

# CADteams - User Agreements

## Table of Contents:

1. [CADteams - Terms & Conditions](#)
2. [Terms of website use](#)
3. [Privacy and Cookies Statement](#)
4. [Profile Policies](#)

# CADteams - Terms & Conditions

We are CADteams Ltd incorporated in the UK under company number 12404180. These are our terms and conditions. They tell you what we do and how we do it.

By using our site, you indicate that you accept these terms and conditions, and the referenced policies, and that you agree to abide by them.

T&Cs last modified: 20th April, 2020

## 1. Introduction

Welcome to CADteams, an online Platform dedicated to showcasing the best portfolios of CAD and BIM professionals (referred to as Individuals), who want to be discovered by building design Enterprises, such as architectural studios, engineering consultancies, surveyor practitioners and more.

### Services

The Platform offers Enterprises an access to a wide talent pool of Individuals, creating valuable business opportunities for both parties. The Platform serves as a marketplace for linking two User groups together.

### Rights

All portfolio images uploaded to CADteams are Individuals' own work and do not belong to the Platform. The Platform may select a number of the best uploaded images and use them as marketing material on the Platform's Home Page, or in email communication. If an Individual does not wish their work to be used for marketing purposes, the Individual may contact the Platform via email provided in the Contact section of [www.cadteams.com](http://www.cadteams.com) website.

### Contacting

For purposes of service messages, notices, offers and news about CADteams, Users receive alerts on certain pages and emails to the email addresses associated with their accounts. If you do not want to receive newsletters, announcements, or other communications and/or services from our Site, please do not opt-in for those communications or services at the time of registration. If you have opted-in and, at a later time, wish to opt-out, please send us an email

with the request to unsubscribe. In every Interesting and Important e-mail communication sent to you, we provide you the opportunity to discontinue receiving future communications (i.e., unsubscribe).

## 2. CADteams User Accounts

To access the full CADteams site, Users have to register for an account, provide accurate and complete information, and keep their account information updated. Both, Individuals and Enterprises, undergo the same account registration process.

Each account must be a personal account, but Users may represent a sole trader, company or any other legal entity (whether incorporated or unincorporated).

Users cannot register for more than one account.

The information that Users supply in the public profile of their account must comply with **CADteams** Profile Policies.

**CADteams** reserve the right to restrict your access, temporarily or indefinitely block your account, warn other Individuals and Enterprises of your actions, or issue you a warning if:

- you breach the letter or spirit of these Terms and Conditions or the referenced policies;
- we are unable to verify or authenticate any information you provide to us;
- we believe that your actions may cause any loss or liability to our Users or to us

Users are solely responsible for any activity that occurs on their account, unless it is a result of actions beyond their control (such as hacking or if someone steals their password when they have taken reasonable steps to keep it secure). Users may never use another person's user account or registration information for the Website.

You confirm that you are not economically barred/limited under sanctions rules of any country worldwide. If your circumstances change to be included in such lists, please cease using **CADteams** immediately.

As per UK AML regulation, **CADteams** is unable to support users from North Korea, Iran, Syria, Sudan (Republic of Sudan or North Sudan), South Sudan (Republic of South Sudan) and Region of Crimea.

### 3. Monetary Transactions

**CADteams** does not currently handle any payment transactions between Individuals and Enterprises. The Website serves a pure purpose of giving Individuals a platform where they can showcase the work they have done themselves, and are most proud of.

**CADteams** shall not be held responsible for any monetary transactions, which occur outside of the Platform, but are linked to Users making new connections through the Platform.

The Platform may introduce a payment processing feature in the future, when Users express a strong interest in using the Platform as a facilitator for freelance work and business.

### 4. CADteams Fees

At the moment CADteams does not charge any fees for using all features of the Platform.

CADteams reserves its rights to begin introducing payable features in the future. All payable features will be announced to the affected group of Users (either Individual or Enterprise user account, or both), and no charges will occur without a prior User consent for taking advantage of the said features.

### 5. Disputes

Having a pure purpose of a gallery, showcasing the best pieces of Individuals' CAD and BIM work, CADteams does not get involved in any disagreements between Users. The only deviation from this is a request for a notice and take down of Individual's portfolio due to a suspicion of copyright infringement.

