

Privacy Policy

This personal data processing policy (hereinafter the "**Policy**") regulates the conditions under which the legal entities:

- (i) **Billigence Europe GmbH**, Reg. No.: HRB 109983, with its registered seat at Hanauer Landstr. 175-179, 603 14, Frankfurt am Main, Hessen, Germany; and/or
- (ii) **Billigence Europe Ltd**, Reg. No.: 07939811, with its registered seat at 168 Shoreditch High Street, London, E1 6RA United Kingdom; and/or
- (iii) **Billigence Europe Sp. z o.o.**, Reg. No.: 389236681, with its registered seat at Ul. Hrubieszowska 2 01-209 Warszawa, Mazowieckie, Poland; and/or
- (iv) **BILLIGENCE PTY LTD, organizační složka ČR**, No.: 247 38 930, with its registered seat at Prague 9 - Újezd nad Lesy, Ctiněveská 2159, Postal Code 190 16,

(Each of the above entities hereinafter the "**Company**")

process personal data in connection with activities and services in the operation of the <https://billigence.com/> website (hereinafter the "**Website**").

We respect the confidentiality of your personal data and always act in accordance with the provisions of data protection legislation, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation) (hereinafter the "**Regulation**").

With regard to the above, the Company informs you through this Policy how, for what purposes and to what extent the Company processes your personal data.

I. Terms

"**Personal data**" means all information about the data subject;

"**Controller**" means a natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of processing personal data;

"**Data subject**" means any identified or identifiable natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as name, identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

"**Processor**" means a natural or legal person, public authority, agency or other body that processes personal data on behalf of the controller;

"**Processing**" means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

II. Basic information about the processing of personal data by the Company

We always process your personal data on the basis of a legal title, in a fair, transparent manner, for certain, expressly stated and legitimate purposes. We process your personal data only to the minimum extent necessary and store it in a form that allows you to be identified only for the necessary time in relation to the purpose of the processing.

We process your personal data in such a way as to ensure its sufficient integrity and confidentiality, i.e. through appropriate technical and organizational measures, and with appropriate security against unauthorized or unlawful processing and from accidental loss, destruction or damage. We place emphasis on the need for inaccurate data to be deleted or corrected without delay, taking into account their purpose for which we process them.

We also adhere to the principle of abstention of the processing of personal data and minimization of personal data. Therefore, we only store your personal data if it is necessary to achieve the purpose of the data processing or as stipulated by law.

III. Legal grounds, purposes, scope and processing time period of your personal data

Our Company processes your personal data only on the basis of the legal grounds and for the purposes set out below. We always process your personal data only for the time period needed to fulfil the relevant purpose of processing your personal data. Once the purpose of the processing of your personal data is fulfilled and there is no other purpose for which we would be entitled to process the personal data, we delete or anonymize the personal data.

In the case of your personal data being processed on the basis of your consent, we will also stop processing your personal data if you withdraw your consent to the processing of such personal data – in relation to the relevant purpose of the processing. However, this does not affect the lawfulness of the processing carried out before your consent is withdrawn.

If we process personal data on the basis of our legitimate interest and you object to such processing and there are no overly legitimate reasons for such processing, we will also stop processing your personal data in relation to the relevant purpose.

a. Processing of personal data necessary for the legitimate interests of our Company pursuant to Article 6(1)(f) of the Regulation

i. Billigence Bot

If you use a chat window on our Website, we process your personal data provided by you to the extent of your first name, last name and eventually other personal data entered by you in order to deal with your inquiry.

In this case, we retain your personal data for as long as necessary to resolve your inquiry. Once the inquiry is resolved through our chat window, we store this data for 1 month in order to facilitate any potential additional solution to your inquiry.

ii. Contact Form

If you use the contact form on our Website, we process your personal data provided by you to the extent of first name, last name, company name, e-mail address, telephone number, country of residence and eventually other personal data entered by you in order to deal with your request.

