

## Privacy and Cookie Data Protection Policy

Auxality takes data protection and privacy very seriously. This privacy notice outlines how we collect, use, and protect any personal data that we may collect from you when you use our website or services.

The foundations of our business include compliance with the applicable privacy and personal data protection laws and regulations. We particularly value respecting the privacy of users visiting our website.

### Purpose of the Policy

The Policy applies to the website owned by Auxality – [www.auxality.com](http://www.auxality.com)

Auxality declares that the webpages are operated with the utmost care, in compliance with the rules of technical knowledge and professionalism, as well as in accordance with the applicable legal regulations, especially those that protect the privacy of Internet website users.

Regulation No 2016/679 of the European Parliament and of the Council of the EU of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, as well as repealing Directive 95/46/EC, Official Journal of the European Union L. 2016 No. 119/1 and Law on Personal Data Protection (“Službeni glasnik” of the Republic of Serbia, No. 87/2018).

### Disclosure of personal data

In the case when it is necessary for the proper functioning of the site or other purposes described in the Privacy Policy, the processing of personal data may be entrusted to other entities which are not part of the Auxality. In that case, the sub-processor will be contractually obliged to implement all protection measures in accordance with the regulatory requirements.

### Collection of data

In accordance with the established practice of most web services, we store HTTP requests on our server. This means that we record the IP addresses from which users view the informative content of our services. The resources viewed are identified by URLs. We also have insight into the following:

- time of reply sending;
- client station name – identification implemented by the HTTP protocol;
- information about errors that occurred during the execution of HTTP transactions;
- the URL of the website previously visited by the user (referrer link) – if the Office system website was accessed via a link;
- user browser data.

Auxality can collect user data from the following sources:

- Auxality website including occasional campaigns;
- Social networks including, but not limited to, LinkedIn, Twitter, Facebook, Instagram;

- Various public events, sales meetings, client files;
- Customer contact details contained in service sales contracts.

User information that Auxality may collect, and process includes:

- Name, email address, country, and any additional information you provide as part of your application, including personal contact details.
- Your CV, resume, cover letters, work samples, and other pertinent details about your previous experiences and employment history.
- References (please ensure you have obtained consent from your referee before sharing their information with us) and any other background checks as required by law.
- Information acquired during any interviews or screenings conducted with you.
- Demographic information, such as your age (to confirm that you are at least 18 years old).
- Transaction data, including products and services used, financial data, and payment methods used;
- unique identifiers such as mobile device data or browser cookies, device type, operating system, applications, screen resolution, and preferred language;
- IP address and other information that may be determined by the IP address such as geographical location, content accessed by the user, with the location, exact date, and time of access.

We may also gather, retain, and utilize the subsequent categories of more delicate personal data:

- Details regarding your gender, race, or ethnicity.

Nevertheless, providing personal data may be required in a situation where the user is interested in obtaining information about the provision of the service or a specific event listed on Auxality webpages (e.g. receiving information about a service or product, organization of a certain event, offer, downloading demo versions, initiating a recruitment or internship program). Therefore, the user may be asked to complete and send a form/questionnaire that will clearly indicate what kind of personal data will be collected and for what purposes.

The personal data provided will be processed in the period necessary to achieve the purpose unless the law foresees otherwise.

In the situation when the user discloses the personal data of a third party in a form/questionnaire, it is presumed that the user has the adequate consent of the person whose data they disclosed.

The user has the right to view and the right to correct and complete any incorrect or incomplete personal data that refers to them. In addition, the user has the right at any time to request that the processing of their personal data be discontinued, and that the data be deleted. The form of submission of such a request is determined during the collection of such data.

Auxality websites do not collect, track, or verify user age data or any other information that would enable Auxality to determine whether the user (including the recipient and user from the e-mail list, survey participant via questionnaire, and persons participating in the contest) has legal capacity.

## Cookie files

A cookie is a small text file that a website stores on your device or browser when you visit the site.

Cookies do not harm your computer and do not contain viruses. Cookies help make our website simpler, more efficient, and safer to use.

Auxality websites use cookies or other technologies that contain functions similar or equivalent to cookies, or information stored on the end device of users who visit the website. Websites automatically download and use cookies each time they connect to a user's end device.

Websites use cookies for:

- providing services;
- adapting the content of websites to the end user's device, storing individual user settings and optimizing the use of webpages;
- improving security by controlling whether the process of using the webpages is violated;
- obtaining collective, anonymous statistics to improve the functionality of webpages;
- maintaining a user session (applies to websites with a user login option) so that the user does not have to re-enter their login details and password on each webpage;
- enabling the use of basic website functionalities (e.g. storing visited websites in order to restore them at the request of the user);
- advertising and marketing by customizing the advertising content displayed on Auxality websites and other websites according to user preferences.

As part of Auxality webpages, we use the following types of cookies:

- session cookies (temporary) – stored on the user's device only when the website is used, i.e. until the user logs out, closes the website or the browser;
- permanent cookies – remain on the user's device until the end of their life cycle (operating time set for the cookie) or until the user removes them.

Cookies set by the website owner (in this case, Termly) are called "first-party cookies." Cookies set by parties other than the website owner are called "third-party cookies." Third-party cookies enable third-party features or functionality to be provided on or through the website (e.g., advertising, interactive content, and analytics). The parties that set these third-party cookies can recognize your computer both when it visits the website in question and also when it visits certain other websites.

Some third-party services we use (such as analytics providers and advertising partners) may also place cookies on your device. We have no control over these cookies, and they are subject to the respective third-party's cookie policies.

## How to Manage Cookies

Cookie settings are individual for each web browser. It is important to know that the default option is to allow cookies.

You can manage your cookie preferences by adjusting the settings in your browser. Most browsers allow you to refuse or accept cookies, or to alert you when a cookie is placed on your device. Please note that disabling cookies may affect the functionality of our website.

## Recruitment

Recruitment contests for new employees and trainees can be published on the Auxality website. The personal data obtained in this way is used for employment purposes only as part of current and future recruitment processes. By filling out the application form, the user agrees to participate in current and future recruitment processes conducted by Auxality. Such consent applies to all documents submitted during the recruitment process. Information collected for the recruitment process purposes is described in the Auxality Candidate Privacy Policy.

## Data retention period

The data provided will be processed in the period necessary to achieve the purpose of data collection, unless the law provides otherwise, and the law may specify the minimum retention period for personal data.

Contact details of the Personal Data Protection Officer:

Auxality AB

Address: Birger Jarlsgatan 55 111 45 Stockholm

Sweden

Contact telephone: +46 (8) 459 30 60

Email: [dpo@auxality.com](mailto:dpo@auxality.com)