

## PRIVACY POLICY

MARCH 2022

### Privacy - How AuTech uses your information

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### How we store your data

Your personal details, including enquiries, are stored, and processed on a secure cloud server based in the UAE.

### How long do we keep your data?

We keep your information for no longer than is necessary for the purposes it was collected. The length of time we retain your personal information is determined by operational and legal considerations. We review our retention periods on a regular basis.

### When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your name, company name, country of residence, email address and contact number.

We use this information to respond to your query, including providing you with any requested information about our services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered it to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

### When you sign up to our subscriber list

When you sign up to our subscriber list, we ask for your name, title, occupation, company name, country of residence, email address and contact number.

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By signing up to the subscriber list, you agree that we may use your name and email address to email you information about our services, the wider industry and other information which we feel might be of interest to you.

You can withdraw your consent at any time, and we will stop sending you information.

### **When you download a document**

When you click to download a document from our website, such as case studies, guides and brochures, we ask for your name, company name and your email address.

We use this information to email you a link to download the requested document. We may also email you after your download in order to follow up on your interest in our products and services. We will do this based on our legitimate interest in marketing prospects for our products and services.

### **Feedback surveys**

When you take part in an AuTech feedback survey, we record your name, your email address, your organisation name, your job role and your phone number along with your answers to questions regarding your opinion of RPA and your use of our services.

We use this information to develop and improve our services together with our customer relationships. Your job role, organisation, and some or all of your comments may be publicly displayed on our website as a testimonial but only if we have your consent to do so.

### **Your rights to your data**

By law, you can ask AuTech what information we hold about you, and you can ask us to correct this information if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a contract, you can ask us to give you a copy of the information in a machine-readable format so that you can transfer it to another provider.

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You can request that your data be erased in certain circumstances, for example, if we are processing your personal data for reasons of consent, or if we are processing on the grounds of legitimate interest and we do not have an overriding interest to continue our processing.

You may request AuTech to cease using your information if you believe we are not doing so lawfully.

### **Your right to complain**

If you have a complaint about our use of your information, please contact us directly in the first instance at [info@autech.me](mailto:info@autech.me)

### **Updates to this privacy policy**

We regularly review and where appropriate update this privacy policy as our services and use of personal data evolves. If we want to make use of your personal data in a way that we have not previously identified, we will contact you to provide information about this and if necessary, to ask for your consent.

This policy was last updated in March 2022.