In this case, we retain your personal data for as long as necessary to resolve your request. Once the request is resolved, we store personal data for 3 years in order to facilitate any potential additional solution to your request.

b. Processing of personal data on the basis of your consent to the processing of personal data pursuant to Article 6(1)(a) of the Regulation

i. Cookies

Our Company uses various types of cookies that may contain your personal data (e.g. IP address or configuration of your browser and computer).

The following types of cookies can be distinguished:

- Technical cookies – these cookies are necessary for the Website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in, or filling in forms;
- Analytic cookies – these cookies help us to understand how visitors engage with the Website. In addition to reporting site usage statistics, data collected may also be used, together with some of the advertising cookies described below, to help show more relevant ads across the Website and to measure interactions with the

ads we show. We always require your consent to use analytical cookies that contain your personal data;

- Advertisement cookies – we use these cookies to make our ads more engaging and valuable to Website visitors. Some common applications of cookies are to select advertising based on what's relevant to a user; to improve reporting on ad campaign performance; and to avoid showing ads the user has already seen. As in the case of analytical cookies, your consent is necessary for the use of advertisement cookies;
- Functional cookies – these cookies are optional for the Website to function. They are usually only set in response to information provided to the Website to personalize and optimize your experience as well as remember your chat history. As in the case of advertisement cookies, your consent is necessary for the use of functional cookies.

For details on personal data processing using cookies please see our Cookie Policy available [here](#).

ii. **Tableau Services**

If you download free trailer of the application Tableau Desktop, Tableau Prep or Tableau Online/Server through our Website, we use the personal data provided by you to the extent of your first name, last name, company name and email address in order to provide you marketing materials of the Company.

For this purpose, we process your personal data for the duration of the consent granted, i.e. until the period for which you have given us your consent expires, or until the withdrawal of your consent (i.e. unsubscription).

iii. **Event notifications and new Industry Solutions**

If you use a contact form for your questions addressed to our Company on our Website and tick the field "*Add me to your mailing list, to receive event notifications and new industry solutions*" before submitting the contact form, we use your personal data in the extent of the first name, last name, company name, e-mail address, telephone number, country of residence and eventually other personal data entered by you in order to inform you regularly about new events and industry solutions of the Company.

For this purpose, we process your personal data for the duration of the consent granted, i.e. until the period for which you have given us your consent expires, or until the withdrawal of consent (i.e. unsubscription).

iv. **Newsletter**

If you use Billigence Bot on our Website and choose the option "*I wish to subscribe to your newsletter*", we use your personal data in the extent of your e-mail address in order to inform you regularly about the latest in the world of data analytics & data science.

For this purpose, we process your personal data for the duration of the consent granted, i.e. until the period for which you have given us your consent expires, or until the withdrawal of consent (i.e. unsubscription).

v. **Case Studies and similar informative documents**

If you download any case study or **any similar document (e-book, record from webinar etc.)** through our Website, we use the personal data provided by you to the extent of your first name, last name, email address and telephone number in order to assess your interest in our products and services and potentially contact you in order to offer you related products and services.

For this purpose, we process your personal data for the duration of the consent granted, i.e. until the period for which you have given us your consent expires, or until the withdrawal of your consent (i.e. unsubscription).

c. Processing of personal data necessary for the performance of the contract or for the implementation of measures before the conclusion of the contract pursuant to Article 6(1) (b) of the Regulation

i. Booking of a Training Session

If you use the inquiry form on our Website in order to book a training session, we will process the personal data provided by you to the extent of the e-mail address, telephone number, country of residence and other additional personal data entered by you in order to book a training session.

We store your personal data for as long as necessary to ensure your reservation of the training session. We also store your personal data for a period stipulated by applicable law (civil code stipulating a general limitation period).

ii. Public Events Registration Form

If you register through our Website for a public event promoted on our Website, we process the personal data provided by you to the extent of your first name, last name, e-mail address, telephone number, company and job position and other additional personal data entered by you for the purpose of ensuring your registration.

