



Your privacy is important to us. This privacy notice explains how Krystelis uses the personal data we collect from you when you use our website.

## 1. What data do we collect?

Krystelis collects the following data if you provide it:

- Contact details including name, title, e-mail address, phone numbers, etc.
- Identification proof (ID, address), family data (beneficiaries for health insurance), personal data (marital status, bank accounts etc.), certificates of educational qualifications (provided as part of a job application)

## 2. How do we use it?

We require this information for:

- Marketing our services, sales, research & development etc.
- Processing job applications
- Entering a contract with an employee, contractor, or a supplier
- Compliance purposes, including legal obligations to collect and process these data, internal audit, system, and business controls

Krystelis may share your data with third parties to comply with our legal obligations, background checks, verifications, monitoring for equal opportunities purposes (race, disability etc.), business development etc. All personal data will only be transferred where there is a need to do so. By giving us this information, you consent to this.

## 3. How do we collect your data?

You directly provide our company with most of the data we collect. We collect data and process data when you:

- Email us
- Use or view our website via your browser's cookies
- Fill in the online form for our whitepapers or to request information on our services
- Register for our webinars
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email
- When you apply to join us as an employee, contractor, or supplier
- When you enter a contract with us as an employee, customer, contractor, or supplier

## 4. How do we store your data?

Krystelis stores your personal data in a secure data storage area and uses technical and physical access controls consistent with (security) industry standards

Krystelis will keep your personal data only as long as it is needed to meet the purpose outlined above unless a specific retention period is required by law. Once this period has expired, we will delete your data permanently from our system.

Printed or downloaded documents must be verified against the effective version

CONFIDENTIAL INFORMATION

Do not distribute outside of organization without Owner's approval or a confidentiality agreement



## 5. Marketing

Krystelis Ltd would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt-out later.

You have the right at any time to stop Krystelis from contacting you for marketing purposes or further processing or storing your data.

If you no longer wish to be contacted for marketing purposes, please contact us at [info@krystelis.com](mailto:info@krystelis.com).

## 6. What are your data protection rights?

Krystelis would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- Right to access: You can ask Krystelis for copies of your personal data
- Right to rectification: You can ask Krystelis to correct any information you believe is inaccurate or incomplete
- Right to erasure / 'Right to be forgotten': You can ask Krystelis to erase your personal data, under certain conditions
- Right to restrict processing: You can ask Krystelis to restrict the processing of your personal data.
- Right to object to processing: You can object to Krystelis' processing of your personal data.
- Right to data portability: You can ask Krystelis to transfer the data that we have collected to another organisation or directly to you

If you would like to exercise any of these rights, please contact us at [info@krystelis.com](mailto:info@krystelis.com). Krystelis will meet the timelines set for responding to requests.

## 7. What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technologies. Krystelis uses cookies to enhance your website experience, understand how you use our website, etc.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org). You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, some of our website features may not function as a result.

## 8. Privacy policies of other websites

Our Company website contains links to other websites. Our Privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.



## 9. Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this webpage from time to time.

## 10. How to contact us

If you have questions about our Company's privacy policy, the data we have about you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at [info@krystelis.com](mailto:info@krystelis.com).

## 11. How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Krystelis has not addressed your concern satisfactorily, you may contact the relevant Data Protection Authority in your country.