

Privacy Policy

Ewa Babicka – Mediationassured.eu

This Privacy Policy (“Policy”) relates to our website at mediationassured.eu (the “Site”), and all related downloadable materials and other services provided by us and in or on which a link to this Privacy Policy is displayed, and all other communications with individuals by written emails or calls or video calls/meetings or oral means, (collectively, together with the Site, (our “Service”).

This Policy describes the information that Ewa Babicka – mediationassured.eu owner (“we” or “us”) gathers on or through the Service, how we use and disclose an information, and how we will protect all information gathered.

By visiting the Site, or by purchasing or using any Services, you consent to the privacy practices described in this Policy.

This Policy is incorporated into, and is subject to, our Terms and Conditions.

Definitions

“**Client**” means a customer of ours/ service user.

“**Client Data**” means personal data, reports, addresses, and other files, folders or documents in electronic form that a User of any of our Services stores within the Service which would include but not be limited to uploaded by a Client to our Site.

“**Personal Data**” means information that specifically identifies an individual or that is linked to information that identifies a specific individual.

“**Public Area**” means the area of the Site that can be accessed both by Users and Visitors, without needing to use a login ID and a password.

“**Restricted Area**” means the area of the Site that can be accessed only by Users, and where access requires the use of a login ID and a password.

“**Visitor**” means an individual other than a User, who uses the public area, but has no access to the restricted areas of the Site or Service.

The Information We Collect on the Service:

We collect different types of information from or through the Service:

- **User-provided Information.** When you use the Service, as a User or as a Visitor, you may provide, and we may collect Personal Data. Examples of Personal Data include name, email address, mailing address, mobile phone number, and credit card or

other billing information. Those information are only collected for website related analysis to improve its performance.

- **How We Use the Information We Collect**

Cookies and Tracking Technologies

“Cookies” are text-only pieces of information that a website transfers to an individual’s hard drive or other website-browsing equipment for record-keeping purposes. Cookies allow the Site to remember important information that will make your use of the Site more convenient.

To Whom We Disclose Information

Except as described in this Policy, we will not intentionally disclose the Personal Data or Client Data that we collect or store on the Service to third parties without the consent of the applicable Visitor, User or Client. We may disclose information to third parties if you consent to us doing so, as well as in the following circumstances:

Unrestricted Information Any information that you voluntarily choose to include in a Public Area of the Service, will be available to any Visitor or User who has access to that content.

Service Providers

We work with third party service providers who provide website, application development, hosting, maintenance, and other services for us. These third parties may have access to, or process Personal Data or Client Data as part of providing those services for us. We limit the information provided to these service providers to that which is reasonably necessary for them to perform their functions, and our contracts with them require them to maintain the confidentiality of such information.

Law Enforcement, Legal Process and Compliance

We may disclose Personal Data or other information if required to do so by law or in the good-faith belief that such action is necessary to comply with applicable laws, or to cooperate with law enforcement or other governmental agencies. We also reserve the right to disclose Personal Data or other information that we believe, in good faith, is appropriate or necessary to (i) take precautions against liability, (ii) protect ourselves or others from fraudulent, abusive, or unlawful uses or activity, (iii) investigate and defend ourselves against any third-party claims or allegations, (iv) protect the security or integrity of the Service and any facilities or equipment used to

make the Service available, or (v) protect our property or other legal rights, enforce our contracts, or protect the rights, property, or safety of others.

Your Options

Access, Correction, Deletion

We respect your privacy rights and provide you with reasonable access to the Personal Data that you may have provided through your use of the Services. If you wish to access or amend any other Personal Data we hold about you, or to request that we delete any information about you, you may contact us via email. At your request, we will have any reference to you deleted or blocked in our database. You may decline to share certain Personal Data with us, in which case we may not be able to provide to you some of the features and functionality of the Service. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law. This provision does not apply to Personal Data that is part of Client Data. In this case, the management of the Client Data is subject to the Client's own Privacy Policy, and any request for access, correction or deletion should be made to the Client responsible for the uploading and storage of data into the Service.

If a Client requests us to remove any data, we will respond to its request within fifteen (15) days. We will delete, amend or block access to any Personal Data that we are storing only if we receive a written request to do so from the Client who is responsible for such Personal Data, unless we have a legal right to retain such Personal Data. We reserve the right to retain a copy of such data for archiving purposes, or to defend our rights in litigation.

Third-Party Services

The Services we provide may contain features or links to websites and services provided by third parties. Any information you provide on third-party sites or services is provided directly to the operators of such services and is subject to those operators' policies, if any, governing privacy and security, even if accessed through the Service. We are not responsible for the content or privacy and security practices and policies of third-party sites or services to which links or access are provided through the Service. We encourage you to learn about third parties' privacy and security policies before providing them with information.

