

## **Vertabelo SA**

### **PRIVACY POLICY**

Thank you for visiting our Vertabelo website. Vertabelo SA regards our clients' privacy as one of our most important values. Please read this privacy policy before using the site or submitting any personal or confidential information ("Information").

By using our site, you consent to our privacy policy. This privacy policy applies only to information collected through our website and not to information collected offline. Vertabelo SA may update this privacy policy from time to time. Any changes to this policy will be posted on the website. We encourage you to review the actual privacy policy whenever you visit Vertabelo website.

#### **Collection and Use of Information**

We collect Information from you when you:

- a) activate a free account on the Site - User's name and e-mail address;
- b) activate the payable account - name, address and email address, your credit card number, tax identification number, data of contact person.
- c) contact Vertabelo through the contact form - phone number, e-mail address and name of the contact person.

You may, however, visit our WebSite anonymously.

Any of the Information we collect from you may be used to send you newsletter with project updates, technical tips and tricks or Vertabelo SA promotions. You can unsubscribe from mailing list at any time.

If User activated payable account Vertabelo SA sends to the platform Recurly (<http://recurly.com/>) data of User and his credit card number in order to collect the payment by Recurly platform on behalf of Vertabelo SA according to ordered by you for the Service subscription plan.

Your Information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent.

We implement a variety of security measures to maintain the safety of your Information.

#### **Cookies**

We use cookies. Cookies are small files that a site or its service provider transfers to your computers hard drive through your web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information. Cookie typically contains the name of the its website, the storage time, and a unique number that identifies your browser. Detailed information about the possibilities and ways of handling cookies are available in the settings of your web browser.

We use cookies to understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

Browser of User configured in such a way that Vertabelo SA is able to the use of cookies is treated as a consent to the use of cookies by Vertabelo SA You may at any time

change the settings of your browser to prevent Vertabelo SA to the use of cookies.

On the WebSite can be used two types of cookies - session and constants. Session cookies remain on the User device when using the Website. Cookies permanently remain on the device's as long as you have a set shelf life, or until you delete them.

Cookies are published by and are available for Vertabelo with its registered office at ul. Filona, 16, 02-658 Warsaw, Poland. Cookies may also be used by the Vertabelo SA partners.

### **IP address**

Our servers serve WebSite collect IP address assigned to the devices from which you visit our website. IP address is a numerical label assigned to each device (e.g., computer, printer) participating in a computer network that uses the Internet Protocol for communication.

### **Contact information**

If you have any questions, concerns, or comments about our privacy policy you may send us email: [contact@vertabelo.com](mailto:contact@vertabelo.com).

### **Final provisions**

In matters not covered by this Privacy policy, the terms of service Vertabelo are applicable.