

# TRYVIUM GDPR POLICY

## GENERAL DATA PROTECTION REGULATION POLICY STATEMENT

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals.

Tryvium is committed to protecting the rights and freedoms of individuals with respect to the processing of users and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

### Where we store your personal data

We primarily store and process your personal data in the EU/European Economic Area ("**EEA**").

If we do transfer your personal data outside the EEA it will be because you have consented or because we have a legal reason to do so.

Some examples of reasons your data may be processed outside of the EEA include:

- Order fulfilment
- Technical support services.

If your personal data cannot be processed within the EEA, we will:

- Comply with all other data protection principles
- Where possible, be to a country that is on the list of the EU Commissions' countries that provide adequate protections for the rights and freedoms of data subjects
- If the transfer is to the United States of America, we will use reasonable endeavours to make sure they participate in the Privacy Shield program
- Make sure we have assessed the adequacy of protections in all other cases.

### Access to your stored personal data via password

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

## How long will you keep my personal information?

Tryvium will not retain your personal information for longer than required.

We will keep your personal information:

- For as long as required by law
- Until we no longer have a valid reason for keeping it
- Until you request us to stop using it.

We may keep just enough of your personal information to ensure that we comply with your requests not to use your personal information or comply with your right to erasure. For example, we must keep your request to be erased even if it includes your personal data until such time as you are no longer our customer. If you have questions about our Data Retention Policy, please contact.

support@tryvium.io

## What if I chose not to give you my personal information?

If the personal information is necessary in order to supply goods or services to you under a contract between you and Tryvium, then we will not enter into that contract or provide the services or goods if you do not give us your personal information.

## Your Rights

Tryvium will respect your legal rights to your data.

Below are the rights that you have under law, and what Tryvium does to protect those rights:

### Legal right

### What tryvium does to protect your rights

#### **The right to be informed**

Tryvium is publishing this Privacy Notice to keep you informed as to what we do with your personal information. We strive to be transparent about how we use your data.

#### **The right to access**

You have the right to access your information. Please contact Tryvium Data Protection Officer at support@tryvium.io if you wish to access the personal information tryvium holds about you.

#### **The right to**

If the information Tryvium holds about you is inaccurate or not

<b>rectification</b>	complete, you have the right to ask us to rectify it. If that data has been passed to a third party with your consent or for legal reasons, then we must also ask them to rectify the data. Please contact our Data Protection Officer if you need us to rectify your information: <a href="mailto:support@tryvium.io">support@tryvium.io</a>
<b>The right to erasure</b>	This is sometimes called 'the right to be forgotten'. If you want Tryvium to erase all your personal data and we do not have a legal reason to continue to process and hold it, please contact our Data Protection Officer: <a href="mailto:support@tryvium.io">support@tryvium.io</a>
<b>The right to restrict processing</b>	You have the right to ask Tryvium to restrict how we process your data. This means We are permitted to store the data but not further process it. We keep just enough data to make sure we respect your request in the future. If you want Us to restrict processing of your data, please contact our Data Protection Office: <a href="mailto:support@tryvium.io">support@tryvium.io</a>
<b>The right to data portability</b>	Tryvium must allow you to obtain and reuse your personal data for your own purposes across services in a safe and secure way without this affecting the usability of your data. Please contact our Data Protection Officer if you want information how to port your data elsewhere: <a href="mailto:support@tryvium.io">support@tryvium.io</a> . This right only applies to personal data that you have provided to Us as the Data Controller. The data must be held by us by consent or for the performance of a contract.
<b>The right to object</b>	You have the right to object to Tryvium processing your data even if it is based on Our legitimate interests, the exercise of official authority, direct marketing (including data aggregation), and processing for the purposeless of statistics. If you wish to object please contact our Data Protection Officer: <a href="mailto:support@tryvium.io">support@tryvium.io</a>
<b>The right to withdraw consent</b>	If you have given Us your consent to process your data but change your mind later, you have the right to withdraw your consent at any time, and Tryvium must stop processing your data. If you want to withdraw your consent, please contact our Data Protection Officer: <a href="mailto:support@tryvium.io">support@tryvium.io</a>

### **Changes to Our Privacy Notice**

Tryvium may change this notice from time to time in the future. Any such changes will be posted here and, where appropriate, notified to you in writing. We advise you to check back frequently to see any updates or changes.