Your Privacy Rights

We will not share any Personal Data with third parties for their direct marketing purposes to the extent prohibited by law.

Third Party Cookies

We are legally required to disclose whether other third parties may collect personally identifiable information about an individual's online activities from our Site or Service.

The business partners and advertising networks that serve interest-based advertisements on the Services have limited access to a small amount of information about your profile and your device, which is necessary to serve you advertisements that are tailored to your apparent interests. It is possible that they may reuse this small amount of information on other sites or services.

We do not share with these third parties any information that would readily identify you (such as email address); however, these third parties may have access to information about your device (such as IP or MAC address). We do not have access to, or control over, the technologies that these third parties may use to collect information about your interests, and the information practices of these third parties are not covered by this Privacy Notice. Other than as discussed in this document, we have no control over these third parties.

Minors' Privacy

Protecting the privacy of minors is especially important. Our Service is not directed to minors under the age of 16, and we do not knowingly collect Personal Data from persons under the age of 16 without obtaining parental consent. If you are under 18 years of age, then please do not use or access the Service at any time or in any manner. If we learn that Personal Data has been collected on the Service from persons under 16 years of age and without verifiable parental consent, then we will take the appropriate steps to delete this information. If you are a parent or guardian and discover that your child under 18 years of age has attempted access to the Service, then you need to inform us and request that we delete that child's Personal Data from our systems. The Service is not intended to be used by minors and is not intended to be used to post content to share publicly or with friends. To the extent that a minor has posted such content on the Service, the minor has the right to have this content deleted or removed using the deletion or removal options detailed in this Privacy Policy. If you have any question regarding this topic, please contact us.

Data Security

We follow generally accepted industry standards to protect the information submitted to us, both during transmission and once we receive it. We maintain appropriate administrative, technical and physical safeguards to protect Personal Data against accidental or unlawful destruction, accidental loss, unauthorised alteration, unauthorised disclosure or access, misuse, and any other unlawful form of processing of the Personal Data in our possession. This includes firewalls, password protection and other access and authentication controls.

Nevertheless, no method of transmission over the Internet, or method of electronic storage, is 100% secure. We cannot ensure or warrant the security of any information you transmit to us or store on the Service, and you do so at your own risk. We also cannot guarantee that such information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. If you believe your Personal Data has been compromised, please contact us. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

Data Retention

We only retain the Personal Data collected from a User for as long as the User's remains active with the Service or otherwise for a limited period of time as long as we need it to complete the purposes for which we have initially collected it, unless otherwise required by law. We will only retain and use information as necessary to comply with our legal obligations, analytic performance, resolve disputes, and enforce our agreements.

Privacy Settings

Although we may allow you to adjust your privacy settings to limit access to certain Personal Data, please be aware that no security measures are perfect or impenetrable. We are not responsible for circumvention of any privacy settings or security measures on the Service. Additionally, we cannot control the actions of other users with whom you may choose to share your information. Further, even after information posted on the Service is removed, caching and archiving services may have saved that information, and other users or third parties may have copied or stored the information available on the Service. We cannot and do not guarantee

that information you post on or transmit to the Service will not be viewed by unauthorised persons.

Data Transfer

We may transfer personal information outside the UK and European Economic Area (EEA) (which comprises the countries in the European Union and Iceland, Liechtenstein and Norway) to the US on the basis that the organisation receiving the information has provided adequate safeguards by way of being signatories of the EU-US privacy shield.

Foreign Visitors

The Service is hosted in the UK. If you choose to use the Service from regions of the world with laws governing data collection and use that may differ from EU and UK law, please note that you are transferring your Client Data and Personal Data outside of those regions to the UK for storage and processing. We may transfer your data to other countries or regions in connection with storage and processing of data, fulfilling your requests, and operating the Service. By providing any information, including Client Data and Personal Data, on or to the Service, you consent to such transfer, storage, and processing.

Changes and Updates to this Policy

Please to stay aware of any changes to this Policy, which we may update periodically. Any modifications of the Policy, we will make them available through the Service, and indicate the date of the latest revision, and will comply with applicable law. Your continued use of the Service after the revised Policy has become effective indicates that you have read, understood and agreed to the current version of the Policy.

How to Contact Us

Please contact us with any questions or comments about this Policy, your Personal Data, our use and disclosure practices, or your consent choice at info@mediationassured.eu

Changes to this privacy policy

This privacy notice was published on 27/04/2021.

