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Cateina Technologies Private Limited

**Effective Date:** 17 February 2022

### **Privacy Policy and Declaration of Consent**

Protecting your privacy is important to Cateina Technologies. This privacy statement describes how, Cateina Technologies Pvt. Ltd. Referred to as "we", collect, process, and use your personal data (hereinafter referred to as the "use" of your data) when you visit our website ([www.cateina.com](http://www.cateina.com)) associated websites at this domain, or other websites which we operate, and which contain a direct link to this privacy policy (our "websites"). Please read our privacy policy carefully.

## **1. Use of personal data**

Personal data are any information that relates to an individual or can be used to establish a connection to an individual. This includes personal or material information about you.

### **a) Collection of personal data**

Users can request free demos on our websites, register for webinars, contact us to subscribe to our e-mail newsletter, download content such as whitepapers and success stories, or register to use certain areas of the website. Cateina Technologies collects and stores only the personal data that you explicitly share with us through our contact and registration forms, or when signing up for the newsletter. The data we collect varies by activity and may include personal information such as first and last name, e-mail address, telephone number, postcode, city, and other address information. In certain cases, we may also collect your job title and area of activity, as well as other information we may need to provide you with full access to our products and services.

### **b) Use of personal data**

We use the personal data you provide exclusively to process your request. For example:

- To respond to and fulfil your requests, such as sending you requested documents, information, and marketing materials about our products and services, or the newsletter to which you subscribed.
- To register you for our webinars, events, or training sessions/workshops.
- To provide customer services and handle support requests.
- To send marketing e-mails that may be of interest to you, provided you have given us special permission to do so.

- To personalise our websites with information and product-related content tailored to your needs.
- To register you for our partner portal or restricted customer areas.
- provide better usability, troubleshooting, and site maintenance.
- to understand which parts of the website are visited and how frequently.
- to create your user ID.
- to identify you once you register on our website.
- to contact you and respond to your questions or requests; and
- to provide access to desirable content based on your preferences.
- to process job applications, more details about which are available on corresponding portals of this website.
- As a participant in the competition, publish your name and corresponding details to make them available to a larger audience on the Internet

It is your decision whether to provide us with your data for the purposes mentioned above. To the extent that your request allows, you may also remain anonymous to us or use a pseudonym. Cateina Technologies will always obtain your express consent to use your personal data for other purposes (particular for marketing purposes).

Furthermore, various plugins are used on our websites, some of which collect personal data. For details, see section 6. The newsletters offered on our websites contain news, offers, invitations to webinars, trade fair dates, and other information about the products and services offered by Cateina Technologies.

If you request a newsletter and have given your consent to receive the newsletter when you registered, we will use your personal data as follows: When you register for a newsletter or event, your first name, surname, contact number and e-mail address are collected and stored. When you register for an event, we also collect/save your postcode, city, company, and job title. We use this information for providing better services, and to establish new business relationships.

To document that you submitted your declaration of consent, we also store your IP address and the dates on which you registered for and confirmed the newsletter.

If you no longer wish to receive the newsletter, you can unsubscribe at any time to stop receiving the newsletter. To do so, click the link contained in each newsletter to be guided through the unsubscribe process. Alternatively, you can send us your request to unsubscribe by e-mail (see section 12).

## 2. Log Files

We also collect and store information from the log files that your browser transmits to us. This includes:

- IP (Internet Protocol) address of the computer accessing the website in order to maintain/improve the quality of our website, determine your geographic location, and enforce general security measures and access controls.
- Browser type/version and operating system used in order to ensure that the websites are displayed in a way that is most compatible with your device settings.
- Time of the server request to gather statistical information about which areas of our website were visited and how much time a visitor spent in each area.

These data are collected for technical reasons. They are evaluated exclusively for statistical purposes and without any reference to a specific person. They are deleted after six months.

## 3. Cookies

Cookies are stored on your computer when you use this website. Cookies are small text files in which the web browser stores information about internet pages you have visited. This may include information about the page visit such as duration, login data, user inputs, etc.

This website uses the following cookies:

(1) Strictly Necessary Cookies - These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you that amount to a request for services, such as setting your privacy preferences, logging in, or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the site will not then work. These cookies do not store any personally identifiable information.

(2) Transient cookies are automatically deleted when you close your browser. This category includes session cookies, among others. Session cookies store a session ID, which can be used to assign various requests from your browser to the shared session. This allows your computer to be recognised when you return to the site. Session cookies are deleted when you log out or close your browser.

(3) Persistent cookies are automatically deleted after a specified time, which varies depending on the cookie. You can delete these cookies in your browser's security settings at any time.

(4) Flash cookies are not recorded by your browser but rather by your Flash plugin. These cookies store the necessary data independent of the browser used and have no automatic expiry date. If you do not want your computer to process Flash cookies, you must install a corresponding add-on. We have a legitimate interest in processing this data because it enables us to carry out statistical evaluations regarding the use of our website and to optimise our online offerings for users.

(5) Information on third-party cookies can be found in section 7.

You can configure your browser settings according to your needs, for example, to refuse third-party cookies or all cookies. If you do so, however, you may not be able to use all the functions of this website. If you do not wish our cookies to be stored, please do not confirm the opt-in prompt displayed when you first visit the website.

## 4. Social Plugins

Our websites employ social networking plugins. These plugins are usually labeled with the provider's logo. We use third-party providers, such as *LinkedIn*, *Facebook*, *Instagram*, *Twitter*, and *YouTube*, to manage our social media interactions.

Social media interaction is maintained via the social media accounts listed above. All providers have their own privacy policies and statements that outline the way they collect, process, and store data. To read their policies and statements, please make sure to visit their websites.