Notice and take down

## 6. General terms of website use

The CADteams terms of website use define how Users may make use of CADteams whether as a guest or a registered User. They contain the heavy but important stuff so please read them carefully.

## 7. Privacy Policy

By proceeding to use the CADteams service, Users consent that CADteams may process the personal data (including sensitive personal data) that CADteams collects from them in accordance with the CADteams Privacy Policy and the terms of the EU General Data Protection Regulation 2016/679.

CADteams may use your personal data to gather feedback regarding your experience you may have with our platform. This helps our business grow by assembling useful information from our end-users.

CADteams is not a party to any Service Contract between an Enterprise and Individual. Any Service Contract between an Enterprise and Individual shall be in accordance with such Individual's privacy policy and the terms of the EU General Data Protection Regulation 2016/679.

## 8. Governing Law

These terms and conditions and any dispute or claim arising out of, or in connection with them, or their subject matter, or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales. The courts of England and Wales shall have non-exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with these terms and conditions, or their subject matter, or formation (including non-contractual disputes or claims).

## 9. Related Policies

The following policies are part of these terms and conditions and should be read carefully:

- Terms of website use

- Privacy and Cookies Statement
- Profile policies

## 10. Definitions

In these terms and conditions:

1. “Individual” means a person, who has skills in operating CAD or BIM software and uses CADteams to showcase their own work produced using said software packages;
2. “Enterprise” means a person, who represents a business, and is interested in browsing Individuals’ portfolios and make new connections with industry professionals;
3. “CAD” is an acronym for Computer Aided Design;
4. “BIM” is an acronym for Building Information Modeling;
5. “Content” means such things as data, text, photographs, videos, audio clips, written posts and comments, graphics, User content and interactive features generated, provided, or otherwise made accessible on or through CADteams;
6. “Guest” means an unregistered user of CADteams;
7. “Dispute” means a disagreement between the Users of CADteams;
8. “CADteams”, “Website”, “Platform” all refer to the website with the domain name [www.cadteams.com](http://www.cadteams.com) or CADteams Ltd as the context so requires;
9. “User” means any registered person who uses;
10. “User Content” means all Content uploaded, submitted, distributed, or posted to the services by Users, including without limitation, communication via the Website. User Content is the sole responsibility of the person who originated it;

# Terms of website use

This page and referenced policies tells you the terms of use on which you may make use of our website [www.cadteams.com](http://www.cadteams.com) ("CADteams"), whether as a guest or a registered User.

Please read these terms of use carefully before you start to use the site. By using CADteams, you indicate that you accept these terms of use and that you agree to abide by them.

Last update to these Terms of website use Monday 20th April 2020

## Information about us

[www.cadteams.com](http://www.cadteams.com) is a site operated by CADteams Ltd ("We"). We are registered in England and Wales under company number 12404180. We are a limited company.

We are solely a platform for Enterprises and Individuals to interact. We do not search for, select or introduce Enterprises and Individuals to each other. As a result, we are not regulated under employment law and in the UK the Employment Agencies Act 1973 and the Conduct of Employment Agencies and Employment Businesses Regulations 2003 or other employment agency laws do not apply to us.

## Accessing our site

Access to our site is permitted on a temporary basis, and we reserve the right to withdraw organisation and amend the service we provide on our site without notice (see below). We will not be liable if for any reason our site is unavailable at any time or for any period.

From time to time, we may restrict access to some parts of our site, or our entire site, to users who have registered with us.

If you are under the age of 18, you may not use the services on our website. We reserve the right to refuse to offer the services to any person or entity and change eligibility criteria at any time. Where these terms or use of the services is prohibited or conflicts with any applicable law, rule or regulation, the right to access the services is revoked.

You are responsible for making all arrangements necessary for you to have access to our site. You are also responsible for ensuring that all persons who access our site through your internet connection are aware of these terms, and that they comply with them.

## Using our site

Without limiting its ability to seek alternative remedies, CADteams may restrict any user's ability to use the website, deactivate or terminate their account, in its absolute discretion, if we have reason to

believe or suspicion that the user's dealings with CADteams constitute fraudulent activity or wrongdoings.

