

Privacy Notice

Seeqia places a strong emphasis on safeguarding the confidentiality and security of your personal data, referred to in this document as "personal information." This document, known as our "Privacy Notice," outlines how we utilise the personal information we gather.

We encourage you to carefully read this Privacy Notice, as it elucidates the methods by which we collect, use, and store your personal information, along with detailing your rights pertaining to the protection of such information. It's important to note that this website is not designed for children, and we do not intentionally gather data related to children.

Respecting your privacy is paramount to us. If, at any point, you harbour concerns about how we are processing your personal information, please inform us through our contact us form, via email at privacyenquiries@seeqia.com, or by writing to: **Seeqia** Ltd, Hamilton House, Mabledon Place, London, Greater London, WC1H 9BB, United Kingdom.

Seeqia Ltd, a company registered in England under the registration number 15239363, has its registered office located at Hamilton House, Mabledon Place, London, Greater London, WC1H 9BB, United Kingdom.

In the context of this communication, the terms "we," "us," or "our" refer to **Seeqia** Ltd, which may serve as a data controller concerning your personal information.

This notice encompasses the information we gather about you in relation to www.seeqia.com (referred to as this "Website") and is applicable to both visitors to this Website and job applicants.

Unless explicitly stated otherwise in this notice, **Seeqia** Ltd serves as the provider of this Website. As the data controller, **Seeqia** Ltd manages the personal information gathered about you through this Website and in the context of our relationship with you.

For visitors to our websites and job applicants, when an individual accesses www.seeqia.com, we gather standard internet log information and details regarding visitor behaviour patterns. This is conducted to understand metrics such as the volume of visitors to different sections of the site. Importantly, this information is collected in a manner that does not disclose the identity of any individual. We refrain from attempting to ascertain the identities of those navigating our website, and we do not link any data obtained from this site with personal information from other sources.

Should there be an occasion where we intend to collect personal information data via our website, we will be transparent about it. We will clearly communicate when such information is being collected and provide an explanation of our intentions with that data.

When you submit information through our "Contact Us" form on this Website or participate in an event, we may request certain personal details, including:

- Name
- Email address
- Telephone number
- Company
- Job title
- Any other information you choose to provide.

How We Utilise Your Personal Information

- Completion of "Contact Us" Form

We use the information provided in the online contact form to respond to and follow up on your inquiry.

In certain instances, we may gather information from partners or publicly available websites to better understand our audience and enhance content relevance.

We maintain a record of any opt-out requests received.

Other Uses of Your Personal Information

We may use your personal information for the following purposes:

- Provide requested information, products, and services.
- Optimise content presentation on our website for your device and fulfil business objectives, such as product development and website administration.
- Enable your participation in interactive features on our website.
- Conduct record-keeping, statistical analysis, internal reporting, analytics, and research.
- Ensure data security and grant access to secure areas of our website.
- Investigate any complaints.
- Facilitate staff training.
- Provide evidence in disputes.
- Support the effective operation and improvement of our website.
- Utilise internet and network activity information, including interaction with our website and the use of online tools.
- Address business and disaster recovery, document retention/storage, IT service continuity (e.g., backups).
- Protect the rights, property, and/or safety of **Seeqia** Ltd, our customers, and our personnel.
- The Legal Basis for Data Processing

We employ measures to ensure that all processing of your personal information, whether conducted by us or our service providers, adheres to legal standards. The legal grounds for processing are as follows:

- Your consent for receiving our newsletter via email.
- Permission to provide information about products, special offers, and services based on your interests.
- Compliance with legal obligations during staff recruitment (e.g., proof of the right to work).
- Necessity for contract performance or steps taken at your request before entering a contract.
- Legitimate interests, such as responding to contact requests, recruitment, and the purposes listed under "Other ways in which we may use your personal information" above.

You can object to processing based on our legitimate interests at any time by contacting our Data Protection Officer at privacyenquiries@seeqia.com. Refer to "Your Rights Regarding Personal Information – The right to object" for more information.

Consent and Withdrawal

In instances where we are legally obligated to obtain your consent, particularly regarding the processing of special categories of personal information (such as health or racial/ethnic origin), we will request it at the relevant time. You retain the right to withdraw your consent at any point. However, if you choose not to provide consent or decide to withdraw it, there may be implications for our ability to perform certain tasks necessary to provide specific products or services, potentially leading to the termination of our relationship with you.