If you send us a private or direct message via social media, the message will be stored on *LinkedIn* as per their [privacy policy](#), *Facebook* as per their [data policy](#), and *Twitter* as per their [privacy policy](#). *Google LLC* and its affiliates offer different services, including *YouTube*, for which they have their own [privacy policy](#).

When you visit our websites, no data are automatically transmitted to social networks. Only when you actively click the button does your internet browser establish a connection to the servers of the corresponding social network. In other words, by clicking the button you agree to allow your internet browser to establish a connection to the servers of the social network and transmit usage data to the network operator.

We have no control over the nature and extent of the data collected by the social networks. Please refer to the privacy policies of the various social networks for information about the purpose and scope of the data collection, how your data are processed and used by the social networks, your rights under data protection law, and optional settings you can configure to protect your privacy.

## 5. Contact Form / Registration Form

On our website, you can send us a request using the encrypted contact field on the “Contact” tab. Cookies are automatically saved as soon as you fill out this field, even if you have rejected the saving of cookies. You may also use a registration form to register for webinars or other events. All the following information applies to both the contact and registration forms.

In order to process your request as accurately as possible, we ask you to enter personal data in our input mask. This might include your company, your name, your e-mail address (to ensure we can contact you), your country (to assign you to the appropriate office), your contact number, and your job title. We collect this data so that we may advise you as best we can.

The data you provide will only be used to contact you and process your request. These data are processed on the server. The data will not be used for other purposes or passed on to third parties without your express consent (e.g., if you registered for our newsletter). We have a legitimate interest in collecting this data because they are needed to process or answer your message.

## 6. Duration of Data Storage

The data you provide to us will only be stored for as long as is necessary to fulfil the purpose for which they were provided or to comply with statutory provisions.

## 7. Transfer to Third Parties

Your personal data will be passed on to third parties only in the following cases:

- If you have given your express consent in accordance
- If transferring the data is necessary to fulfil contractual obligations
- If we are legally obliged to disclose the data
- If disclosure of the data is in the public interest.
- If disclosure of the data is necessary to protect our legitimate interests or the legitimate interests of a third party unless your interests in protecting your data prevail

If you have given us your consent to do so, we may pass on the data collected during your visit to our websites to other Cateina Technologies companies to improve our range of services, market Cateina Technologies products and services, and establish new business relationships.

In addition, when processing your request, it may be necessary for Cateina Technologies to disclose your personal data to other Cateina Technologies companies or to external service providers acting on our behalf, including in non-European third countries. These service providers may be tasked with

operating servers or sending news messages, for example. Cateina Technologies requires all its affiliated companies and external service providers to use your personal data only in accordance with our policies and in accordance with this privacy policy, as well as with statutory requirements for order processing or similar requirements.

Our carefully selected partners and service providers may process personal information about you on our behalf as described below:

## 8. Rights of the Data Subject

You have the following rights regarding the processing of your data:

- You have the right to obtain from us information about the processing of your personal data regarding the purpose of the processing, the categories of data processed, the recipients or categories of recipients to whom the data have been or will be disclosed, and the envisaged duration of storage or the criteria for determining the duration. You also have rights of rectification, deletion, restriction of processing or objection to processing for your data, as well as the right to lodge a complaint with a supervisory authority. You also have the right to obtain information on the origin of the data, if applicable, information on the existence of any automated decision-making and, if data are transferred to a third country or international organisations, information on safeguards for the transfer.
- You have the right to deletion of stored personal data if the data are no longer necessary for the purposes for which they were collected or otherwise processed, if the data subject has withdrawn their consent and there is no other legal basis, or if an objection to processing has been filed and the data may no longer be processed. You also have the right of deletion if the data have been unlawfully processed, if the deletion is necessary to fulfill a legal obligation, or if the data have been collected in relation to information society services offered. This does not apply if the processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest, or to assert, exercise or defend against legal claims.
- You have the right to data portability, i.e. the right to receive the personal data that you have provided to Cateina Technologies in a structured, commonly used, and machine-readable format or to transmit the data to another controller.

You have the right to object at any time to the processing of your personal data on grounds relating to your particular situation unless Cateina Technologies has compelling legitimate reasons for the

processing that outweigh your interests or the processing serves to assert, exercise, or defend against legal claims.

- You have the right to lodge a complaint with a supervisory authority. The right of the complaint shall be without prejudice to other administrative or judicial remedies.

## 9. Liability for Content

The content on our website was created with the utmost care. However, we cannot guarantee the accuracy, completeness, or timeliness of the content.

## 10. Liability for Links

Our website may contain links to external, third-party websites over whose content we have no control. We, therefore, assume no responsibility for third-party content.

The provider or operator of a linked website is always responsible for the content on the site. The linked site was checked for possible legal violations at the time of linking. No illegal content was discernible at the time of linking. Constant monitoring of the content on linked sites is not reasonable without concrete evidence of a legal violation. If we become aware of an infringement, we will remove such links immediately.

## 11. Data Security

We have taken technical and organisational measures to protect your data from loss, alteration, or unauthorised access. We continuously improve these security measures in line with technological developments. Our website uses the industry-standard SSL (Secure Sockets Layer) for encryption. This guarantees the confidentiality of your personal data when transmitted over the internet.

## 12. Updates and Modifications

We may change or update portions of this privacy policy without prior notice. Please review the privacy policy before using our services to ensure that you are always up to date with any changes or updates.

*Last update of privacy policy: 20 June 2022*



## 13. Contact us

If you have any questions or comments regarding this Privacy Statement or processing of your personal information, contact us by writing to [info@cateina.com](mailto:info@cateina.com).

Cateina Technologies Private Limited

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