- "Wrongdoings" and/or "fraud" shall include but not be limited to attempts to circumvent these terms and conditions, hacking, unauthorized use of the account access information, account or third party accounts, attempts to circumvent or bypass any security mechanisms available on the website or CADteams's systems or networks, wrongfully, any act or omission through use of the website of CADteams services cause any harm to the company or to any third party, false personal information and/or omissions which the company reasonably deems to be a fraudulent and/or wrongdoings.
- We reserve the right to use your brand and User Content to promote CADteams for marketing purposes.

## Acceptable use

When using our site, you shall not:

- take any action that imposes an unreasonable or disproportionately large load on our (or our third party providers') infrastructure;
- interfere with the proper working of the services we provide or any activities conducted on the services;
- attempt to bypass or circumvent any measures we may use to prevent or restrict access to the services;
- run any form of auto-responder or 'spam' on the services;
- use manual or automated software, devices, or other processes to "crawl" or "spider" any page of the site;
- harvest or scrape any Content from the services; or
- otherwise take any action in violation of our guidelines and policies.

It is also not allowed to:

- decipher, decompile, disassemble, reverse engineer or otherwise attempt to derive any source code or underlying ideas or algorithms of any part of the services, except to the limited extent applicable laws specifically prohibit such restriction;
- modify, translate, or otherwise create derivative works of any part of the services; or
- copy, rent, lease, distribute, or otherwise transfer any of the rights that you receive hereunder.



You shall abide by all applicable local, national and international laws and regulations.

### **Intellectual property rights**

We are the owner or the licensee of all intellectual property rights in our site, and in the material published on it. Those works are protected by copyright laws and treaties around the world. All such rights are reserved.

We grant to each user a license to use content solely for purposes of using CADteams in accordance with these terms.

You may print off one copy, and may download extracts, of any page(s) from our site for your personal reference and you may draw the attention of others within your organisation to material posted on our site.

You must not modify the paper or digital copies of any materials you have printed off or downloaded in any way, and you must not use any illustrations, photographs, video or audio sequences or any graphics separately from any accompanying text.

Our status (and that of any identified contributors) as the authors of material on our site must always be acknowledged.

You must not use any part of the materials on our site for commercial purposes without obtaining a licence to do so from us or our licensors.

If you print off, copy or download any part of our site in breach of these terms of use, your right to use our site will cease immediately and you must, at our option, return or destroy any copies of the materials you have made.

### **Reliance on information posted**

Commentary and other materials posted on our site are not intended to amount to advice on which reliance should be placed. We therefore disclaim all liability and responsibility arising from any reliance placed on such materials by any visitor to our site, or by anyone who may be informed of any of its contents.

### **Our site changes regularly**

We aim to update our site regularly, and may change the content at any time. If the need arises, we may suspend access to our site, or close it indefinitely. Any of the material on our site may be out of date at any given time, and we are under no obligation to update such material.

### **Our liability**

We try to keep CADteams running at all times, but we cannot guarantee to do so. We cannot guarantee continuous, uninterrupted or secure access to the Website as it may be interfered with by factors outside of our control.

We also try to make sure that all the information that we place on CADteams is accurate, but we cannot guarantee this either.

We use techniques that aim to verify the accuracy of the information provided by our Users, however user verification on the internet is difficult. CADteams cannot and does not confirm, and is not responsible for ensuring, the accuracy or truthfulness of Users' purported identities or the validity of the information which they provide to us or post on CADteams.

We do not control any information provided by Enterprises and Individuals that is placed on the Website. We take reasonable steps to monitor information which is posted on the Website, including but not limited to any User Content and may require the removal of any information which breaches our policies.

To the extent permitted by law, we, and third parties connected to us hereby expressly exclude:

- All conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity.
  - Any liability for any direct, indirect or consequential loss or damage incurred by any user in connection with our site or in connection with the use, inability to use, or results of the use of our site, any websites linked to it and any materials posted on it, including:
    - loss of income or revenue;
    - loss of business;
    - loss of profits or contracts;
    - loss of anticipated savings;
    - loss of data;
    - loss of goodwill;
    - wasted management or office time; and
    - whether caused by tort (including negligence), breach of contract or otherwise, even if foreseeable.
- This does not affect our liability for death or personal injury arising from our negligence, nor our liability for fraudulent misrepresentation or misrepresentation as to a fundamental matter, nor any other liability which cannot be excluded or limited under applicable law.