Sharing Your Personal Information

We may share your personal information within the **Seeqia.com** network for purposes such as marketing, business-winning endeavours, internal and external audits, data hosting, and potential recruitment opportunities within **Seeqia** Ltd. Additionally, we share your information with third-party providers for services like website hosting, support and maintenance, and pre-employment screening. Other recipients may include accountants, auditors, lawyers, investors, and relevant third parties in compliance with legal requirements or authorised by you for specific disclosures.

Please note that third-party service providers may have their privacy statements, and you should review them carefully.

Personal Information Security

The security and confidentiality of your personal information are paramount. We employ technical, administrative, and physical security measures to prevent unauthorised access, protect our IT systems, and ensure the recovery of information in the event of corruption or loss.

While no system is entirely impenetrable, we strive to maintain the safety of your personal information.

Overseas Transfer of Personal Data

Your personal information may be transferred to other countries, including those outside the European Economic Area. We ensure that such transfers are carried out with specific, legally approved safeguards. Countries within the European Economic Area are considered to provide a level of protection equivalent to that of the UK.

Data Retention

We retain your personal information for a duration necessary for the purposes outlined during collection. Factors influencing retention periods include legal obligations, potential disputes, and guidelines from relevant data protection authorities. Once information is no longer needed, we securely erase it.

For specific information on how long we retain your personal information for a particular purpose, feel free to contact us.

Web Browser Cookies

Our website may utilise "cookies" to enhance the user experience. Cookies are small text files that a user's web browser places on their hard drive for record-keeping purposes and, at times, to monitor information about them. Users have the option to configure their web browser settings to reject cookies or receive alerts when cookies are being sent. However, disabling cookies may render certain parts of the site inaccessible to the user.

Non-Personally Identifiable Information

Other Information refers to data that does not disclose a specific identity or directly pertain to an identifiable individual. This category encompasses browser and device information, app usage data, details gathered through technologies like cookies and pixel tags, demographic information, and data provided by users. Additionally, aggregated information falls under this classification. We employ this information to facilitate the operation of our website and for the purposes outlined below.

Your Rights Regarding Personal Information

This section outlines your rights concerning your personal information. It's important to note that these rights are not absolute and may be subject to certain exceptions or qualifications.

Right	What Does It Mean?
The Right to Be Informed	You have the right to receive clear, transparent, and easily understandable information about how we use your personal information and your associated rights. This Privacy Notice serves to provide you with this information.
The Right of Access	You are entitled to access your personal information (if being processed) and certain other details (similar to what is outlined in this Privacy Notice).
The Right to Rectification	You can request the correction of inaccurate or incomplete personal information.
The Right to Erasure	Also known as 'the right to be forgotten,' this allows you to request the deletion or removal of your personal information if there is no compelling reason for us to retain it. Exceptions apply.
The Right to Restrict Processing	You have the right to 'block' or suppress further use of your personal information. While processing is restricted, your information can still be stored but not used further. Lists are maintained to ensure compliance with such restrictions.
The Right to Data Portability	You can obtain and reuse your personal information for your own purposes across different services.
The Right to Object	You have the right to object to certain types of processing, including direct marketing (conducted only with your consent).
The Right Not to Be Subject to Automated Processing	You have the right not to be subject to decisions based solely on automated processing, with exceptions based on contractual necessity, explicit consent, or applicable law. Human intervention rights may also apply in certain circumstances.

For additional information and advice regarding your rights, you can refer to the Information Commissioner's Office (ICO) at <https://ico.org.uk/> or the relevant data protection regulator in your jurisdiction.

While we typically act on requests and provide information free of charge, a reasonable fee may be charged for administrative costs in the case of baseless or excessive/repeated requests or for further copies of the same information. Alternatively, we may be entitled to refuse to act on the request.

Please consider your request responsibly before submission, and we will respond at our earliest convenience, generally within one month. If there are delays, we will inform you accordingly.

If you are dissatisfied with how we have handled your information, please contact our Data Protection Officer at privacyenquiries@seeqia.com. If you remain unsatisfied, you have the right to file a complaint with the relevant data protection regulator in your jurisdiction.

Amendment of Privacy Notice

This Privacy Notice is subject to amendments at any time. Please revisit this page regularly for updates.

Contact Us

For additional information regarding your rights, inquiries about this Privacy Notice, or to register a complaint, you can reach out to us through:

Contact us page at www.seeqia.com

Email: privacyenquiries@seeqia.com

Phone: +44 20 7554 8500

Mail: **Seeqia** Ltd, Hamilton House, Mabledon Place, London, Greater London, WC1H 9BB, United Kingdom.