

# Privacy Policy

---

Last Updated: November 30, 2025

## 1. Introduction

---

Intelleges (“we,” “our,” or “us”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our compliance management platform and related services (the “Service”). This policy complies with the General Data Protection Regulation (GDPR), California Consumer Privacy Act (CCPA), and other applicable data protection laws.

## 2. Information We Collect

---

### 2.1 Information You Provide

- **Account Information:** Name, email address, company name, phone number, job title
- **Profile Data:** User preferences, settings, and customizations
- **Business Data:** Supplier information, compliance documents, questionnaire responses
- **Communication Data:** Messages, support tickets, feedback
- **Payment Information:** Billing address, payment method details (processed by third-party payment processors)

### 2.2 Information Automatically Collected

- **Usage Data:** Pages visited, features used, time spent, click patterns
- **Device Information:** IP address, browser type, operating system, device identifiers
- **Log Data:** Access times, error logs, performance metrics

- **Cookies and Tracking Technologies:** Session cookies, analytics cookies, preference cookies

### 3. How We Use Your Information

---

We use the information we collect for the following purposes:

- **Service Delivery:** To provide, maintain, and improve the Service
- **Account Management:** To create and manage your account
- **Communication:** To send you updates, notifications, and support messages
- **Compliance:** To help you meet regulatory and compliance requirements
- **Analytics:** To understand how users interact with the Service and improve user experience
- **Security:** To detect, prevent, and address technical issues and security threats
- **Legal Obligations:** To comply with applicable laws and regulations

### 4. Legal Basis for Processing (GDPR)

---

For users in the European Economic Area (EEA), we process your personal data based on the following legal grounds:

- **Contract Performance:** Processing necessary to provide the Service you've requested
- **Legitimate Interests:** To improve our Service, prevent fraud, and ensure security
- **Consent:** Where you have given explicit consent for specific processing activities
- **Legal Obligation:** To comply with applicable laws and regulations

### 5. Data Sharing and Disclosure

---

We do not sell your personal information. We may share your information in the following circumstances:

- **Service Providers:** Third-party vendors who perform services on our behalf (hosting, analytics, payment processing)

- **Business Transfers:** In connection with a merger, acquisition, or sale of assets
- **Legal Requirements:** When required by law, subpoena, or court order
- **Protection of Rights:** To protect our rights, property, or safety, or that of our users
- **With Your Consent:** When you explicitly authorize us to share your information

## 6. Data Security

---

We implement industry-standard security measures to protect your data:

- **ISO 27001 Certification:** Our information security management system is certified
- **Encryption:** Data is encrypted in transit (TLS/SSL) and at rest (AES-256)
- **Access Controls:** Role-based access and multi-factor authentication
- **Regular Audits:** Security assessments and penetration testing
- **Incident Response:** Procedures for detecting and responding to security breaches

## 7. Data Retention

---

We retain your personal data only for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. When data is no longer needed, we securely delete or anonymize it.

## 8. Your Rights

---

Depending on your location, you may have the following rights regarding your personal data:

- **Access:** Request a copy of the personal data we hold about you
- **Correction:** Request correction of inaccurate or incomplete data
- **Deletion:** Request deletion of your personal data (“right to be forgotten”)
- **Portability:** Request transfer of your data to another service provider

- **Objection:** Object to processing of your data for certain purposes
- **Restriction:** Request restriction of processing in certain circumstances
- **Withdraw Consent:** Withdraw consent for processing based on consent
- **Opt-Out:** Opt out of marketing communications at any time

To exercise these rights, please contact us at [privacy@intelleges.com](mailto:privacy@intelleges.com).

## 9. Cookies and Tracking Technologies

---

We use cookies and similar tracking technologies to enhance your experience:

- **Essential Cookies:** Required for the Service to function properly
- **Analytics Cookies:** Help us understand how users interact with the Service
- **Preference Cookies:** Remember your settings and preferences
- **Marketing Cookies:** Track visits across websites for advertising purposes

You can control cookies through your browser settings. Note that disabling certain cookies may limit functionality.

## 10. Third-Party Services

---

Our Service may integrate with third-party services:

- Google Analytics (analytics)
- SendGrid (email delivery)
- Stripe (payment processing)
- AWS (cloud hosting)
- LinkedIn Insight Tag (marketing)
- Apollo.io (visitor tracking)

These third parties have their own privacy policies. We encourage you to review them.

## 11. International Data Transfers

---

Your data may be transferred to and processed in countries other than your own. We ensure appropriate safeguards are in place, such as Standard Contractual Clauses approved by the European Commission, to protect your data in accordance with this Privacy Policy.

## 12. Children's Privacy

---

Our Service is not directed to individuals under the age of 18. We do not knowingly collect personal information from children. If you become aware that a child has provided us with personal data, please contact us immediately.

## 13. California Privacy Rights (CCPA)

---

California residents have additional rights under the CCPA:

- Right to know what personal information is collected, used, shared, or sold
- Right to delete personal information
- Right to opt-out of the sale of personal information (we do not sell personal information)
- Right to non-discrimination for exercising CCPA rights

## 14. Changes to This Privacy Policy

---

We may update this Privacy Policy from time to time. We will notify you of material changes by posting the updated policy on this page and updating the “Last Updated” date. We encourage you to review this Privacy Policy periodically.

## 15. Contact Us

---

If you have questions or concerns about this Privacy Policy or our data practices, please contact us:

**Data Protection Officer**

Email: [privacy@intelleges.com](mailto:privacy@intelleges.com)

Phone: +1-917-818-0225

**EU Representative (for GDPR inquiries):**

Email: [gdpr@intelleges.com](mailto:gdpr@intelleges.com)

## 16. Supervisory Authority

---

If you are located in the EEA and believe we have not addressed your concerns adequately, you have the right to lodge a complaint with your local data protection supervisory authority.

---

© 2025 Intelleges. All rights reserved.

ISO 27001 Certified | Battelle Supplier of the Year