**PRIVACY POLICY**

**Who We Are:**

Welcome to the website of VooXee Ltd, (VooXee) a company duly registered in the Republic of Cyprus, under Registration No. HE436148 and based in Limassol, Cyprus.

VooXee respects the privacy of our Website’s users. The Privacy Policy regulates and describes the method in which VooXee manages and processes the personal and financial information. VooXee collects such information and manages and processes the same in accordance with applicable Laws and Regulations.

VooXee may revise the Privacy Policy from time to time and provide or display an updated version of the revised Privacy Policy on the Website. Any revisions and alterations of the Privacy Policy shall be effective as of the date on which the revised or altered Privacy Policy is posted or otherwise made available on the Website. The User should monitor the Privacy Policy on a regular basis in order to be aware of the most recent applicable Privacy Policy. Every time the User browses, uses or accesses the Website, the User signifies acceptance of the applicable Privacy Policy to the collected personal information by VooXee.

**Collection of Personal Information:**

In order for VooXee to provide its services, VooXee collects the personal and/or financial information of the website’s users as described below, which are not otherwise publicly available, and creates a profile page for each User. VooXee maintains a database containing such information, with the intention to use the same in order to effectively provide its Services to the User. The Users provide their acceptance, authorisation and consent to the collection, processing, use and storage by VooXee of such information by submitting and/or completing the relevant forms and/or questionnaires through VooXee’s website.

VooXee has in place certain procedures in pursuit of safeguarding and securing the information which is transmitted and collected online.

**The Information Collected:**

VooXee may collect information of the User necessary or required for identification purposes, including name, surname, date of birth, identification/passport numbers, information necessary or required for communication purposes, including telephone number and email as well as any submitted offer and/or advertisement, any image or photo, description of product and/or service, geographic location, name as well as any other information and/or date submitted by the User to VooXee. In addition, VooXee may collect the geographic location of the User’s device used to access the website of VooXee, for the purposes of recording and/or publishing such location and displaying services and/or products offered by other User’s in similar geographic proximity. The Users may signify their acceptance or rejection of the collection of the above data by VooXee, however rejecting the same may affect and/or restrict the services provided by VooXee.

Throughout the Users’ use and/or operation and/or browsing of the VooXee website as well as throughout the provision of VooXee’s services, VooXee may collect non-personal information related to the Users’ use and/or operation of the VooXee website and/or the services of VooXee, including data such as the type of device in use, the type of browser, domain name, operating system, IP address and time and date of accessing the website and/or of uploading, downloading, and submitting of any information and/or data on or through the website.

**How Personal Information is Collected:**

VooXee may collect information of the User every time a User accesses, uses, submits a post, downloads any data or browses the website. Furthermore, VooXee may collect or receive personal information of the User every time the User engages or interacts with the Website, downloads any data from the Website, requests information, creates or uploads information, or communicates with the website and/or VooXee. VooXee manages and processes any data displayed, transferred through, downloaded or uploaded to the Website.

In addition, VooXee may collect information about the activity on the website via use of tracking technologies such as cookies. This data may be used without limitation for delivery of relevant content which is based on the User’s preferences, use patterns or location, monitoring and evaluating the operation or use of the website and analysing internet traffic on the website.

If the User does not accept the Privacy Policy and does not wish to provide such consent, then the User is not authorized to use the Website and must immediately cease use of the Website and notify VooXee in case the User wishes any data displayed, transferred through or uploaded to the Website by the User to be erased and deleted from the database of VooXee.

**Processing and Use of Personal Information:**

VooXee may display, use and/or otherwise make available any information submitted by any User to VooXee, including any submitted offer and/or advertisement, any image or photo, description of product and/or service, geographic location, name as well as any other information and/or date submitted by the User to VooXee necessary or required for the purposes of the services provided by VooXee as well as for the purposes of VooXee’s own promotional and/or advertising purposes on any online and/or offline platforms and/or any other type or form of social media.

