

# **Standard terms for Fraud Academy Registration**

In order to register with the Fraud Academy, you must first agree to these standard terms concerning the collection and use of personal data.

## **Data Controller and Owner**

Hibis AS  
Meltzersgate 4  
0275 Oslo, Norway  
info@hibis.com

## **Types of Data collected**

The types of personal data that the registration form might collect, by itself or through third parties, include: email address, first name, last name, phone number, profession, country, ZIP/Postal code, city, address, company name.

The personal data may be freely provided by the user, or collected automatically when submitting the registration form.

Certain information must be completed in order to submit the registration form, as it is necessary for provision of services.

Users are responsible for any personal data of third parties obtained published or shared through the registration form and confirm that they have the third party's consent to provide the data to the owner.

## **Mode and place of processing the Data**

### **Methods of processing**

The data controller processes the data of users in a proper manner and shall take appropriate security measures to prevent unauthorised access, disclosure, modification, or unauthorised destruction of the data.

The data processing is carried out using computers and/or IT enabled tools, following organisational procedures and modes strictly related to the purposes indicated. In addition to the data controller, in some cases, the data may be accessible to certain persons in charge, involved with the operation of the site (administration, sales, marketing, legal, system administration) or external parties (such as third party technical service providers, mail carriers, hosting providers, IT companies, communications agencies) appointed, if necessary, as data processors by the owner. The updated list of these parties may be requested from the data controller at any time.

### **Place**

The data is processed at the data controller's operating offices and in any other places where the parties involved with the processing are located. For further information, please contact the data controller.

### **Retention time**

The data is kept for the time necessary to provide the service requested by the user, or stated by the purposes outlined in this document, and the user can always request that the data controller suspend or remove the data.

## **The use of the collected data**

The data concerning the user is collected to allow the owner to provide its services, including contacting the user.

## **Additional information about data collection and processing**

### **Legal action**

The user's personal data may be used for legal purposes by the data controller, in court or in the stages leading to possible legal action arising from improper use of the registration form or the related services.

The user declares to be aware that the data controller may be required to reveal personal data upon request of public authorities.

### **Additional information about user's personal data**

In addition to the information contained in these standard terms, the registration form may provide the user with additional and contextual information concerning particular services or the collection and processing of personal data upon request.

### **System logs and maintenance**

For operation and maintenance purposes, the registration form and any third party services may collect files that record interaction with the registration form (system logs) or use for this purpose other personal data (such as IP addresses).

### **The rights of users**

Users have the right, at any time, to know whether their personal data has been stored and can consult the data controller to learn about their contents and origin, to verify their accuracy or to ask for them to be supplemented, cancelled, updated or corrected, or for their transformation into anonymous format or to block any data held in violation of the law, as well as to oppose their treatment for any and all legitimate reasons. Requests should be sent to the data controller at the contact information set out above.

The registration form does not support “do not track” requests.

### **Changes to this privacy policy**

The data controller is responsible for these standard terms. The data controller reserves the right to make changes to the terms at any time. If a user objects to any of the changes to the policy, the user can request that the data controller remove the personal data. Unless stated otherwise, the then-current privacy policy applies to all personal data the data controller has about users.

### **Definitions and legal references**

#### **Personal data (or Data)**

Any information regarding a natural person, a legal person, an institution or an association, which is, or can be, identified, even indirectly, by reference to any other information, including a personal identification number.

#### **User**

The individual submitting the registration form, which must coincide with or be authorised by the data subject, to whom the personal data refers.

#### **Data subject**

The legal or natural person to whom the personal data refers.

#### **Data processor (or Data supervisor)**

The natural person, legal person, public administration or any other body, association or organization authorised by the data controller to process the personal data in compliance with these standard terms.

#### **Data controller (or Owner)**

The natural person, legal person, public administration or any other body, association or organization with the right, also jointly with another data controller, to make decisions regarding the purposes, and the methods of processing of personal data and the means used, including the security measures concerning the operation and use of the registration form. The data controller, unless otherwise specified, is the owner of the registration form.

#### **This Application**

The hardware or software tool by which the personal data of the user is collected.

These standard terms relate solely to this registration form.