### Information about you and your visits to our site

We process information about you in accordance with our privacy policy. By using our site, you consent to such processing and you warrant that all data provided by you is accurate.

## Transactions concluded through our site

Contracts for the supply of goods, services or information formed through our site or as a result of visits made by you are governed by our terms and conditions of supply.

## Uploading material ("User Content") to our site

You shall not (and shall not permit) any third party to either (a) take any action or (b) upload, download, post, submit or otherwise distribute or facilitate distribution of any Content on or through the services we provide, including without limitation any User Content, that:

- infringes any patent, trademark, trade secret, copyright or other right of any other person or entity or violates any law or contractual duty
- you know is false, misleading, untruthful or inaccurate;
- is unlawful, threatening, abusive, harassing, defamatory, libellous, deceptive, fraudulent, invasive of another's privacy, tortious, obscene, vulgar, pornographic, offensive, profane, contains or depicts nudity, contains or depicts sexual activity, or is otherwise inappropriate as determined by us in our sole discretion;
- constitutes unauthorised or unsolicited advertising, junk or bulk e-mail ("spamming");
- contains software viruses or any other computer codes, files, or programs that are designed or intended to disrupt, damage, limit or interfere with the proper function of any software, hardware, or telecommunications equipment or to damage or obtain unauthorised access to any system, data, password or other information of ours or of any third party;
- impersonates any person or entity, including any of our employees or representatives; or
- includes anyone's identification documents or sensitive financial information.

You warrant that any such contribution does comply with those standards, and you indemnify us for any breach of that warranty.

You grant to us a worldwide, non-exclusive, perpetual, royalty-free, fully paid, sublicensable and transferable license to use your User Content in any way and whether on CADteams or otherwise for the purposes of i) running the service and ii) marketing our (and our successors' and assigns') services and/or business in any media formats and through any media channels (including, without limitation, third party websites and feeds).

You also grant to each User a non-exclusive, perpetual license to access your User Content through CADteams and/or in the course of a Proposal or a project.

You represent and warrant that you have the rights to grant such licenses without infringement or violation of any third party rights. We have the right to disclose your identity to any third party who is

claiming that any material posted or uploaded by you to our site constitutes a violation of their intellectual property rights, or of their right to privacy.

The grant of licences above do not confer upon us any rights of ownership to your User Content. We do not own any intellectual property rights or have any rights in any work, materials or deliverables developed and created by you.

We reserve the right, but do not have any obligation, to remove, edit, modify or block any Content in our sole discretion, at any time, without notice to you and for any reason or for no reason at all.

We will not be responsible, or liable to any third party, for the content or accuracy of any materials posted by you or any other user of our site.

### **Viruses, hacking and other offences**

You must not misuse our site by knowingly introducing viruses, trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to our site, the server on which our site is stored or any server, computer or database connected to our site. You must not attack our site via a denial-of-service attack or a distributed denial-of service attack.

By breaching this provision, you would commit a criminal offence under the Computer Misuse Act 1990. We will report any such breach to the relevant law enforcement authorities and we will cooperate with those authorities by disclosing your identity to them. In the event of such a breach, your right to use our site will cease immediately.

We will not be liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of our site or to your downloading of any material posted on it, or on any website linked to it.

### **Linking to our site**

You may link to our home page or your portfolio page, provided you do so in a way that is fair and legal and does not damage our reputation or take advantage of it, but you must not establish a link in such a way as to suggest any form of association, approval or endorsement on our part where none exists.

You must not establish a link from any website that is not owned by you.

Our site must not be framed on any other site, nor may you create a link to any part of our site other than the home page or your portfolio page. We reserve the right to withdraw linking permission without notice.

The website from which you are linking must comply in all respects with the content standards set out in these terms.

If you wish to make any use of material on our site other than that set out above, please contact us.