VooXee may use the collected information and/or data in order to provide its Services to the User and/or contact the User with regards to the Services and/or respond and process the User’s inquiries and questions and/or administrate, control and monitor use of the Website and/or enforce any applicable laws and regulations and terms and conditions of the Website

The personal information of the Users is used and/or processed by VooXee only for the purposes and to the extent required and/or necessary in order for VooXee to provide its services. The Users’ information assists the Company to improve its services, including the personalisation and customization of the browsing and exploration experience on VooXee’s website for each User. This information also allows VooXee to notify its Users for its services, including making available and/or displaying and/or sending and/or providing to the Users any newsletters, services and/or products and/or advertisements relevant to the Users. In the event that a User does not wish to receive such information and/or wishes to seize receipt of the same from VooXee the User can contact and inform VooXee.

**Reasons for Use/Processing:**

VooXee may use and/or process personal information/data based on any of the following reasons:

a) The effective provision of the Services by VooXee to the Users, pursuant to relevant agreements concluded between them or otherwise.

b) VooXee’s compliance with any law and/or regulation.

c) The provided User’s consent.

d) The protection of the legitimate interests of VooXee, such as updating and improving the services and prevent possibilities of fraud or other unlawful acts.

e) There is a lawful basis for VooXee to do so.

**Storage Duration of Personal Information:**

VooXee maintains and stores the User’s personal information/data in accordance with applicable laws and regulations and to the extent necessary for the purposes of processing of such information as provided in this Policy. Following the above, VooXee will delete the personal information/data of the Users will either delete and/or erase the personal information/data or retain and maintain the same if legally obliged or allowed to do so for longer periods of time. However, VooXee, as far as legally allowable or required, restricts the processing of the personal information/data instead of deleting or removing it.

**Share of Information with Third Parties:**

VooXee has the right to use or share such information with any partners and/or counterparties of VooXee and with any third parties if this is necessary or required in order for VooXee to effectively provide its Services to the User. VooXee may make available and/or share and/or disclose any collected personal information of its Users, with VooXee’s affiliates, partners as well as third parties assisting with internal operations and/or functions of VooXee, for the purposes of effectively providing it’s services and in the event that it is necessary and/or required for such affiliate and/or VooXee to provide it’s services, including VooXee’s service providers such as payment processing providers, order fulfilment providers, website hosting and data analytics providers and customer service.

In addition, the same will apply in the event that VooXee will be subject to any sale, merger, structure reorganisation and/or in the event of alienation or sale of any type of any of VooXee’s business and/or assets. VooXee may also disclose personal information to third parties in compliance with any applicable laws and regulations and/or any Court procedures.

VooXee may disclose the User’s personal information to third parties, if VooXee believes that such third parties need to contact the User, without limitation, in case VooXee is required to do so by law or Court proceedings, or governmental departments or law enforcement authorities or in case VooXee deems in good faith that it is required or necessary to provide its Services.

**User’s Rights and Control:**

VooXee pursues to allow the User to have better control over the User’s personal information and/or data, facilitating VooXee’s goal to be at all times in line with the General Data Protection Regulation (GDPR) as amended from time to time as well as with applicable laws and regulations. The User always has the right, with regards to a User’s information and/or data kept and/or maintained by VooXee, to be informed with regards to the processing of such information and/or data, to amend or update any information and/or data that may be inaccurate, incomplete or incorrect, to erase or delete any such information and/or data, to restrict the processing of the information and/or data and to access the same upon such request.

VooXee may send the User information with regards to the Services or the User’s use of the Services. The User may opt out of email communication from VooXee, by providing a with written notice to opt out of receipt of such emails.

Following the submission, transmission or upload of personal information to the website by the User, if such information changes at any time, the User may delete, update, review or alter personal information by providing VooXee with an email requesting the same. VooXee shall use its best endeavours to undertake such requests as soon as possible.

**Unauthorised Use:**

Any information/data, whether personal or not, which is posted, transferred through or displayed on the website of VooXee by the User or any third party, may not be used or copied in any manner or form without the written consent of VooXee. This will result in VooXee suffering irreparable harm and/or damages and/or losses.