We store your personal data for as long as necessary to process your registration. We also store your personal data for a period stipulated by applicable law (civil code stipulating a general limitation period).

iii. Billigence Store

If you use the Billigence Store to purchase our services, we will process the personal data provided by you to the extent of your first name, last name, email address, billing address and other additional personal data entered by you for the purpose of processing your order, resolve complaints and also in case of enforcement of our legal claims.

We store your personal data for as long as necessary to resolve your order. We also store your personal data for a period stipulated by applicable law (tax regulations or civil code stipulating a general limitation period).

IV. From what sources do we collect your personal data?

We collect your personal data from several sources:

a. Data collected from you as a data subject

We primarily collect the personal data you voluntarily provide to us about you.

b. Cookies

The source of your personal data are also cookies, which are small text files created by a web server and stored on your computer through your browser. We use cookies in connection with your activity on our Website. Our Company's cookies help us to make our online services more user-friendly, efficient, secure and can also serve to implement certain user functions.

c. Web Analytics Tools

For the purpose of continuous optimization and maximum friendliness of the user interface, our Website also uses online web analytics services and social plugins. This automatically collected data is not associated with data from other sources. However, we reserve the right to verify this data retrospectively if we are notified of a specific risk of misuse.

V. Recipients of your personal data

Our Company, under the conditions set out in applicable law, transfers your personal data for further processing to persons (recipients) who process personal data on the basis of a personal data processing agreement.

In particular, the above-mentioned recipients of personal data are the following categories of recipients:

- administrators of our Website,
- Billigence Group Members,
- Business Partners of the Company (e.g. solution partners and organizers of public events), and
- law enforcement authorities, courts, administrative authorities where the Controllers impose this legislation.

VI. Transfer of data to third countries

Within the business activity of our Company, the personal data might be transferred to the countries outside European Union or European Economic Area. In this respect, the Company always ensures that such a transfer shall be in line with applicable legal regulations governing personal data protection and that in each individual case adequate protection and safety of the personal data will be secured. The Company ensures safety while transfers personal data to the third countries by using appropriate safeguards, stated by respective laws (i.e. for such transfer(s) the Company uses mainly valid decisions adopted by the European Commission on an adequate level of protection or the standard data contractual clauses). In the absence of such safeguards, the Company is entitled, in sporadic cases, to transfer the personal data, if such transfer is necessary for the conclusion or performance of the contract concluded in the interest of the data subject; or the transfer is necessary for the performance of the contract concluded between the Company and the data subject or for the implementation of pre-contractual measures taken at the data subject's request; or on the basis of the explicit consent of duly informed data subject.

For more details on personal data transfers to the third countries and the reference to the appropriate or suitable safeguards, please contact the Company using the contact details specified in section VIII. below.

VII. Your rights as a data subject

As a data subject, you have the following rights:

- i. Right to information;
- ii. Right of access to personal data;
- iii. Right to rectification;
- iv. Right to erasure (right to be forgotten);
- v. Right to restriction of processing;
- vi. Right to data portability;
- vii. Right to object;
- viii. Right not to be subject to automated individual decision-making, including profiling;
- ix. Right to lodge a complaint with the Office for Personal Data Protection or with another competent supervisory authority in connection with the processing of personal data.

With the exception of the right to lodge a complaint with the Office for Personal Data Protection or to another competent supervisory authority in connection with the processing of personal data, you may exercise the above rights by requesting one of the methods set out below. We will inform you of the measures taken at your request within one month of receipt of the request, but no later than three months after receipt of the request, if the period has been extended where there is a justified need.

a. Right to information

At the moment we collect personal data from you, we will always inform you about the processing of your personal data in a concise, transparent, comprehensible and easily accessible manner through this Policy and, where applicable, other notifications about the processing of personal data.

b. Right of access to personal data

You have the right to obtain confirmation from us as to whether or not the personal data concerning you is being processed. If we process your personal data, we will provide you with the information you request or which is required by law.