### **Links from our site**

Our site may contain Hyperlinks to websites that are not operated by us. These Hyperlinks are provided for your reference and convenience only and do not imply any endorsement of the activities of these third-party websites or any association with their operators. We do not control these websites and are not responsible for their data or privacy practices. We urge you to review any privacy policy posted on any site you visit before using the site or providing any Personal Data about yourself.

### **Governing Law**

The English courts will have exclusive jurisdiction over any claim arising from, or related to, a visit to our site although we retain the right to bring proceedings against you for breach of these conditions in your country of residence or any other relevant country.

These terms of use and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

### **Changes to terms**

We may revise these terms of use at any time by amending this page. You are expected to check this page from time to time to take notice of any changes we made, as they are binding on you. Some of the provisions contained in these terms of use may also be superseded by provisions or notices published elsewhere on our site.

### **Reporting violations**

If you have any concerns about material which appears on our site, please report it to us.

# Privacy and Cookies Statement

Last Updated: Monday 20th April 2020.

CADteams Ltd ("We" or "CADteams") are committed to protecting and respecting your privacy.

This privacy statement (together with our terms and conditions and any other policies referred to in it) explains what information we gather about you, what and how we use that information, the lawful basis on which that information is used and who we give that information to. It also sets out your rights and our obligations in relation to your information and who you can contact for more information or queries

## Who this privacy statement applies to and what it covers

This privacy statement sets out how we will collect, handle, store and protect information about you when providing services to you or our clients, or performing any other activities that form part of the operation of our business CADteams.

This privacy statement also contains information about when we share your personal information with other third parties (for example, third parties carrying out due diligence activities on our behalf).

In this privacy statement, your information is sometimes called "personal data" or "personal information". We may also sometimes collectively refer to handling, collecting, protecting and storing your personal information as "processing" such personal information.

## Children

We understand the importance of protecting children's privacy. Our website is not designed for, or intentionally targeted at, children. It is not our policy to intentionally collect or store information about children.

## What information we collect

We may collect and process personal data about you because you give it to us, because other people give that data to us (for example, third party service providers that we use to help operate our business) or because it is publicly available.

The personal data that we collect or obtain may include: your name; age; date of birth; gender; e-mail address; home address; country of residence; lifestyle and social circumstances (for example, your pastimes); employment and education details (for example, the organisation you work for, your job title and your education details); your IP address; your browser type and language; your access times; complaint details; details of how you use our products and services; details of how you like to interact with us and other similar information.

- If you provide Information to us by filling in forms on our website. This may include information provided at the time of registering, subscribing to any of our services, posting material, sending messages or requesting further services.
- We may ask you for information when you report an issue or concern or we have or receive a complaint or query about you (whether or not a formal Dispute is raised).
- We may ask you for information when you report an issue or concern or we have or receive a complaint or query about you (whether or not a formal dispute is raised).
- We may keep a record of correspondence between you and us.
- We may ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of the messages you send and receive using the Website including without limitation, when you sent or received a message and the contents of that message. Messages are not private and are not confidential.

We may collect and process personal data about you from other sources as follows:

- We may collect or obtain personal data from you because we observe or infer that data about you from the portfolio you uploaded, or the way you interact with us or others. For example, to improve your experience when you use our website and ensure that it is functioning effectively, we (or our service providers) may use cookies (small text files stored in a user's browser) and Web beacons which may collect personal data. Additional information on how we use cookies and other tracking technologies and how you can control these can be found in our Cookie Notice.
- We sometimes supplement the information that you provide with information received from third parties. For instance, search information providers, other companies (subject to their privacy policies and applicable law), and from other accounts we have reason to believe you control (whether in part or in whole).
- Where we are provided with personal data about you by any third party such as a service provider, we take steps to ensure that that third party has complied with the privacy laws and regulations relevant to that information; this may include, for example, that the third party has provided you with notice of the collection (and other matters) and has obtained any necessary consent (if applicable) for us to process that information as described in this privacy statement. CADteams may use your personal data to gather feedback regarding your experience you may have with our platform. This helps our business grow by assembling useful information from our end-user.

## Employee Data

We collect personal data about our prospective, current and former employees (including contingent workers, providers and interns) as follows: basic identification information, such as your name, title, position, professional history, experience, and contract details.

