VisualSP Privacy Policy

We build a range of services and products that help people daily around the world in various ways. Our services and products include VisualSP applications for web and desktop platforms as well as services provided by <u>VisualSP</u> consultants

Definition of Personal Information

Personal Information means any information we collect and store, which may be used to identify an individual. This includes, but is not limited to, first and last name, a physical address and an email address or other contact information, relating either to work or home.

Cookies

Some elements of our website require "cookies" to be enabled. A "cookie" is a small text file that may be used, for example, to collect information about Web site activity. VisualSP use of cookies is purely to enhance your experience of our website. They are not used to store any personal information. Most browsers allow you to select whether or not to accept cookies. Your browser can be set to notify you if you receive a cookie, or you may choose to block cookies altogether. Please be aware that if you choose to block or delete your cookies, you may experience problems with some areas of the website.

Online Forms

VisualSP will occasionally ask for visitors to the website to provide information via online forms. This information is required to fulfill requests for information, or to provide support to our customers and prospects. Some areas of the website require visitors to enter a login and password. These are supplied by VisualSP, when requested. Completion of any online form is entirely voluntary and details of other ways to contact us are provided.

Collection and Storage of Data

VisualSP collects and stores personal information (such as name, email address, company) whenever you request sales information, purchase a product and/or service, contact our customer services team. Personal information is collected from various media, including, but not limited to telephone, postal correspondence, email and our website forms. Information is stored in our Azure cloud storage as well as our marketing platform.

Your personal information will be used solely by VisualSP for the purposes of marketing and customer support. VisualSP will only send email containing marketing content on a very occasional basis and only if we feel it is relevant to you. We will never sell or rent your personal information to any third party. VisualSP will only share your details with a third party if:

- It is necessary to do so in order to supply any product or service you have purchased

- It is necessary to do so in order to protect or enforce our rights or those of a third party

- We are required to do so by law

Disclosure to Successors

We may pass on your personal information to any of our successors in interest e.g. if VisualSP were to merge with, acquire, or be acquired by a third party.

Data Protection

VisualSP will endeavor at all times to keep your details accurate and up to date in accordance with local laws. We will only hold your personal details for as long as it remains relevant to do so. From time to time, we may contact customers about important/critical changes relating to products in use. We have a legal obligation to do this, even if you have opted out of receiving marketing related email.

Security

VisualSP will take all reasonable steps to prevent unauthorized access to personal information and to ensure that such personal information is held in a safe and secure manner.

Changes to this Policy

VisualSP may amend this privacy policy at any time without notice. Changes will always be made in accordance with current legislation requirements and will additionally take into account any generally accepted guidelines for good practice. Any changes to this policy will be made available on our website.

Third Party Websites

We may provide links to third party websites directly from this website. This privacy policy does not apply to any other third party website. We cannot control how these third parties handle your personal information and you should always check the terms of their respective privacy policies before you submit any personal information to these third parties.

Access & Changes to Personal Information

You may <u>contact us</u> at any time and request to see the information we hold about you. You may also request any information to be amended or removed. We will make all reasonable efforts to ensure that these requests are dealt with in a timely manner.

This policy was last updated on March, 2020