

PRIVACY POLICY

1.1 Fastnet Archiving Ltd, trading as CultureArk ("CultureArk", "us" or "we") is a company registered in Ireland with company number 529605 with its registered office at Kilmoon, Sherkin Island, Skibbereen, Co. Cork, P81YC91, Ireland. Its VAT number is IE32125613MH.

1.2 We recognise and respect the importance your privacy. This privacy policy (the "Policy") sets out how we will use, process and protect any personal information that you provide or which we collect when you use CultureArk software (the "Services") or the website via which the Services are provided (the "CultureArk Site").

1.3 This Policy applies in addition to and subject to CultureArk's Terms of Service from time to time in relation to the use of the Services (the "Terms of Service"). Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

2. Information we may collect from you

2.1 We may collect and process the following information about you:

2.1.1 Information that you provide by filling in forms on the CultureArk Site. This includes information provided at the time of creating a login account to use, and upload material to, the CultureArk Site and any feedback forms completed by you in respect of CultureArk services.

2.1.2 If you contact us, we may keep a record of that correspondence.

2.1.3 Information we collect about you in relation to your visits to the CultureArk Site and the resources that you access, which may include your IP address, operating system, browser type and the duration of your visit to the CultureArk Site.

2.2 Cookies. We use cookies to ensure that we provide you with the optimal experience when you use the CultureArk Site. This also allows us to make improvements. You have the ability to accept or decline cookies by modifying your browser settings. Any personal information that may be contained in cookies is treated with the same level of protection as other information you provide to us.

3. Uses made of the Information

3.1 We use information held about you in the following ways:

3.1.1 To ensure that content from the CultureArk Site is presented in the most effective manner for you and for your computer.

3.1.2 To provide the Services to you and carry out our obligations under the Conditions.

3.1.3 To allow you to participate in interactive features of the CultureArk Site, when you choose to do so.

3.1.4 To notify you about changes to the CultureArk Site.

3.1.5 To create anonymous statistical data about our users' browsing actions and patterns for system administration purposes.

3.2 We will not pass your details on to third parties for marketing purposes or to provide aggregate information about users of the CultureArk Site.

3.3 We will ask for your consent before using information for a purpose other than those that are set out in this Privacy Policy.

4. Where we store your information

4.1 Client Data will be stored in data centres in Ireland, Germany and Australia and will not be transferred to other countries.

4.2 Your information may be processed by staff who work for us or one of our suppliers who provide services to us in connection with the CultureArk Site. By submitting your personal data, you agree to this transfer.

5. Security

5.1 We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you online.

5.2 Unfortunately, the transmission of information via the internet is not completely secure. While we do our best to protect your personal information, we cannot guarantee the security of your information transmitted to the CultureArk Site and any transmission is made at your own risk.

6. Disclosure of your Information

6.1 We may disclose your personal information to any member of our group, which means our parent company Fastnet Archiving Ltd. and its subsidiary ("Culture Ark"). All members of Fastnet Archiving Ltd. follow privacy practices which are at least as protective as those described in this Privacy Policy.

6.2 We may disclose your personal information to third parties:

6.2.1 Including our business partners, suppliers and sub-contractors who assist us in providing the Services.

6.2.2 In the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer of such business or assets.

6.2.3 If we, or substantially all of our assets were acquired by a third party, or if we go out of business or enter bankruptcy, user information would be one of the assets that is transferred or acquired. You acknowledge that such transfers may occur and but user information will remain subject to the provisions made in this Privacy Policy.

6.2.4 If we are under a duty to disclose or share your personal information in order to (i) comply with any legal obligation, (ii) enforce or apply the Terms of Service; or (iii) protect the rights, property, or safety of Fastnet Archiving Ltd., our customers and users, or others.

7. Links to Other Websites

The CultureArk Site may contain links to other websites. While we try to link only to websites that share our standards and respect for privacy, we are not responsible for the content or the privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Policy. We encourage you to review the applicable privacy policy on the website in question before you submit any personal information to or through them.

8. Changes to our Privacy Policy

CultureArk reserves the right to update this Privacy Policy from time to time by updating this page and, where appropriate, notifying you by e-mail. We encourage you to review this page periodically for the latest information on our privacy practices. This policy is effective from 1st November 2016.

9. Questions and Access to Information

If you have any questions or concerns regarding any aspects of this Privacy Policy or how we store and use your personal information please contact us at data@cultureark.com. This policy can be found online at the current location <http://www.cultureark.com/privacypolicy>

Last updated 22-November-2016 | Reference: CA - Privacy Policy – EU | Issue: V1.1 | Copyright © Fastnet Archiving Ltd. 2016, all trademarks acknowledged.