

## 1. PRIVACY POLICY

EDocuments Ltd operates the ("websites"):

[edocuments.co.uk](http://edocuments.co.uk)

[edocuments.io](http://edocuments.io)

[edocs-site-passport.azurewebsites.net](http://edocs-site-passport.azurewebsites.net)

[edocs-site-passport-mfa.azurewebsites.net/](http://edocs-site-passport-mfa.azurewebsites.net/)

[edocumentsbuild.com](http://edocumentsbuild.com)

[edocs-site-tasks.azurewebsites.net](http://edocs-site-tasks.azurewebsites.net)

[dexo.com](http://dexo.com)

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy.

### Information Collection and Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name, company email address and company phone number, and content that you create such as online-tasks and comments.

### User Submissions

EDocuments welcomes comments, ideas, suggestions and questions about our products, Online Privacy Policy, and the Site (collectively, "User Submissions"). User Submissions including, but not limited to, bug reports, piracy reports, and product or policy feedback shall become the property of EDocuments, without compensation to you, and are deemed to be non-confidential.

EDocuments shall be free to use, reproduce, display, perform, modify, transmit and distribute such User Submissions on an unrestricted basis. EDocuments, however, will not release your name or otherwise publicize the fact that you submitted such User Submissions to us unless: (a) you grant EDocuments permission to do so; (b) EDocuments first notifies you that the User Submissions you submitted to a particular part of the Site will be published or otherwise used with your name on it; or (c) EDocuments is required to do so by law.

You may only submit User Submissions that are (a) originated or owned by you, (b) submitted with the express permission of the owner, or (c) are in the public domain. You are prohibited from submitting or transmitting to or from the Site any unlawful, threatening, libellous, defamatory, obscene, or pornographic materials that would violate any law or the rights of others, including without limitation, laws against copyright infringement. Violation of these restrictions may result in restricting or limiting your access or use of the Site.

EDocuments also reserves the right, in its sole discretion, to delete or remove your User Submissions from the Site and to restrict, suspend or terminate your access to all or part of the Site, at any time for any reason without prior notice or liability.

EDocuments may also establish general practices and limits on the use of the Site.

EDocuments shall have no liability or responsibility for the deletion of, or failure to, store any information or materials in connection with any User Submissions.

EDocuments may, but is not obligated to, monitor or review (a) any areas on the Site where

users submit or transmit User Submissions, and (b) the substance of any User Submissions. To the maximum extent permitted by law, EDocuments will have no liability related to User Submissions arising under the laws of copyright, libel, privacy, obscenity, or otherwise. EDocuments disclaims all liability with respect to the misuse, loss, modification, or unavailability of any User Submissions.

### **The General Data Protection Regulation (GDPR) (Regulation (EU))**

You have the right to: access your personal data, correct errors in your personal data, request EDocuments to erase your personal data, object to the processing of your personal data, export your personal data.

EDocuments will: protect your personal data using appropriate security practices, notify authorities within 72 hours of breaches, receive consent before processing your personal data, keep records detailing data processing.

For more information refer to the "[ICT Data protection policy](#)" available on request

### **Websites Content Disclaimer**

Unless otherwise specified, the information on its websites is directed solely at those who access the websites from the UK mainland.

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These disclaimers and exclusions shall be governed by and construed in accordance with English Law. If any provision of these disclaimers and exclusions shall be unlawful, void or for any reason unenforceable then that provision shall be deemed severable and shall not affect the validity and enforceability of the remaining provisions.

### **Log Data**

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data").

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this.

## **Communications**

We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information.

## **Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your computer's hard drive.

Like many sites, EDocuments use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, No cookies means no authentication, and therefore you can't use the EDocs Platform at all, only the public website.

EDocuments uses analytics cookies to monitor the use of our public website, which helps us to generate thought leadership content that users are interested in.

EDocuments Platform uses session cookies which are necessary for providing security that is essential to comply with data protection security requirements for an online service the user has requested – eg online creation of digital operation and maintenance manuals; and load-balancing cookies that ensure the content of your page loads quickly and effectively by distributing the workload across several computers.

## **Security**

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **Changes to This Privacy Policy**

This Privacy Policy is effective as of the date above and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us or by placing a prominent notice on our website.

## Contact Us

If you have any questions about this Privacy Policy, please contact us.