

## Privacy Policy

Effective date/Updated on: September 16, 2024

SOLEADIFY, INC., with its registered agent office at 3500 South Dupont Highway, in the city of Dover, county of Kent, Zip Code 19901 (“we”, “our”, or “us”) is committed to protecting and respecting your (the Customer) privacy. This Privacy Policy explains how we collect, use, and disclose information about you when you use our Offering, respectively the Microsoft Excel Add-in (“the Add-in”).

Our services are not directed to minors and persons under the age of 18, and we do not knowingly collect personal information from children. If you are a parent or guardian and believe that your child has provided us with personal information, please contact us immediately. If we become aware that we have collected personal information from a child without verification of parental consent, we will take steps to remove that information from our servers.

### **I. General information on the legal basis for the data processing on this product**

If you have consented to data processing, we process your personal data on the basis of Art. 6(1)(a) GDPR or Art. 9 (2)(a) GDPR, if special categories of data are processed according to Art. 9 (1) GDPR. In the case of explicit consent to the transfer of personal data to third countries, the data processing is also based on Art. 49 (1)(a) GDPR. The consent can be revoked at any time. If your data is required for the fulfilment of a contract or for the implementation of pre-contractual measures, we process your data on the basis of Art. 6(1)(b) GDPR. Furthermore, if your data is required for the fulfilment of a legal obligation, we process it on the basis of Art. 6(1)(c) GDPR. Furthermore, the data processing may be carried out on the basis of our legitimate interest according to Art. 6(1)(f) GDPR. Information on the relevant legal basis in each individual case is provided in the following paragraphs of this privacy policy.

Lastly, if you are a resident of the United States, you shall also have any additional rights under applicable U.S. state laws, such as the California Consumer Privacy Act (CCPA) and the Virginia Consumer Data Protection Act (VCDPA).

### **II. Information we collect**

We will collect personal information if and only if the user creates an account on [explore.veridion.com](https://explore.veridion.com) website that is linked with the Add-in.

#### ***1. Personal Information***

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

- contact information, such as your name (first and last name), email address, your company/employee, including the job title and position and the industry you're professionally active in.
- usage data, information about how you use the Add-in, including the features you use and the actions you take.
- technical data, information about your device, including your IP address, browser type, and operating system.

#### ***2. Non-Personal Information***

We may collect non-personal information that cannot be used to identify you, such as aggregated data about how users interact with the Add-in.

### **III. How we use your information**

We use the information we collect for the following purposes:

- to provide and maintain the Add-in, including troubleshooting, improving, and personalizing the Add-in.
- to communicate with you, to send you updates, security alerts, and support messages.
- for marketing purposes - to contact you if we have any new products or consider that you might be interested in our offerings.
- to analyze Usage, to understand how our Add-in is used and to improve its functionality and user experience.
- to comply with legal obligations, to fulfill any legal or regulatory requirements.

### **IV. How we share your information**

We do not sell, trade, or otherwise transfer your personal information to outside parties without your consent, except as described below:

- Service Providers: we may share your information with third-party service providers who assist us in operating the Add-in, conducting our business, or servicing you, as long as those parties agree to keep this information confidential.
- Legal Requirements: we may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).
- Business Transfers: in the event of a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred to the acquiring entity.

### **V. Data security**

We implement a variety of security measures to maintain the safety of your personal information. However, no method of transmission over the Internet or method of electronic storage is 100% secure. Therefore, we cannot guarantee its absolute security. We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.

Moreover, all data will be kept solely on servers located in the European Union. If you are accessing our services from the United States, please be aware that your information will be transferred to, stored, and processed in the European Union.

### **VI. Your rights**

Depending on your location, you may have the following rights regarding your personal information:

- you have the right to request access to your personal information.
- you have the right to request that we correct any inaccuracies in your personal information.

- you have the right to request that we delete your personal information, subject to certain exceptions (such as for compliance with legal obligations).
- you have the right to request that we restrict the processing of your personal information.
- you have the right to object to our processing of your personal information.
- you have the right to request a copy of your personal information in a structured, commonly used, and machine-readable format.
- you have the right to request information about the categories and specific pieces of personal data we have collected about you, the categories of sources from which the personal data is collected, the purpose for collecting personal data, and the categories of third parties with whom we share personal data.
- you have the right not to receive discriminatory treatment by us for exercising any of your rights
- you may request a copy of your personal information in a structured, commonly used, and machine-readable format.

To exercise these rights, please contact us using the contact information provided below.

## **VII. Changes to this policy**

We reserve the right to make changes to our security and data protection measures and this policy where necessary due to technical development or changes in legal or regulatory regulations. In these cases, we will also update this policy accordingly. Therefore, we ask that you observe the respective current version of this data privacy policy. Your continued use of the Add-in after any changes to this Privacy Policy constitutes your acceptance of the updated policy.

## **VIII. Contact us**

If you have any questions about this Privacy Policy, or want to exercise and of your rights under it, please contact us at: [sorina@soleadify.com](mailto:sorina@soleadify.com)

By using our Microsoft Excel Add-in, you acknowledge that you have read and understood this Privacy Policy.