#### PRIVACY NOTICE

#### **SPEYS**

This notice explains how Speys processes users' (hereinafter "you") personal data in relation to the provision of the Speys demo if you sign up for a Speys account or ask to see our platform in action. Additionally, we process personal data when you respond to our recruitment postings on our website.

The controller of personal data is Speys Ltd (hereinafter "Speys", "we" or "us").

# **Processed personal data**

We collect specific personal data about users who request a call or a meeting via our website. We collect users' name, telephone number, company name, country, e-mail address and amount of international freight shipments.

We also collect your name, e-mail, LinkedIn URL and text submission when you send a job application via our Career at Speys.

## Purposes of personal data processing

We will use the personal information users provide to enable us to contact the user and provide a demo of our platform and respond to your requests. We may also ask for feedback regarding our platform and send you updates regarding our new features.

During recruitment process we review your LinkedIn profile and the text submission you have provided to select possible candidates. We will use your contact information to get in touch with you.

### Legal basis

The processing is necessary to take steps at the request of the data subject prior to entering into a contract

The legal basis to send you notices about updates and new features of the product is legitimate interest.

When you sign up for our newsletter, the legal basis for the processing of personal data is consent.

### Storage of personal data

We have taken necessary technical and organizational security measures to protect your personal data against accidental or unlawful destruction, loss or alteration and against the unauthorized

disclosure, abuse or other processing in violation of applicable law. The information you provide is stored on our own or one of our business partners' secure servers within the EU.

### Retention

Typically, we store users' personal data for 1 year after your request for a demo. We erase personal data after the above described storage period or when you request us to erase your personal data. In the event of a dispute, the personal data will be retained until an agreement is reached or until the due date for the claim expires.

We the right to retain job applicants' personal data for up to 1 year after filling the corresponding job position.

## **Disclosure to recipients**

Any data you provide will not be publicly displayed or shared to other users. Certain employees have access to personal data to the extent necessary for the performance of their work duties.

### Rights in relation to personal data

**Right to be informed and access**. You may get information regarding your personal data processed by us.

**Right to data portability**. You have the right to receive your personal data from us in a structured, commonly used and machine-readable format and to independently transmit those data to a third party.

**Right to erasure**. You the right to have personal data we process about you erased from our systems if the personal data are no longer necessary for the related purposes.

**Right to rectification.** You have the right to correct any personal data that we process during the recruitment.

**Right to withdraw consent.** When you have given us consent to send you our newsletter, you may withdraw said consent at any time.

**Right to object to and restrict.** You have the right to stop your data being used for direct marketing and recruitment.

To exercise any of the abovementioned rights, the user should contact our customer support. We will respond to your requests within 30 days.

### **Electronic communication**

We may send you emails to notify you about updates and new features. When you sign up for our newsletter, we will send you news and promotional material.

You may opt out from our emails or newsletter by clicking "Unsubscribe".

# **Dispute resolution**

If you have questions, please feel free to contact us at <u>info@speys.com</u>. Disputes relating to the processing of personal data are settled through our customer support. The supervisory authority is the Estonian Data Protection Inspectorate (info@aki.ee).