# Privacy policy

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The privacy policy explains what type of personal information we collect from people who visit our Website or contact with us, why do we need it, how we use it, who is the data controller, how we protect your data and the conditions under which we may disclose your data. Also, this statement shows how the data complies with the General Data Protection Regulation (GDPR) which came into effect on May 25th, 2018.

You can determine when this Policy was last revised by referring to the date at the top of this page. Any changes to our Policy will become effective upon our posting of the revised Policy on the Website. Use of the Site following such changes constitutes your acceptance of the revised Policy then in effect.

This Privacy Policy applies to the use of our services, products, and our sales, but also marketing and our client contract fulfillment activities. It also applies to individuals looking for a job at e-Legion.

If you have any questions regarding this Policy or our practice, please reach us by sending an email to marketing@e-legion.com

How do we collect data about you?

We collect data about you when you use our Website, contact us via email or form on our Website, while asking about our services or products, to prepare estimation for you or answer our questions or when you signing for our digest.

The information we collect about you

We may collect, store and use the following kinds of personal information:

- Information about your computer and about your visits to and use of this Website
  (including your IP address, geographical location, browser type and version,
  operating system, referral source, length of visit, page views and Website navigation
  paths);
- Information that you provide to us when you register on our Website (including your email address, name, phone number or Skype ID, sometimes company's name);
- Information that you provide to us for the purpose of subscribing to our digest (including your name and email address);
- Information that you provide to us while using the services on our Website, or that is generated in the course of the use of those services;
- The information contained in or relating to any communication that you send to us or send through our Website (including the communication content and metadata associated with the communication);
- any other personal information that you choose to send to us.

None of the following data will be used for making automated decisions or profiling ads.

Some of the information (such as your email address or telephone number) is necessary to respond to your inquiry, for example, regarding our services. If you do not provide such information, you may not receive a reply from us.

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

How do we use information collected from you?

We may use the information:

- for the purpose for which it was provided (e.g., to contact you regarding these services).
- in connection with a job application, you may submit.
- to respond to your request.
- to improve our Website and enable your participation in the Website and Website services (e.g., to permit you to subscribe to our blogs and RSS feeds, as applicable).
- for our internal business purposes, such as data analysis, audits, developing new products, enhancing our website, improving our services, identifying usage trends and determining the effectiveness of our promotional campaigns.
- to protect our company, our clients, and our websites.
- as permitted by law or as we may notify you.

We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

#### Disclosing personal information

We may disclose your personal information to any of our employees insofar as reasonably necessary for the purpose set out in this policy.

We may disclose your personal information to any member of our group of companies insofar as reasonably necessary for the purpose set out in this policy.

We may disclose or share information:

- to our affiliates so that they may use such information for the purposes described in this policy;
- to our third party service providers who provide services on our behalfs such as website hosting, IT services, customer service, email delivery services, and other similar services:
- to third parties for the purpose of providing requested services to you, including processing your job application;

- to an affiliate or another third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including without limitation in connection with any bankruptcy or similar proceedings);
- to the extent we are required to do so by law;
- for other reasons, we may describe to you.

Except as provided in this policy, we will not provide your personal information to the third parties.

## How long we keep your data

We store personal data for as long as we find it necessary to fulfill the purpose for which the personal data was collected, while also considering your need to answer your queries or resolve possible problems. This helps us to comply with legal requirements under applicable laws, to attend to any legal claims/complaints, and for safeguarding purposes.

This means that we may retain your personal data for a reasonable period after your last interaction with us. When the personal data that we collected is no longer required, we will delete it securely. We may process data for statistical purposes, but in such cases, data will be anonymized.

### You have the right to

You have the right to request information about any personal data relating to you and held by us, regardless of how this information is gathered. Requests for such information must be made in writing. The request must be sent to marketing@e-legion.com

Further, you have the right to request rectification or erasure of your personal data or restriction of certain processing of such data. If our processing of your personal data is based on your consent you may withdraw such consent at any time.

### Cookie policy

We may log information using cookies. Cookies are small data files stored on your hard drive by a Website. Cookies help us to make our Website and your visit better.

We may log information using digital images called web beacons on our Website or in our emails.

This information is used to make our Website work more effectively, as well as to provide business and marketing information to the owners of the Website, and to gather such personal data as browser type and operating system, referring page, path through Website, domain of ISp, etc. for the purposes of understanding how visitors use our Website. We will use this information to improve our Website, its structure, and content.

Cookies and similar technologies help us tailor our Website to your personal needs, as well as to detect and prevent security threats and abuse. If used alone, cookies and web beacons do not personally identify you.

The following types of cookie files are used within Website:

- necessary files that allow the use of services available within the Website;
- cookies files that ensure the safety;
- performance cookie files that allow collection of information on the use of pages within the Website;
- functional cookie files allowing remembering of settings selected by user and user interface personalization;
- advertising cookie files, allowing delivery of advertising contents that are adjusted to user's interest.

In many cases software used to view websites (web browser) automatically allows storage of cookie files in user's end device. Website users can change these settings at any time. These settings can be changed in particular to block automated acceptance of cookie files in web browser settings or to inform on each storage of cookie files on user's device. Detailed information about the possibility and methods of cookie files support is available in the software settings (settings of the web browser).

Cookie files are stored on-site user's en device and may be used by advertisers and partners cooperating with the Service provider, for example, Google, Facebook, etc. More information on these cookie files can be found on websites of each third party.

Service provider informs that limitation of the use of cookie files may affect some functionalities available on pages within the Website.

#### Contact us

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