However, the above information/data may be used and/or collected by third parties over which VooXee has no control. VooXee is not responsible for collection or use of information by third parties, which is posted or made public by the User on the VooXee website.

**Limitation of Liability**

VooXee may provide or display links to other websites of third party physical or legal entities. While displaying or providing such links, VooXee does not endorse, control or operate them, disclaims any liability or responsibility for the content of such websites and use of such websites are at the sole discretion and responsibility of the User, including without limitation, such websites’ privacy policies.

VooXee does not make any representations or warranties that the website or any third party websites for which the links are provided or displayed on the website shall function properly, without any interruptions or errors or that they are free of viruses or other issues which may harm the User’s computer.

**Data Protection Officer**

VooXee has appointed a Data Protection Officer, responsible with regards to the User’s Personal Information provided and/or submitted to VooXee.

The Data Protection Officer can be reached by email at the address: info@vooxee.com

**COOKIES POLICY**

When a User visits or browses the VooXee website, VooXee may store small pieces of information in order to provide you with the best possible experience when visiting the VooXee website as well as for advertising and promotional purposes.

Essentially, cookies are small text pieces of files transferred and stored to the User’s browser whenever the User visits or browses or interacts with VooXee and which allow VooXee to record certain small types of information and allow the User to set their preferences on the VooXee site.

There are several types of cookies, the main types of which are the following:

* Session Cookies: These are temporary cookies which are stored only throughout the User’s browsing sessions and which are removed and/or deleted automatically when the browser is closed.
* Persistent Cookies: These are permanent cookies which are stored throughout the User’s browsing sessions and which are not removed and/or deleted automatically when the browser is closed and maintain the User’s preferences for a website for the future.
* Third-party Cookies: These are cookies of a third-party website, other the one that the User is visiting.

VooXee uses Cookies in order to store information in the Users’ browsers and subsequently read such information to verify and identify the Users in the systems of VooXee. This assists VooXee to recognise and remember its Users as well as for verification and security purposes related to its Users. For example, in this way, the User will not be required to enter their credentials and details every time they visit the VooXee website.

VooXee obtaines the User’s consent in order to collect and maintain any personal information of the User through cookies by providing the User with the option to enable or disable cookies. In addition, the User may always accept, reject, disable, remove, or block cookies, however in case the User rejects cookies the User may not be able to use specific features or options of the VooXee website and the functionality of the website may be affected, not allowing the User to experience VooXee to the full extent.

**ADVERTISEMENT LISTING POLICY**

1. Every User must create and/or operate and/or possess not more than one User Account with VooXee. VooXee reserves the right to delete and/or remove and/or merge any second User Account that has been created with different contact details.
2. The User assumes and undertakes full responsibility and/or liability for the service and/or goods and/or products offered and/or listed and/or uploaded and/or posted on VooXee as well as the accuracy and content of the relevant advertisement. All advertisements must be accurate and not misleading and accurately reflect the service and/or product listed.
3. The listing and/or upload and/or posting of an advertisement with regards to the provision of illegal services and/or the sale of illegal goods and/or products is prohibited. There are certain services and/or items that due to legal restrictions of VooXee regulations and/or internal policy are not permitted to be offered and/or listed and/or uploaded and/or posted on VooXee.
4. The User is prohibited from listing and/or uploading and/or posting any advertisements which are prohibited by law or regulation or which may pose a safety or health hazard. VooXee does not have any responsibility and/or liability regarding the safety, use for a specific purpose, conformity or performance of any services or product that is listed and/or posted and/or uploaded on VooXee website.
5. The User is prohibited from listing and/or uploading and/or posting of the same advertisement in more than one category and/or from more than one User Account and/or duplicate Advertisements.
6. The User must remove and/or withdraw the Advertisement from VooXee immediately once it is no longer applicable and/or relevant (i.e. when the service has been provided or when the goods/products have been sold).
7. The time period for listing and/or posting an Advertisement is 1 (One) month as from the date that it is listed and/or posted.
8. The User understands that VooXee retains and has the absolute right to remove and/or delete any advertisement that does not comply with the present requirements or any other requirements of VooXee and/or proceed with suspending and/or blocking and/or deleting any advertisement and/or User Account, at the sole discretion of VooXee.

