



AccelerateRPA

ACCELERATERPA LTD.

PRIVACY POLICY

V.1.0 – January 2018

1. PRIVACY POLICY

By using the AccelerateRPA Ltd. website (henceforth 'this website'*) you state your agreement to the terms and conditions set out within this Policy. If the terms set forth within this Privacy Policy are not acceptable for you for any reason, please do not use this website.

The term 'AccelerateRPA' or 'us' or 'we' or 'our' or 'the company' refers to the owner of the website, AccelerateRPA Ltd, whose registered office is Third Floor, 20 Old Bailey, London, United Kingdom, EC4M 7AN. Our company registration number is 10766236, registered in England & Wales.

The term 'you' refers to the user or viewer of our website.

This privacy policy sets out how we use and protect any information that you give us when you use our website and transfer your data to us. We are committed to protecting the private information of our customers and clients. To ensure that your personal data remains secure, we are regularly communicating our privacy policy and guidelines to all our employees and we strictly enforce privacy safeguards within the company.

This Privacy Policy describes our privacy practices regarding the collection, use and worldwide transfer of personal information collected through our website, as well as personal information gathered by us in relation to the provision of our services. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

In this policy we announce our company (and website's) policies regarding the collection, use and transfer of your personal data, the security methods we will use to protect such data and your rights under the General Data Protection Regulation (GDPR). Please read this in conjunction with our GDPR Statement.

2. WHAT DO WE DO WITH YOUR INFORMATION?

If you choose to fill in a contact form on our website, we will store that information for 6 months - 7 years and only use it for the purpose of contacting you in relation to that enquiry. Data will only be kept if it is necessary or if we have been in contact, otherwise it will be deleted. For further clarification please see our GDPR statement.

When you browse our site, we also automatically receive your computer's internet protocol (IP) address in order to provide us with information that helps us learn about your browser and operating system. With your explicit permission, we may send you emails about our vacancies, services and other updates.

3. CONSENT

When you provide us with personal information we ask you to explicitly consent to our collecting it and using it for that specific reason only. We may also ask for your personal

* 'this website' refers to the AccelerateRPA website - www.acceleraterpa.com

information for a secondary reason, like marketing, and we will either ask you directly for your expressed consent, or provide you with an opportunity to say no.

4. HOW DO I WITHDRAW MY CONSENT?

If, after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at anytime, by contacting us at info@acceleraterpa.com or mailing us to our office address (found on our website).

5. DISCLOSURE

We may disclose your personal information if we are required by law to do so. We will not otherwise disclose your information unless we have permission to do so.

6. DATA STORAGE

Your data is stored through our data storage and databases. We store your data on a secure server behind a firewall.

7. THIRD-PARTY SERVICES & LINKS

In general, the third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us. When you click on links on our site, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

8. SECURITY

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed. If you provide us with your personal information, the information is encrypted and stored with industry-standard encryption. Although no method of transmission over the Internet or electronic storage is 100% secure, we implement generally accepted industry standards.

9. COOKIES

We use some cookies online in order to cater your online experience. You can choose to opt-out by altering your web browser's settings to reject cookies. We use Google Analytics to measure how our site is used by visitors and to generate reports for our own use. Google Analytics does not collect any personally identifiable information about you.

9. CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so

that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

9. QUESTIONS & CONTACT INFORMATION

If you would like to access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information, please contact our Privacy Compliance Officer at info@acceleraterpa.com or by mail to our office address (FAO: Privacy Compliance Officer).