For current employees, we usually collect in addition to the above:

- Detailed identification information including passport numbers, right to work documentation, private email and/or postal address and country of residence.
- Electronic identification data (e.g. email address, login information, badge number, online identifiers/cookies, log files, connection time).
- Education and employment information (e.g. remuneration, bonuses, insurance and other benefits information, employment dates, position information such as title, attendance information including, where relevant, illness or leaves of absence for medical or other reasons, language skills and education details , pensions information including entitlements and recruitment information including job applications, CVs, job history and references.
- Financial information (e.g. bank account details, and tax-related information)
- National registry number, social security number or local equivalent.
- In some cases, the personal data we collect may also include so called ‘sensitive’ or ‘special categories’ of personal data, such as details about your: dietary requirements, health (for example, so that we can make reasonable accommodations for you in our buildings, products and services) and sexual orientation (for example if you provide us with details of your spouse or partner).
- The types of personal data and special categories of personal data that we collect may vary depending on the nature of the services that we provide to you. In some rare circumstances, we might also gather other special categories of personal data about you because you volunteer that data to us or we are required to gather that data as a result of legal requirements imposed on us.

## Use of Personal Data

We will use your personal data to fulfil your requests and we will ask only for data that is adequate, relevant and not excessive for those purposes. Where we send you information for any purpose, it may be sent by e-mail or post. When we ask you for personal data it may include the following purposes:

- We may contact you occasionally to inform you of new products and services we will be providing;
- We may send you regular updates on issues we think will be of interest to you;
- We may send you requested information on our products and services;



- We may use your personal data for marketing purposes and market research;
- We may use your personal data internally to provide you with the services offered by us via this website, to administer this website and to help us improve our services.
- We may use your personal data for managing and making information available to third party service providers (e.g. providers of due diligence services or in order to support our information technology) and our affiliates.
- We may use your personal data to allow you to participate in interactive features of our service when you choose to do so;
- We may use your personal data to notify you about changes to our services, terms and conditions, policies or website.
- We may use your personal data to manage risk, or to investigate, detect, prevent, and/or remediate fraud, suspected fraud or other potentially illegal or prohibited activities.
- We may use your personal data pursuant to applicable legal or regulatory requirements or to respond to requests and communications from competent authorities (including courts and tribunals).
- We may use your personal data for the services we receive from our professional advisors, such as lawyers, accountants and consultants.
- We may use your personal data for protecting our rights, those of our clients, or protecting those of our affiliates.

None of the information that we request from you is mandatory. However, where such information is not provided to us, CADteams may be unable to identify, protect, or return your assets.

### The legal grounds we use for processing personal information

We are not allowed to process personal information if we do not have a valid legal ground. Therefore, we will only process your personal information for the purposes outlined above because:

- of our legitimate interests in the performance of activities that form part of the operation of our business;
- of our legitimate interests in the effective and lawful operation of our business so long as such interests are not outweighed by your interests or fundamental rights and freedoms;
- of the legal and regulatory obligations that we are subject to, such as keeping records for tax purposes or providing information to a public body or law enforcement agency; or
- the information is required in order to carry out the activities that form part of the operation of our business(e.g. the processing is necessary to perform our contractual obligations towards you).

Examples of the ‘legitimate interests’ referred to above are:

- to benefit from cost-effective services (e.g. we may opt to use certain IT platforms offered by suppliers);
- to verify the accuracy of information provided by a third party;
- to prevent fraud or criminal activity;
- to safeguard the security of our IT systems, architecture and networks, and of our physical premises; and
- to exercise our rights under Articles 16 and 17 of the Charter of Fundamental Rights, including our freedom to conduct a business and right to property.

To the extent that we process any sensitive personal data relating to you for any of the purposes outlined above, we will do so because either: (i) we are required by law to process that data in order to ensure we meet our ‘know your client’ obligations (or other legal obligations imposed on us); (ii) the processing is necessary to carry out our obligations under employment, social security or social protection law; (iii) the processing is necessary for the establishment, exercise or defence of legal claims; or (iv) you have made the data manifestly public.

