



# Privacy Policy

Effective date: 9/23/2021

## 1. Introduction

These Privacy Policy (“Privacy Policy”) apply to the use of the website and products provided by VerifiDoc.com. (hereinafter also referred as “we” or “us”). Our registered office is at A28, 3/F, Hing Yip Centre, Kwun Tong, Hong Kong.

This Privacy Policy applies and has effect in respect of all services and other products, software, made available by us, as well as any other online features relating to the website and its content (the “Service(s)”).

If you have any questions or comments about this Privacy Policy, please contact us at [info@verifidoc.com](mailto:info@verifidoc.com).

We are committed to protecting and respecting your privacy. The Privacy Policy explains the basis on which personal information we collect from you will be processed by us or on our behalf. Where we decide the purpose or means for which personal data you supply through these Services is processed, we are the “controller”. Where you decide the purpose or means for which personal data you supply through these Services is processed, you are the “controller”. We will comply with proper and applicable data protection laws, including the General Data Protection Regulation 2016/679.

We encourage you to read this Privacy Policy carefully as it contains important information about the following:

- What information we may collect about you;
- How we will use the information we collect about you;
- Whether we will disclose your details to anyone else; and
- Your choices and rights regarding the personal information you have provided to us.

The Services may contain links to services owned and operated by third parties. We may also use some third-parties software or products to provide you with the Service properly. If we do so and provide third -parties of any personal data you can be sure the transfer is legal and secured. These third-party services may have their own privacy policies and we recommend that you review them. They will govern the use of personal information that you submit or which is collected by cookies and other tracking technologies whilst using these services. We do not accept any responsibility or liability for the privacy practices of such third party services and your use of these is at your own risk.

We may make changes to this Privacy Policy in the future. You should check this page from time to time to ensure you are aware of any changes. Where appropriate we may notify you of such changes.

## **2. Information we may collect about you**

We collect and process the following information which may include your personal data.

Your name, last name, email address, phone number, contact data, device's ID, your user preferences as well as all the data (including personal data) you supply to us and information provided by you when using the Service or website.

## **3. Collecting, processing and using personal data**

We only store and process your personal data when you have voluntarily supplied us with it such as by filling in a contact form or signing up to the Service. Your personal data will only be disclosed or otherwise transmitted if this is necessary to implement the contract, render our Services or you have given your prior consent.

Since we use LiveChat, Inc.'s Services you may be interested in reviewing their privacy policy available under the following links:

LiveChat's privacy policy: <https://www.livechat.com/legal/privacy-policy/>

## **4. Why we collect information about you - purpose of processing**

We will use information about you for delivering our Services to you under the terms of use agreed between us. The processing of information in this way is necessary for us to provide you the Service properly and to ensure the features function properly so that you have the best Service possible.

## **5. Cookies and Web Beacons**

We use cookies to make the use of our website easier for you. These cookies are used to store information including visitors' preferences, and the pages on the website that the visitor accessed or visited. The information is used to optimize the users' experience by customizing our web page content based on visitors' browser type and/or other information. Cookies may be opt-out by you and in case you do not accept cookies, this may lead to a limitation of functionality.

## **6. Log files**

During every access of our website user data is transmitted by the respective Internet browser and stored in protocol files, the so-called server log files. The datasets stored here may contain such data as date and time of access, name website, IP address, referrer URL (original URL from which you arrived at the website), the amount of data transmitted, product and version information of the browser used.

## **7. Geo-location data**

In case geo-location is opt-in by you, please be aware we may have access to your geo-location data as we collect and process IP address of all devices using our Services. Collecting and processing your geo-location data refers to mobile devices as well as computers.

## **8. Children personal data**

We do not collect personal information from anyone under the age of 13. If you notice we collect and process personal data of anyone under this age, please contact us. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce this Policy by instructing their children never to provide personal information through the websites or Services.

## **9. Data sharing**

We will share your information (including personal data) with third parties only in the ways that are described in this Privacy Policy.

Personnel, suppliers or subcontractors: We keep your information confidential, but may disclose it to our personnel, suppliers or subcontractors insofar as it is reasonably necessary for the purposes set out in this Privacy Policy. However, this is on the basis that they do not make independent use of the information, and have agreed to safeguard it.

Required by law: In addition, we may disclose your information to the extent that we are required to do so by law (which may include to government bodies and law enforcement agencies); in connection with any legal proceedings or prospective legal proceedings; and in order to establish, exercise or defend our legal rights.

## **10. Data transmission**

Your data is transmitted safely by using encryption. We secure our website and other systems with technical and organizational measures against the loss, destruction, access, change or dissemination of your data by unauthorized persons.

## **11. Your rights**

You have the following rights over the way your personal data are processed. To make a request, please let us know by sending an email to [info@verifidoc.com](mailto:info@verifidoc.com).

- a) You have the right to request a copy of the personal information we process about you and to have any inaccuracies corrected.
- b) You can ask for supplying, correcting or deleting personal information held about you.
- c) You can ask us to restrict, stop processing, or to delete your personal data.
- d) You can withdraw your consent for data processing.

- e) Obtain a copy of your personal data, which you can use with another service provider
- f) Make a complaint to a Supervisory Authority.

## **12. Changes to this privacy policy**

This Privacy Policy may be updated from time to time. We encourage you to review this website for the latest information on our privacy practices. If there are any material changes to this Privacy Policy, you will be notified by posting a notice on the website prior to the change becoming effective. If you do not accept any changes made to this Privacy Policy, please discontinue the use of the website and the Services.