



Introduction

Scissero Ltd. ("Scissero") is a corporation established in the United Kingdom with a registered office at Level 3, 40 Bank Street, London, United Kingdom and company number 11730499. For the purpose of the applicable data protection laws, we are the data controller.

We are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data that we collect from you or that you provide to us will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

What types of information do we collect?

- **Information that you or your organization give us.** You or your organization may give us information about you by using our services or by corresponding with us by phone, e-mail or otherwise. This includes information provided when you sign up for a Scissero account, including information such as your name, job title and email address.
- **Device and technical usage information.** We automatically collect certain data from you regarding your use of our services, including IP addresses or other unique device identifiers, time zone setting, browser type, operating system and platform.
- **Cookies.** We collect certain information from you through our use of cookies. For more information, please see our Cookies Policy below.

How do we use your information?

We will use the information in the following ways:

- We will use your information in order to provide you with our services.
- As it is in our legitimate interests to be responsive to you and to ensure the proper functioning of our services and organization, we may use your information:
 - To enforce our policies;
 - To communicate with you;
 - To improve our services and ensure that content from these services is presented in the most effective manner to you and your device;
 - To administer our services and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes; and
 - To keep our services safe and secure.

How do we share your information?

We may share your information with your organization (which contracts with us for our services), as well as with selected third parties in or outside your country who help us to provide our services.

We may share your information with law enforcement agencies, public authorities or other organizations if legally required to do so, or if we have a good faith belief that such use is reasonably necessary, to:

- Comply with legal obligation, process or request;
- Enforce our terms of service and other agreements, policies and standards, including investigation of any potential violation thereof;
- Detect, prevent or otherwise address security, fraud or technical issues; or
- Protect the rights, property or safety of us, our users, a third party or the public as required or permitted by law (including exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction).



We may also disclose your information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your data to the prospective seller or buyer of such business or assets; or
- If we sell, buy, merge or partner with other companies or businesses, or sell some or all of our assets. In such transactions, user information may be among the transferred assets.

Where do we store your information?

The information that we collect from you will only be stored within the European Economic Area ("EEA").

The security of your information

The transmission of information via the Internet is not completely secure and, although we will do our best to protect your personal data, we cannot guarantee the security of your information transmitted through our services; any transmission is at your own risk.

How long do we store your information?

We will retain your information as follows:

- **Information that you or your organization give us:** For up to 3 months after your organization informs us that your account has been deleted.
- **Technical usage information:** For up to 3 months after your organization informs us that your account has been deleted.

What are my rights about my personal data?

- **Data rights.** In certain circumstances, you have the right to access and receive a copy of information we hold about you, to rectify any personal data held about you that is inaccurate and to request the deletion of personal data held about you. You also have the right to data portability for information we used to send you notifications and provide you with user support – this means that you can obtain a copy of your data so that you can manage and move it. You can exercise your rights by contacting us at support@scissero.com.
- **Complaints.** In the event that you wish to make a complaint about how we process your personal data, please contact us in the first instance at support@scissero.com and we will endeavor to deal with your request as soon as possible. This is without prejudice to your right to launch a claim with your data protection authority.

Changes

Any changes we may make to this policy in the future will be reflected in the most recent version of this document. If we make any material changes to this Privacy Policy, we will notify our users and share the updated policy with them.

Contact

Questions, comments and requests regarding this policy are welcomed and should be addressed to support@scissero.com.



Scissero - Cookies Policy

We use cookies and other similar technologies (e.g., web beacons, flash cookies, etc.) to enhance your experience in using our services. Cookies are small files which, when placed on your device, enable us to provide certain features and functionality.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our services. They include, for example, cookies that enable you to log into secure areas of our platform.
- **Analytical/performance cookies.** These are cookies that allow us to recognize and count the number of visitors on our sites and to see how visitors utilize our services. This helps us to improve the way our services work, for example, by ensuring that users are able to generate documents easily.
- **Functionality cookies.** These are cookies that are used to recognize you when you return to our services. This enables us to personalize our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

If for any reason you wish to not take advantage of cookies, you may disable cookies by changing the settings on your browser. However, if you do so, this may affect your ability to effectively use our services. Unless you opt out of cookies, we will assume that you consent to the use of cookies.