

# PRIVACY POLICY

Last Updated: 20<sup>th</sup> October 2023

## 1. Introduction

Welcome to Qutrics Carbon Limited's Privacy Policy. We respect your privacy and are committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

## 2. Important Information and Who We Are

Purpose of this Privacy Policy:

This privacy policy aims to give you information on how [Your Company Name] collects and processes your personal data through your use of this website.

Controller:

Qutrics Carbon Limited is the controller and responsible for your personal data.

## 3. Data We Collect

Personal data, or personal information, means any information about an individual from which that person can be identified. We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- Identity Data includes [first name, last name, username or similar identifier, etc.].
- Contact Data includes [billing address, delivery address, email address, and telephone numbers, etc.].
- Technical Data includes [internet protocol (IP) address, browser type and version, time zone setting and location, etc.].

## 4. How We Use Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.

## 5. Cookies

- 1.1 Our Site uses cookies to distinguish you from other users of the Site. This helps us to provide you with a good experience when you browse our Site and also allows us to improve our Site.

- 12 A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree to the use of cookies. Cookies contain information that is transferred to your computer's hard drive.
- 13 We use persistent cookies and session cookies. A persistent cookie stays in your browser and will be read by us when you return to our Site or a partner site that uses our services. Session cookies only last for as long as the session (usually the current visit to a website or a browser session).
- 14 We use the following cookies:
  - (a) Strictly necessary cookies - These are cookies that are required for the operation of our Site. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
  - (b) Analytical/performance cookies - They allow us to recognise and count the number of visitors and to see how visitors move around our Site when they are using it. This helps us to improve the way our Site works, for example, by ensuring that users are finding what they are looking for easily.
  - (c) Functionality cookies - These are used to recognise you when you return to our Site. This enables us to personalise our content for you, greet you by your name and remember your preferences (for example, your choice of language or region).
  - (d) Targeting cookies - These cookies record your visit to our Site, the pages you have visited and the links you have followed. We will use this information to make our Site and the information displayed on it more relevant to your interests.
- 15 You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you do so, you may not be able to access all or parts of our Site.
- 16 We may use third-party web services on our Site. The service providers that administer these services use technologies such as cookies (which are likely to be analytical/performance cookies or targeting cookies), web server logs and web beacons to help us analyse how visitors use our Site and make the information displayed on it more relevant to your interests. The information collected through these means (including IP addresses) is disclosed to these service providers. These analytics services may use the data collected to contextualise and personalise the marketing materials of their own advertising network.

## **6. Third-party Sites**

Our Site or our communication with you may from time to time contain links to third-party websites over which we have no control. If you follow a link to any of these websites, please note that they have their own practices and policies. We encourage you to read the privacy policies or statements of these websites understand your rights. We accept no responsibility or liability for any practices of third-party websites.

## **7. Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. We have procedures to deal with any suspected personal data breach and will notify you and any

applicable regulator of a breach where we are legally required to do so.

## **8. Your Legal Rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data, including the right to request access to, correction, or erasure of your personal data.

## **9. Changes to Our Privacy Policy**

We may amend this policy from time to time by posting the updated policy on our Site. By continuing to use our Site after the changes come into effect means that you agree to be bound by the revised policy.

## **10. Contact Details**

For any questions or concerns related to this Privacy Policy, please contact us at [info@eucleides.com](mailto:info@eucleides.com)