If we process your personal data, we will provide you with a copy of the personal data processed free of charge. We may charge a reasonable fee for additional copies at the request of the data subject corresponding to the administrative costs of making such copies.

c. Right to rectification

You have the right to correct inaccurate personal data concerning you and to complete incomplete personal data, taking into account the purposes of the processing, including by providing an additional statement.

d. Right to erasure / right to be forgotten

You have the right to require the Company to delete your personal data without undue delay if any of the legal reasons stated in the Article 17 of the Regulation is fulfilled.

e. Right to restriction of processing

You have the right to restrict the processing of your personal data if any of the legal reasons stated in the Article 18 of the Regulation is fulfilled.

f. Right to data portability

You have the right to obtain the personal data we process concerning you if any of the legal conditions set out in Article 20 of the Regulation is met.

We will transfer your personal data in a structured, commonly used and machine-readable format. You are entitled to transfer the personal data we collect to another personal data controller. In your request, you can choose whether we should provide personal data to you or whether you will exercise the right to have your personal data transferred directly by our Company to another controller/processor, if technically feasible.

g. Right to object

In the case of the processing of personal data on the basis of the legal title of a legitimate interest of our Company, you have the right to object to such processing of your personal data on the grounds relating to your particular situation, which you describe in the objection.

h. Right to lodge a complaint

If you do not agree with our handling of your request, you can file a complaint against our procedure by the following ways:

In Germany to The Hessian Representative for Data Protection and Freedom of Information:

- i. electronically at the e-mail address: poststelle@datenschutz.hessen.de;
- ii. via complaint form: <https://datenschutz.hessen.de/service/beschwerde>;
- iii. by phone at + 49 611 1408-0; or
- iv. in writing at Postfach 3163, 650 21 Wiesbaden,

In United Kingdom to The Information Commissioner's Office:

- i. electronically via website: <https://ico.org.uk/make-a-complaint/>;
- ii. via live chat: <https://ico.org.uk/global/contact-us/live-chat/live-chat-individuals/>; or
- iii. by phone at +44 0303 123 1113,

In Poland to The Personal Data Protection Office:

- i. via electronic inbox at: <https://www.uodo.gov.pl/pl/p/kontakt>;
- ii. electronically at the e-mail address: kancelaria@uodo.gov.pl;
- iii. by phone at +48 22 531 03 00; or
- iv. in writing at ul. Stawki 2, 00-193 Warsaw, Poland,

In the Czech Republic to The Office for Personal Data Protection:

- i. electronically at the e-mail address: posta@uouu.cz;
- ii. via data box ID: qkbaa2n;

- iii. by phone at +420 234 665 111; or
- iv. in writing at Pplk. Sochora 27, 170 00 Prague 7,

or, where appropriate, with another competent supervisory authority of a Member State of the European Union.

VIII. How to exercise your rights and how to get more information about the processing of your personal data

In order to exercise your abovementioned rights and in case of any questions regarding the processing of your personal data, please do not hesitate to contact us via the data stated below:

Germany - Billigence Europe GmbH:

Correspondence address: Hanauer Landstraße 175-179, 603 14 Frankfurt am Main

Phone: +49 174 9343 606

E-mail: mail@billigence.com

United Kingdom - Billigence Europe Ltd:

Correspondence address: Unit 10, 227 Shepherds Bush Rd, Hammersmith, W6 7AS London

Phone: +44 208 054 8300

E-mail: mail@billigence.com

Poland - Billigence Europe Sp. z o.o:

E-mail: mail@billigence.com

Czech Republic - BILLIGENCE PTY LTD, organizační složka ČR:

Correspondence address: Křížíkova 148/34, 186 00, Prague 8

Phone: +420 223 016 200

E-mail: mail@billigence.com

**Germany - Billigence Europe GmbH / Billigence Europe Ltd / Billigence Europe Sp. z o.o /
BILLIGENCE PTY LTD, organizační složka ČR**