### Unsubscribe

We may, from time to time, e-mail or post you information to make you aware of our other similar products and services which may be of interest to you. If you do not wish to receive emails or post from us for these purposes, or if you want to be removed from our electronic mailing list you can either select “unsubscribe” from any of the marketing emails that we send or alternatively contact us via email [hello@cadteams.com](mailto:hello@cadteams.com)

### Anonymous data collected through this website

In addition to the information we collect as described above, we use technology to collect anonymous information about the use of our website. For example, our web server automatically logs which pages of our website our visitors view, their IP addresses and which web browsers our visitors use. This technology does not identify you personally, it simply enables us to compile statistics about our visitors and their use of our website.

Our website contains hyperlinks to other pages on our website. We may use technology to track how often these links are used and which pages on our website our visitors choose to view. Again this technology does not identify you personally - it simply enables us to compile statistics about the use of these hyperlinks.

## Links to other websites

This website may contain hyperlinks to websites that are not operated by us. These hyperlinks are provided for your reference and convenience only and do not imply any endorsement of the activities of these third-party websites or any association with their operators. We do not control these websites and are not responsible for their data or privacy practices. We urge you to review any privacy policy posted on any site you visit before using the site or providing any personal data about yourself.

## Cookies

In order to collect the anonymous data described in the preceding paragraph, we may use temporary "cookies" and similar technologies (e.g. web beacons, pixels, ad tags and device identifiers) to recognise you and/or your device(s) that remain in the cookies file of your browser until the browser is closed. For example, we use Google Analytics to help us take and analyse visitor information such as browser usage and new visitor numbers. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website and blog, where visitors have come to the website from and the pages they visited. Please note that the names of cookies, pixels and other technologies may change over time.

Cookies by themselves cannot be used to discover the identity of the user. A cookie is a small piece of information which is sent to your browser and stored on your computer's hard drive. Cookies do not damage your computer. You can set your browser to notify you when you receive a cookie. This enables you to decide if you want to accept it or not. We also use your IP address to help diagnose problems with our server and to administer our website. An IP address is a numeric code that identifies your computer on a network, or in this case, the internet. Your IP address is also used to gather broad demographic information. Cookies are useful because they allow a website to recognise a user's device, preferences and generally help to improve your online experience. You can find more information about cookies at: [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

By using our website, you agree that we can place cookies on your device. If you want to restrict or block any cookies, you should do this through the web browser settings for each browser you use and on each device you use to access the internet. Please be aware that some areas of our website may not function if your web browser does not accept cookies. However, you can allow cookies from specific websites by making them "trusted websites" in your web browser. The "Help" function within your web browser should tell you how to make these changes. Alternatively you can visit <http://attacat.co.uk/resources/cookies/how-to-ban> for more information on how to ban cookies.

Find out how to manage cookies on popular browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Microsoft Internet Explorer
- Opera
- Apple Safari

To find information related to other browsers, please visit the browser developer's website.

## Social Media

Our website may also contain plugins and other features that integrate third party social media platforms into our website so that we can improve our offer and make it more interesting for you as a user. You will be able to activate them manually. If you do so, the third party companies who operate these platforms may be able to identify you, they may be able to determine how you use this website and they may link and store this information with your social media profile. Please consult the data protection policies of these social media platforms to understand what they will be doing with your personal data. If you activate these plugins and other features, you will be doing so at your own risk as we do not have any influence on the data collected and data processing operation, nor are we aware of the full extent of data collection, the purposes and the storage periods.

## Disclosure of your Personal Data

In connection with one or more of the purposes outlined in the “Use of personal data” section above, we may disclose details about you to: our affiliates; third parties that provide services to us and/or our affiliates, such as our lawyers; competent authorities (including courts and supervisory or other authorities); your advisers or where applicable, your employer; credit reference agencies or other organisations that help us make decisions and reduce the incidence of fraud; and other third parties that reasonably require access to personal data relating to you for one or more of the purposes outlined in the “Use of personal data” section above.

Where you have chosen to connect your CADteams account to your Facebook, LinkedIn or Google account we may share, disclose, and transfer personal data to Facebook, LinkedIn or Google, as applicable. This permission will be requested when you connect your accounts. If you have given this permission you may then disable this function at any time by changing your Facebook, LinkedIn, Google or CADteams account settings (as applicable).

