

## IMOW Privacy Policy

This privacy policy will explain how IMOW uses the **personal data** we collect from you when you use or contribute to our website.

### What data do we collect?

IMOW collects the following data, whenever an user submits a contribution:

- Personal identification information (Name, email address.)
- Any other information the user provides for the XML metadata file

### How do we collect your data?

You directly provide IMOW with most of the data we collect. We collect data and process data when you:

- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Submit a contribution to us
- Register online (further development option)

How will we use your data?

- Your data sole use will be for the XML preservation of the contribution to the site and for
- Your data could be used to prove the legitimacy of the of material of your intellectual property on the site
- Your data will only be used to manage your online registration (further development option)

### How do we store your data?

IMOW securely stores your data inside a protected server, in **XML** format, and only until you permit the presence of the related contribution(s) on our site.

If you have agreed to receive emails, you may always opt out later. The only kind of email you will receive is about the treatment of your data for the exposition of your contribution

### What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to **access**: you have the right to request IMOW for copies of your personal data.
- The right to **rectification** - You have the right to request that IMOW correct any information you believe is inaccurate. You also have the right to request IMOW to complete information you believe is incomplete.
- The right to **erasure** - You have the right to request that IMOW erase your personal data, under no condition.
- The right to **data portability** - You have the right to request that IMOW transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a **request**, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

➤ [inmyownwords@gmail.com](mailto:inmyownwords@gmail.com)

### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### How do we use cookies?

IMOW uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in (further development option)
- Understanding how you use our website

#### **What types of cookies do we use?**

There are several different types of cookies, however, our website uses:

- Functionality - IMOW uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer or what category of items you viewed most.

#### **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

#### **Privacy policies of other websites**

IMOW website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### **Changes to our privacy policy**

IMOW keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 08/06/2020.

#### **How to contact us**

If you have any questions about IMOW's privacy policy, the data we hold on you, or you would like to exercise one of your data protections rights, please do not hesitate to contact us.

Email us at:

➤ [inmyownwords@gmail.com](mailto:inmyownwords@gmail.com)