**CONTENT POLICY**

1. The content of the advertisement, including the title and its description must reflect and correspond to the service or goods/product as well as the respective image and/or video.
2. The personal information and/or data of the user, including name, surname and contact and/or communication details must not be included in the content of the advertisement, it’s title and/or description.
3. The price requested by the User for the listed and/or posted service and/or goods/product must be clearly stated and included in the advertisement.
4. The User may upload and/or post and/or list images, test or videos on their advertisements provided that the content does not violate any third party rights and does not include violence, discrimination, hatred, or offensive characteristics.
5. VooXee does not allow any advertisements and/or content that include torture, pornography, rape, incest, bestiality, nudity, sexual content or other illegal content.
6. The images, photos and video content uploaded and/or posted by the User must be of good quality and correspond to the goods/products and/or service of the advertisement.
7. The main focus and/or element of the images, photos and video content posted by the User must be the goods/products and/or service offered in the advertisement.
8. VooXee may review any content and/or advertisement and has the absolute right to amend, remove or correct information of such content and/or advertisement.

**PROHIBITED GOODS AND SERVICES POLICY**

1. The following goods and/or products are not allowed:

* Sexually explicit films, video games, books etc
* Guns, weapons, hunting knives, except those permitted by applicable Laws and Regulations
* Alcoholic drinks, beverages and other drinks, except those permitted by applicable Laws and Regulations
* Tobacco and e-cigarettes
* Goods and/or products made from prohibited, endangered or threatened species of animals
* Illegal drugs, narcotics, poison, pharmaceuticals and medical equipment and products
* Goods and/or products which have been stolen and/or subject to criminal proceeds
* Goods and/or products which violate third-party rights
* Goods and/or products which are prohibited to own and/or sell in accordance with applicable Laws and Regulations
* Goods and/or products which are counterfeit
* Animals and parts of animals and/or their skin which are not allowed by law to be imported and/or sold

1. The following services are not allowed:

* Services which are illegal and/or not allowed and/or permitted to be provided in accordance with applicable Laws and Regulations
* Sexual services
* Services which constitute criminal activity
* Services which require a permit, license or other authorisation in accordance with applicable Laws and Regulations, in cases that the relevant permit, license or authorisation has not been obtained.
* Services which involve magic and fortune telling

**JOB ADVERTISEMENT REQUIREMENTS:**

1. Every User must maintain only one account, and the User must be the employer and/or a duly authorised representative of the employer requesting the job vacancy.
2. VooXee retains the absolute right to review any Job Advertisements posted by any User and reject, approve or otherwise request any additional information and/or documents from the User, for the purposes of verifying that a vacancy actually exists.
3. Every Job Advertisement must contain only one job vacancy.
4. The description title of the Job Advertisement must clearly state the position of the job.
5. The description of the Job Advertisement must state whether the job is a full-time or part-time job.
6. The description of the Job Advertisement must state the qualities and responsibilities required for the job.
7. The description of the Job Advertisement must include contact details for the provision of Resumes/CVs by the interested parties.
8. The Job Advertisement must not contain any discrimination on the basis of age, gender or any other type of discrimination in accordance with applicable Laws.
9. Any Job Advertisements containing and/or describing jobs which are illegal and/or unlawful in accordance with any applicable Laws are forbidden.

**VEHICLE ADVERTISEMENT REQUIREMENTS:**

1. Every User must maintain only one account, and the User must be the owner and/or a duly authorised representative of the owner of the vehicle.
2. The User must have available any information and documents about the vehicle which may be reasonably requested.
3. The Vehicle Advertisement must match the vehicle in specification as well as condition.
4. The vehicle subject to the Vehicle Advertisement must not be subject to any third-party rights.
5. The vehicle must have a valid MOT and duly registered number plates.
6. The vehicle must not have any mechanical or electrical fault or has been modified in any way.
7. The description of the Vehicle Advertisement must include the price, brand name, model, year, colour and mileage of the vehicle.