only gather the information that is necessary for us to allow you to use the website or to contact us. The information collected is only used in accordance with this Policy.

## **Information We Obtain From You:**

When you get in touch via the Contact Us form or email, you provide us with your name, phone number, email address, company information, communication content, and data associated with the communication. For instance, when you apply for a vacancy, you share with us your name, email, contact number, location, and any other information listed on your CV. You may also choose to provide similar details about an individual you want to refer to. Vodworks also occasionally receives information from third parties like LinkedIn if you have given them consent to use and transmit your information. We, therefore, recommend reviewing the privacy policies of such third-party websites as well before making your information public on their platform.

## **Information Obtained From Your Use Of Our Website:**

The following information may be gathered when you visit our website:

Information about your visits to and use of this Website, including your IP address, geographical location, browser type and version, referral source, page views, and Website navigation paths.

Information about your device(s), in particular, hardware model, and version of the operating system.

Cookies: For more information on the type of cookies and how to opt-out, please continue reading.

Simply put, we may be interested in the following information:

Your full name

Your email

Your phone number

Your geographical location

Your designation

Your Company

Company Location

Your LinkedIn profile

The fact that you have visited our website

What website referred you to ours

Whether you have downloaded any marketing materials from our website

## **How Do We Use And Share Your Personal Information?**

We process your information by way of obtaining, collecting, organizing, using, retrieving, consulting, aligning, or erasing. We may disclose your information to our subsidiaries or affiliates.

We may also share it with third-party service providers, vendors, and agents who facilitate us with website management, technical support, data analysis, and hosting. We make sure that they also abide by data protection policies as we do.

We may also disclose your personal data:

As required by and to the extent of the law

In connection with any ongoing or prospective legal proceedings

To establish, exercise or defend our legal rights, including providing information to others with the aim of fraud prevention and reducing credit risk

# How Long Is Your Information Kept For?

We will delete your personal data as soon as we no longer have a need or a legal basis to process it. What does this mean?

We'll always delete your data when we receive a request from you to do so. In the unlikely event that we are still obliged under the law to keep your data, we'll inform you about that.

We will not store or otherwise process your data for an "unlimited period" in other cases. If we rely on legitimate interest for processing, your data will be kept as long as we are in a business relationship with you. If we don't start a business relationship with you, your data will be stored in our systems for a limited time for our analytics to be done. In no case, we will keep it for more than 1 year, the period which is necessary for communicating with your company as our potential client, and after which we treat old analytics as outdated, so your personal data is not needed anymore.

## Do We Use Cookies?

When you visit our website, Vodworks may place cookies and similar analytical codes (collectively, "Cookies") on your device, browser, or the webpage you are viewing, in order to personalise your experience, understand usage patterns and provide, improve, and secure our website. Cookies are small pieces of text that are stored on your device when you visit a website. This allows the website to tailor its content to suit your needs whenever you visit it next. Cookies do not typically contain any information that personally identifies someone, but personal data that we store about you may be linked to the information obtained from cookies.

This may be done for a few reasons

Functional: when cookies are used to tailor your experience. These Cookies make sure you can view the websites and use them in a proper way. Examples of functional cookies: SID, PHPSESSID, wp-settings-X, wp-settings-time-X, etc.

For instance, cookies permit:

Our website remembers the details you've provided when filling in forms – so that you don't have to enter the same information multiple times.

You can share website pages on social networks like Facebook, Twitter, and LinkedIn.

Performance: when cookies are used to analyze how you use our websites and to monitor website performance. This allows us to identify and fix any issues that arise quickly. For example, we use Google Analytics cookies to keep track of which pages are the most popular, collect anonymous information about how visitors use our website and to "remember" what a user has done visiting other pages on the website. We might also use cookies to highlight articles or offerings that we think will be of interest to you based on how you use our website.

Advertising: when cookies are used to target you with our advertising. We do not allow third-party advertisements on our websites, but we do advertise our offers and services on other sites. Some of the sites on which we advertise may use cookies to store information about offers and services in which you have shown an interest as you browse the web. The information from those cookies allows the third-party site to display the most

appropriate advertisements for you. Examples of third-party cookies include a cookie, sb, fr, spin, wd, xs, etc.

## **How To Reject And Delete Cookies?**

You can adjust your browser settings to delete some of our cookies or cookies set by third parties. Most web browsers automatically accept cookies. However, you do not have to accept cookies and you can reject or block the use of cookies and delete all cookies currently stored on your device. You can find out how to do this for your particular browser by clicking "help" on your browser's menu.

## **Where Is Your Data Processed?**

We use a number of third parties to provide various services on our website. These services may be hosted on servers provided by third parties who are based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA. Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.

Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.

Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

## **What Are Your Rights?**

As a data subject, you have the right to:

Request information about whether we hold personal information about you, and, if so, what that information is and why we are holding or using it.

Request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request the erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.

Object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Object to automated decision-making, including profiling, that is not to be subject to any automated decision-making by us using your personal information or profiling of you.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.

Request transfer of your personal information in an electronic and structured form to you or to another party. This enables you to take your data from us in an electronically usable format and to be able to transfer your data to another party in an electronically usable format.

Withdraw consent. You have the right to withdraw your consent to the collection, processing, and transfer of your personal information for a specific purpose at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

Should you want to exercise any of the above-mentioned rights, please contact us at [info@vodworks.com](mailto:info@vodworks.com). Before proceeding with your request, we may need to request specific information from you to confirm your identity and to ensure your right to access the information. Abuse of rights may hold you liable.

## **Do We Profile You?**

We will only undertake profiling to the extent that you have given your consent to receive marketing materials from us. We will use your personal information as described in this Policy.

## **Is Your Data Secured?**

Vodworks is ISO-27001 certified. Therefore we don't allow any unreliable practices regarding the security of the information we deal with. Consequently, we take all appropriate technical and organizational measures to keep your data safe, as required by the GDPR. We do this through:

All our employees, affiliates, consultants, or any recipients of your data are bound by confidentiality (non-disclosure agreement) and are not authorized to process your data for purposes other than described in this Policy. We take full responsibility for that.

We follow the Information Security Policy, which is mandatory and applies to all our consultants, contractors, and all other individuals who have authorized access to information resources.

All our security practices and documents are reviewed on a yearly basis, approved by the executive management, and are implemented throughout the group as well as communicated to all our employees and consultants.

Our Information Security Policy applies to all the information stored on physical or electronic data carriers, as well as any software and hardware that we possess or use temporarily.

We conduct mandatory training for all our employees and consultants on privacy and security.

Our servers, workstations, and internet gateway devices are updated periodically with the latest antivirus definitions that include zero-day anti-malware protection.

We ensure authentication and authorization controls are robust and properly treated.

We continuously gather and analyze data regarding all the new and existing threats and vulnerabilities, actual attacks on other organizations, as well as information about the effectiveness of the existing security controls.

We conduct a risk assessment on a yearly basis.

## **Legal Disclaimer**

In certain situations, Vodworks may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security requirements as well as instances requiring cooperation with law enforcement agencies where mandated by law.

As further required by Law (including mergers, acquisitions, divestitures, or asset sales, but only if the acquiring organisation agrees to this Policy's protections), we may also disclose your personal information as required by law, such as to comply with a subpoena or other legal process, when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

## **Further Questions:**

If you would like to ask something regarding this Privacy Policy, please contact us at [info@vodworks.com](mailto:info@vodworks.com) at any time.