Where appropriate, before disclosing personal data to a third party, we contractually require the third party to take adequate precautions to protect that data and to comply with applicable law.

## Protection of your personal data

All CADteams personnel accessing personal information must comply with the internal rules and processes in relation to the processing of personal data to protect them and ensure the confidentiality of such information.

We have also implemented adequate technical and organisational measures to protect personal data against unauthorised, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing. These security measures have been implemented taking into account the state of the art of the technology, their cost of implementation, the risks presented by the processing and the nature of the personal information, with particular care for sensitive information.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the internet (including by e-mail) is never completely secure. We endeavour to protect personal data, but we cannot guarantee the security of data transmitted to us or by us.

### How long we keep your information for

We will hold your personal data on our systems for the longest of the following periods: (i) as long as is necessary for the relevant activity (which is typically 7 years); (ii) any retention period that is required by law or regulation; or (iii) the end of the period in which litigation or investigations might arise in respect of our activities.

### Your rights

You have various rights in relation to your personal data. In particular, you have a right to:

- request a copy of personal data we hold about you
- ask that we update the personal data we hold about you, or correct such personal data that you think is incorrect or incomplete
- ask that we delete personal data that we hold about you, or restrict the way in which we use such personal data
- object to our processing of your personal data
- ask that we restrict our processing of your personal data; and
- ask for the portability of personal data - receive the Personal Data you have provided to us in a structured, commonly used and machine-readable form and transmit it to another data controller.

To exercise any of your rights, or if you have any other questions about our use of your personal data, please contact us at [hello@cadteams.com](mailto:hello@cadteams.com).

### Right to complain

If you are unhappy with the way we handled your personal information or any privacy query or request you have raised with us you also have a right to complain to a data protection authority in the place where you live or work, or in the place where you think an issue in relation to your data has arisen. A list of national data protection authorities can be found [here](#).

### Changes to our privacy statement

We may modify or amend this privacy statement from time to time.

To let you know when we make changes to this privacy statement, we will amend the revision date at the top of this web page. The new modified or amended privacy statement will apply from that revision date. Therefore, we encourage you to periodically review this statement to be informed about how we are protecting your information.

### Contact

If you have any questions, comments or requests regarding this privacy statement, please email us at [hello@cadteams.com](mailto:hello@cadteams.com).

# Profile Policies

Your profile is your “shop front” as a specialist Individual, so it is recommended that you invest the time to include as much information as you can to highlight your key skills and credentials. When creating your profile we have a few policies that Individuals are expected to adhere to. These policies form part of our T&Cs.

## Prohibited profiles

All profiles are allowed on **CADteams** except for the ones that advertise the following services:

- Artificial social media followers/likes or product/business reviews (or indications judged carefully at our discretion that the Individual included indeed artificial deliverables)
- Fraudulent listings or offers of any illegal services
- Spam or listings posted purely for the purpose of promoting another business, website or third-party service.
- University/ college/ school work.
- Post listings on other websites for the purpose of evading those websites account processes or policies.

## Do:

- make sure that all of the information contained in your profile is a true and accurate representation. Including your first name, location and details of your credentials;
- include a professional image of yourself as your profile image. You can choose to have your company logo instead (if your company profile has been verified with the proper documents) however we strongly recommend a personal photo instead. The **CADteams** platform is built on trust and personal

photos, rather than logos, have been shown to make a significant difference to success;

- Avoid an excessive amount of text, keeping information concise and easy to understand. The key to a good profile on **CADteams** is keeping things clean and simple.



## Don't:

- include your surname, or contact details in your profile description, portfolio items or any other section of your profile. This rule is first and foremost to protect you; we would discourage you from publishing your contact details visible on any public site.
- open more than one user account with **CADteams**. Duplicate accounts will be closed;
- include any links to your website or any third party website anywhere in your profile including your profile image or portfolio images;
- upload any content to your profile that breaches our terms and conditions including all the obvious things like abusive, offensive, defamatory or infringing content.
- share your bank account or any other withdrawal method. Such practice is against our Terms and Conditions of Website Use and leads to permanent account suspension.