

## **Outvise – Privacy Policy**

Outvise S.L. (“Outvise”, “us”, “we”) provides this Privacy Policy to let you know our policies and procedures regarding the collection, use and disclosure of information through [www.outvise.com](http://www.outvise.com) (the “Site”).

It also describes the choices available to you regarding the use of, your access to, and how to update and correct your personal information. Note that we combine the information we collect from you from the Site, through the Service generally, or offline.

### **1. Use of service**

We inform you that the Personal Data collected will be included in a File for which we are responsible, in order to manage the transmission of the information requested and provide Data Subjects with offers of products and services that may be of interest to them.

The purpose of this file is intended as information support to the administrative and commercial management of the company.

The user of this service acknowledges that the information and personal data supplied are accurate and truthful. In this sense, user undertakes to immediately communicate any modification of their personal data so that the information contained in the said file is constantly updated and contains no errors.

We may update this Privacy Policy at any time and any changes will be effective upon posting. In the event that there are material changes to the way we treat your Personal Information, we will provide a notice prior to the change becoming effective.

Last update: November 22, 2019

### **2. Data collection and processing**

In the course of using the service, we may require or otherwise collect information that identifies you as a specific individual and can be used to contact or identify you.

**When you visit the Outvise website** - [www.outvise.com](http://www.outvise.com), we may collect information about your visit. This information may include the type and characteristics of device, operating system and browser you use to visit our website, the IP address used to connect your device to the Internet, the country, language and timezone settings, how you use

our website like the pages you visit, the clickstream to, through and from the website (including date and time) and page interaction information.

We will only use this data for statistical evaluations for the operation, safety and optimization of the services and offers of Outvise. However, we reserve the right to subsequently review data if specific indications create justified suspicions of unlawful use.

**When applying for information in our website or landing pages**, you may provide us with information about you ("**Lead information**"). This may include your name, contact details such as email, Skype Id, phone and professional information such as type of job and type of firm your work in that we could require to contact you and to serve the information that you have requested.

**When registering at Outvise** (whether as a Client or an Expert), you may provide us with information about you ("**User information**"). This may include your name, photo, contact details such as email, Skype Id, phone, address, city and country of residence, professional details such as your professional title, sector and any experience, skills, languages or other available data related to the CV's (Curriculum Vitae) you may decide to share with us as well as the required information to make or receive payment for services obtained through the Outvise platform, or information to help us fill out tax forms.

In addition, when creating a user profile for the use of our services, other data, such as availability preferences, may be optionally collected and saved, which the user may review at any time through the "availability configuration" function on the profile menu.

### **3. Use of your data**

We use the data you provide to us:

- To provide and improve our services, complete your transactions, and address your inquiries, process your registration, verify the information you provide is valid and for compliance and internal business purposes.
- To contact you with administrative communications and Outvise newsletters, marketing or promotional materials (on behalf of Outvise or third parties) and other information that may be of interest to you. If you decide at any time that you no longer wish to receive such communications, you may define your preferences through the configuration option of your account menu or as defined in the below referred section "your choices and opting-out".
- To tailor content we display to you and offers we may present to you, both on the service and elsewhere online.
- To administer and develop our business relationship with you and, if applicable, the corporation or other legal entity you represent.

- To assess your fit with potential professional opportunities including sharing your profile with selected clients when required for a selection process after having informed you.
- To enforce and comply with the law, including to conduct an investigation, to protect the property and rights of Outvise or a third party, to protect the safety of the public or any person, or to prevent or stop activity we may consider to be, or to pose a risk of being, illegal, fraudulent, unethical or legally actionable activity.

#### **4. User rights concerning data**

As a user, you have the right to access any data referring to you that is being processed by Outvise. You have the right of correction, revocation and disclosure of your data as well as the right to ask for the removal of your personal data.

As long as you do not request the deletion of your data, the data provided will be retained for as long as your information is required by us to provide our services, prevent fraud, meet our legal obligations, for arbitration or to fulfill our agreements.

You may modify your personal data at any time from your profile account or by contacting us via e-mail. You may contact us through the e-mail address [support@outvise.com](mailto:support@outvise.com) for such action or to remove your personal data if intended.

Nevertheless, please be aware that we may be required to store and not to delete such data (or that we may store such data for a certain period, though we will implement your request for deletion as soon as the mandatory storage period expires).

##### **4.1 Right of Revocation**

As a user you hold the right to revoke the permission for the use of your data, processing or transmission of it by us at any time by communicating with us or writing an e-mail. For this, the user may contact us at [support@outvise.com](mailto:support@outvise.com) .

When referring to revocation request, we have the compromise to delete any and all of the user's data stored by us with no delay. Nonetheless, we may keep such data if required for the implementation of a contractual relationship.

After your deletion request, your personal information may remain in our archives and persist internally with an anonymous ID for statistical or administrative purposes. In addition, we typically will not remove information you posted publicly in our collaborative services as defined in our Terms and Conditions file.

##### **4.2 Right of Disclosure**

The data subject shall have the right to obtain from the data controller a confirmation, free of charge, as to whether or not personal data concerning him or her are being processed, and, where that is the case, access the collected information. For such disclosure, the user may contact [support@outvise.com](mailto:support@outvise.com) .

#### **4.3 Right of Rectification**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

#### **4.4 Your choices and opting-out**

Registered Outvise users can update their choices regarding the types of communications they receive from us through the configuration options from the profile menu. Users may also opt-out of receiving marketing emails from us by following the opt-out instructions provided in those communications.

Please note that we reserve the right to send you certain communications relating to your account or use of the Service (for example, administrative and service announcements) via email and other means and these transactional account messages may be unaffected if you opt-out from receiving marketing Communications.

### **5. Protection of your data**

OUTVISE informs that it has the necessary technical and organizational security safeguards in place to guarantee the security of your personal data and to prevent any alteration, loss, processing of, and/or unauthorized access to, them, taking into account the state of the technology, the type of data stored and the risks to which they are exposed, whether they arise from human actions or from the physical or natural environment, in accordance with the provisions of law in force.

### **6. Notice regarding information disclosure through Collaborative Services**

OUTVISE may provide you the opportunity to participate and post content publicly in collaborative services such as community forums, blog posts, webinars, training sessions and other services that we may provide to you.

You may choose, through such services, to submit or post questions, comments, or other content. Please note that certain information, such as your name and profile may be

publicly displayed on the service along with your published content. Please note that your use of these services is subject to the Outvise Terms and Conditions.

Note that anything you post to a collaborative service may become public — others will have access to your published content and authorship and may use it or share it with third parties.

If you choose to voluntarily disclose Personal Information in the published content, that information will be considered public information and the protections of this Privacy Policy will not apply.

To request removal of your personal information from our blog or community forum, contact us at [support@outvise.com](mailto:support@outvise.com). In some cases, we may not be able to remove your Personal Information, in which case we will let you know if we are unable to do so and why.

## **7. Data Protection Contact**

In accordance with the GDPR (Regulation (EU) 2016/679), we provide you with the detailed information on Data Protection set out below:

**Data Controller:**

**Company name:** OUTVISE S.L

**Tax Identification No.:** ES B66335647

**Address:** Carrer Doctor Carulla N° 70 3-1, Barcelona, Spain

**Phone number:** +34 937 634 721

**Email:** [support@outvise.com](mailto:support@outvise.com)

Should you have any questions about the collection, processing and use of personal data, about the disclosure, authorization, blocking or deletion of data or about the revocation of any permission granted, please contact us through the available contact channels, either e-mail or telephone.