

Cookie & Privacy policy Xeleos Consulting

Introduction

At Xeleos Consulting, we are committed to protecting the privacy of your personal information while using our websites, products or services. In this policy, Xeleos Consulting sets out how we collect and use personally identifiable information and personal data, including information that you provide to us.

Sometimes, we do need information to provide services that you request and this statement of privacy explains data collection and use in those situations. Xeleos Consulting are collectively referred to in this Policy as “Xeleos Consulting,” “we,” or “us.” Please read the complete Xeleos Consulting Cookie and Privacy Policy. By using our website, you consent to the collection, sharing and use of information as described here.

Scope of this Policy

This Privacy Policy applies only to personal information collected by Xeleos Consulting through software or mobile app installation or use of, or visitation to, Xeleos Consulting websites where this policy is posted (the “Site”) and does not apply to any other information collected by Xeleos Consulting through other means. If you have other agreements with Xeleos Consulting governing Xeleos Consulting products and services, then those agreements control with regard to the subject matter of those agreements.

As a convenience to our site visitors, we may provide links to other web sites that are not governed by this privacy policy. These linked sites are not under the control of Xeleos Consulting, and we are not responsible for the protection and privacy of any information which you provide whilst visiting such sites.

Collecting your Personal Information

Personal information is information that identifies you individually, such as your name, address, email address, company name, phone number, or other identifying information that is specific to you.

Personal information is collected by Xeleos Consulting on our websites, for example when you register for such items as events, newsletters, reports, software or documentation downloads. Personal information

collected by Xeleos Consulting often is limited to your name, email address, language, country or location, but may include other information when needed to provide a service you requested or to support your use of our products.

Use of your Personal Information

We may use the personal information we collect from you to:

- help you quickly find software, services or information;
- provide you with products or services that you have ordered;
- help us create and deliver content most relevant to you through location customization, personalized help and instructions, and other ways to personalize your experiences while using the website;
- help us optimize our customer and partner relationship management;
- improve your user experience with our websites, products and services both on an aggregated and individualized basis;
- operate our products and services, for example when you create a Xeleos Consulting Account;
- help us troubleshoot any problems you might experience with our products and services;
- if you apply for a job vacancy on the Site, to assess your application and communicate with you about this;
- if you subscribe to our newsletter or asking information via our website

Xeleos Consulting will not use personal information in a way that is incompatible with the purposes for which it has been collected or subsequently authorized by the individual.

We may periodically contact you by with promotional or news material about our company and our products which we think you may find interesting using the email address via our newsletter. If you receive a newsletter you can always use the opt-out functionality.

How long we retain or store your Personal Data

We will hold your Personal Data on our systems for the longest of the following periods:

1. As long as necessary to maintain our ongoing business relationship, or as needed to provide you with the products, services or information which you are entitled to or can otherwise reasonably expect to receive from us;

2. For as long as necessary for the purpose for which we collected it or for which you supplied it to us in accordance with any product or service relevant activity or process;

3. Any retention period that is necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements;

or 4. The end of the period in which litigation or investigations might arise in respect of our business relations or other interactions with you.

Sharing your Personal Information

Xeleos Consulting will not share information to other companies and we use only the information for internal purposes.

Xeleos Consulting may disclose your personal information, without notice, to comply with legal requirements, including any regulation, in relation to legal proceedings or investigations by governmental or law enforcement agencies, including criminal investigations, or to meet tax or other reporting requirements, including to (a) comply with legal process served on Xeleos Consulting or the Site; (b) protect and defend the rights or property of Xeleos Consulting, and, (c) act in urgent circumstances to protect the personal safety of users of Xeleos Consulting, its Web sites, or the public.

Security

Xeleos Consulting will employ reasonable precautions to protect personal information from loss, misuse and unauthorized access, disclosure, alteration or destruction. Such measures may include the use of password protection and restricting access to personal information to those with a legitimate purpose in receiving the information. Where required by applicable law, Xeleos Consulting also has in place data

retention controls to ensure that personal data is not kept for longer than is necessary to carry out the purpose for which it was obtained.

Xeleos Consulting takes reasonable steps to help ensure that the personal information is reliable for its intended use, accurate, complete and current. Reasonable steps shall also be taken to accommodate privacy preferences, such as restricting access to the personal information to those who have a legitimate business need to know the information, anonymizing certain information, or assigning codes or pseudonyms when the actual names are not required for the purpose at hand.

Employees who have access to such personal information shall be trained regarding this Policy, advised that they are responsible for fully complying with the privacy principles articulated in this Policy and instructed that violations of these principles shall result in appropriate discipline up to and including termination.

While we take reasonable precautions against possible security breaches of our site and records no website or Internet transmission is completely secure and we cannot guarantee that unauthorized access, hacking, data loss, or other breaches will never occur.

Xeleos Consulting is not using Cookies or Similar Technologies

Access

Where allowed by law, you may request access to the personal information Xeleos Consulting holds about you. You should make the request in writing and Xeleos Consulting will respond to that request in line with local laws. If you have a legal right of access, that right also allows you to correct, amend or delete that information when it is inaccurate.

If an individual becomes aware that the information Xeleos Consulting maintains on him or her is inaccurate, the individual may contact the individuals listed in the Contact Information section of this Policy.

There may be circumstances when Xeleos Consulting is unable to provide access to your personal information. Xeleos Consulting may also deny or restrict access for legally permissible reasons, such as situations where the information contains references to other individuals and it is not possible to separate out your personal information, or where it cannot be disclosed for legal, security, or commercial proprietary reasons.

Xeleos Consulting will endeavor to advise you of any reason for denying or restricting an access request.

Contact Information

Inquiries or complaints regarding this Policy should be send to privacy@xeleos.com

Changes to this Statement

Xeleos Consulting reserves the right to modify or update this privacy statement at any time without notice.

Last updated: 25th May, 2018.