

# Privacy Policy and Cookies

## 1. Data Controller

**Data Controller:** OpenExO INC

**Postal Address:** 3500 S DuPont Highway Suite YY 102, Dover DE 19901 United States

**Telephone:** +1 917-855-3242

**Email:** legal@openexo.com

**Contact details of the Data Protection Officer:** OpenExO INC

## 2. Processes

OpenExO INC processes only the personal data indicated below:

### A. Data gathered via the website

- **Purpose:** Replying to requests for information and contact sent via email and in contact forms on the website.
- **Retention:** The personal data of the interested party will be kept until they request its erasure, and in all cases, for a maximum of five years.
- **Legitimate basis for processing:** Consent of the interested party.
- **Recipients:** No personal data will be communicated except in cases where this is required by law.
- **How data are obtained:** The personal data we deal with were obtained directly from the interested party.

The data categories processed are as follows:

- Identification data
- Contact details

As this is a community driven platform, your full profile will be visible for community members and a less detailed profile will be public on our website. We kindly ask you to please, do not publish or add personal data that you do not want to be public.

### B. Clients

- **Purpose:** Provision of the contracted consultancy services.
- **Retention:** The data will be kept for 5 years.
- **Legitimate basis for processing:** Execution of the contract to provide the services requested by the interested party.
- **Recipients:** No personal data will be communicated except in cases where this is required by law.

- **How data are obtained:** The personal data we deal with were obtained directly from the interested party.

The data categories processed are as follows:

- Identification data
- Contact details

No particularly sensitive data will be processed.

## C. Personnel selection

- **Purpose:** Participation in our company's personnel selection processes.
- **Retention:** The personal data of the candidate will be kept until they request its erasure, and in all cases, for a maximum of two years.
- **Legitimate basis for processing:** Consent of the interested party.
- **Recipients:** No personal data of the candidate will be communicated.
- **How data are obtained:** The personal data we deal with are obtained directly from the interested party via CVs, our forms, and our interviews.

The data categories processed are as follows:

- Identification data
- Personal characteristics
- Academic information
- Employment history information

No particularly sensitive data will be processed.

## D. Suppliers

- **Purpose:** Managing suppliers.
- **Retention:** The data will be kept for 5 years.
- **Legitimate basis for processing:** Execution of the contract with the supplier.
- **Recipients:** No personal data will be communicated except in cases where this is required by law.
- **How data are obtained:** The personal data we deal with were obtained directly from the interested party.

The data categories processed are as follows:

- Identification data
- Contact details
- Goods and services provided by the supplier

No particularly sensitive data will be processed.

## E. Consultants

- **Purpose:** Management of relationships with consultants.
- **Retention:** The data will be kept for 5 years.
- **Legitimate basis for processing:** Execution of the contract with the consultant.
- **Recipients:** The data will be communicated to the clients of the entity which contracts the consulting services in which the consultant participates. Occasionally, these data may be transferred to countries outside the European Economic Area, if required for the provision of the consultant's services.
- **How data are obtained:** The personal data we deal with were obtained directly from the interested party.

The data categories processed are as follows:

- Identification data
- Contact details
- Goods and services provided by the supplier

No particularly sensitive data will be processed.

## 3. Rights of the interested party

You, as a user, have choices regarding our use and disclosure of the personal data you gave to us.

1. Unsubscribing from receiving electronic communication from us. If you no longer wish to receive our emails and commercial communications from OpenExO, you may opt-out via the unsubscribing link included in such emails. We will shortly comply with your request. Please, note that if you unsubscribe from receiving commercial and marketing communications, we may still send you important administrative messages that are required to provide you with our services.

2. If you need to rectify or modify the data you provided us. If you would like to review, correct, or update the personal data you disclosed to us, you may do so by signing in to your OpenExO account, in your profile settings or by sending us an email to [legal@openexo.com](mailto:legal@openexo.com) with the subject: I want to modify my personal data.

3. Your data protection rights:

– The right to request confirmation of whether OpenExO processes personal data relating to you, and if so, to request a copy of that personal data;

– The right to request that OpenExO rectifies or updates your personal data that is inaccurate, incomplete or outdated;

– The right to request that OpenExO erase your personal data in certain circumstances provided by law;

- The right to request that OpenExO restrict the use of our personal data in certain circumstances, such as while OpenExO considers another request that you have submitted (including a request that OpenExO make an update to your personal data); and
- The right to request that we export to another company, where technically feasible, your personal data that we hold in order to provide Services to you.

## 4. Cookies

### What are cookies?

A cookie is a file downloaded to your computer when you visit certain websites. Among other things, cookies let websites store and retrieve information on a user's browsing habits or equipment, manage user access to restricted areas of the website, etc.

### What type of cookies does this website use?

- Analytical cookies: These let us monitor and analyse user behaviour on our website. The information we collect is used to measure the activity of website users and to create browsing profiles for them, in order to improve the website and the products and services offered.
- Personalisation cookies: These let us adapt the navigation of our website to your preferences (e.g., language, browser, etc.).
- Technical cookies: This type of cookie lets users browse a website, platform or application and use different options or services on them, for example, to monitor traffic and data transfer, log in, access restricted areas, remember items in an order, complete an order, register for or participate in an event, use security elements while browsing, store content for the publication of videos or sound, or share content on social networks.
- Advertising cookies: These let us manage advertising spaces on the website efficiently, based on criteria such as content or frequency of display.
- Behavioural advertising cookies: These let us manage advertising spaces on the website efficiently, based on user behaviour obtained from continuous observation of their browsing habits, enabling the development of a specific profile for advertising display.
- Own Cookies: We send Own Cookies to your computer or device from our website.
- Third party cookies: Those sent to your computer or device from a domain or website not managed by us, but by another entity which processes the data it obtains through cookies.
- Session cookies: Cookies designed to gather and store information while you are visiting our website.
- Persistent cookies: A type of cookie that stores information on your device, where it can be accessed and processed over a certain period, ranging from a few minutes to several years.

### Who uses cookies?

The cookies used on this website are used by the legal owner of the website and by the following services or service providers:

– Google Analytics: A website analysis service which uses analytical cookies. You can see the privacy policy of this service at this web address.

<https://www.google.com/analytics/learn/privacy.html?hl=es>

– HubSpot: A marketing tool that uses cookies for analytical purposes. You can see the privacy policy of this service at this web address. <https://legal.hubspot.com/privacy-policy>

– Adroll: An advertising tool that uses cookies for analytical purposes. You can see the privacy policy of this service at this web address. <https://www.adrollgroup.com/privacy>

– Stripe: A payments platform which uses cookies for analytical purposes. You can see the privacy policy of this service at this web address.

<https://stripe.com/en-gb-es/legal/cookies-policy>

How can I disable or delete cookies?

Users can allow, block, or delete the cookies installed on their system by configuring the options of their web browsers. The following links offer additional information on the settings for managing cookies in different browsers.

– Internet Explorer:

<http://windows.microsoft.com/es-es/windows7/how-to-manage-cookies-in-internet-explorer-9>

– Google Chrome:

<http://support.google.com/chrome/bin/answer.py?hl=es&answer=95647>

– Firefox:

<http://support.mozilla.org/es/kb/habilita-y-deshabilita-cookies-que-los-sitios-we>

– Safari: <http://support.apple.com/kb/ph5042>

## 5. Version

This Privacy Policy is dated May 25, 2023 and any change to its terms will be published on this website.