



Perspectum Portal

Privacy and Cookie Policy

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Welcome to our Privacy and Cookies Policy

Perspectum Ltd (“we” or “us”) is committed to safeguarding your privacy when you access our cloud based portal, the “**Perspectum Portal**”. This Privacy Policy and Cookies Policy sets out:

- (a) how we may use, store, and transfer the personal data you provide to us when using our Site;
- (b) how you can exercise any rights you have pursuant to privacy laws; and
- (c) information about our use of cookies.

This page was last updated on 23 August June 2022.

We recommend you read and ensure you understand the rights and responsibilities described in this policy. Registered Users of the Perspectum Portal will also be subject to the Terms of Use, which we also recommend you read.

Who is responsible for this policy?

For the purposes of the Data Protection Act 2018 (“DPA”) and the General Data Protection Regulation 2016/679 (“GDPR”), the data controller of your information is Perspectum Ltd, a company incorporated and registered in the United Kingdom under number 08219473, with its registered office address at Gemini One, John Smith Drive, Oxford Business Park South, OX4 2LL, Oxford, England.

The Perspectum group also includes Perspectum Group Ltd of Gemini One, John Smith Drive, Oxford Business Park South, OX4 2LL, Oxford, England, Perspectum Inc of 400 Oyster Point Blvd, Suite 435, South San Francisco, CA 94080, USA, Perspectum Unipessoal LDA of Avenida António Augusto de Aguiar, no. 19, 4th floor right, Room B, 1050-012, Lisboa, Portugal, and Perspectum Asia PTE Ltd of 42 Tras Street, #03-01 and 03-03, Singapore, 078981

What information could we collect

We may collect your information:

- if we register you as a user of the Perspectum Portal
- if you correspond with us (for example, to ask for support)
- if you provide information to us via the Perspectum Portal from time to time

Types of information

Information we collect, retain, and use about you may include your name, email address, telephone number and other contact details, individual passwords and logins, and such other personal information as you provide when corresponding with us.

If you provide us with any information relating to any other person, you confirm that you have obtained that person's consent to the disclosure for our use in accordance with this policy.

Technical information

We may also collect, retain, and use certain technical information. This may include your Internet Protocol (IP) address and non-identifying information regarding your use of the Perspectum Portal (including browsing and click-stream activity and your chosen browser and internet service provider).

Our use of your information

We use your information in accordance with:

- our legitimate interests pursuant to Article 6(1)(f) of the GDPR, including providing, and controlling access to the Perspectum Portal; and
- any contracts we have agreed with you or your employer, including exercising our legal rights.

We may contact you in relation to your Perspectum Portal account and any associated services.

Sharing Your Personal Data

The Perspectum Group

Where necessary to provide the Perspectum Portal and associated services, we may share your information with any member of our group of companies from time to time.

Our Business Partners

We may also share your information with business partners, service providers, and sub-contractors but only to the extent necessary for the performance of the Perspectum Portal and associated services.

Our service providers include (without limitation):

- Amazon Web Services, who provide us with hosting services
- Microsoft, Inc., who provides us with their cloud-based Microsoft 365 service as well as their cloud-based Dynamics customer relationship management (CRM) service. Microsoft will host our emails as well as various of our internal documents on its servers
- Zoho Corporation, who provides us with a cloud-based customer relationship management (CRM) service which we use to keep track of our correspondence and contact with our clients.
- Atlassian, who provide our support ticketing platform;
- Ambra, who provide an alternative method of data transfer (which we would agree with you during set-up)

Each service provider may provide your information to their service providers to receive necessary support functions (for instance, the third parties who host their servers).

Third Parties

We may disclose your information to third parties, including (without limitation):

- any prospective acquirer of all or part of our business or assets (in which case our accumulated data, including your personal data, may be comprised in our business or assets)
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any contract between you and us or to protect our rights, property, and safety or those of our customers or others.

No third-party marketing

We do not provide your personal data to third parties for their marketing purposes.

Where Your Information Is Stored

Unless required otherwise by an agreement we hold with you or the organization you represent, your information may be transferred to and stored in the UK, European Economic Area ("EEA"), Singapore, and/or the USA and processed by individuals in the UK, EEA, Singapore, and/or the USA who work for us, a member of our group, or one of our business partners, service providers, or sub-contractors. By providing us with your personal data, you consent to such transfer, storage, and processing.

We will only use providers who put in place appropriate technical and organisation measures to protect your information.

Third Parties and Security

The Perspectum Portal contains links to third party websites and refers to third party service providers and other entities. If you follow a link to any third-party website or deal with any third-party entity, please note the third parties will have their own privacy and Cookie policies, and we are not responsible for their conduct. You should ensure that you have read and understood any relevant policies.

Nature of the internet

We do our best to ensure the security of personal data provided to us and use reputable service providers, however transmission of data via the internet is by its nature insecure and we cannot guarantee the security of your information. Once we have received your information, we will use appropriate procedures and security features to try to prevent unauthorised access or disclosure.

Where we have given you (or where you have chosen) login information which enables you to access the Perspectum Portal, you are responsible for keeping this information secure and confidential and must not share it with anyone.

Your Rights

You have rights, which include:

- the right to access personal data about you held by us;
- the right to be informed about our collection and use of your personal data;
- the right to request that we rectify the personal data we hold about you;
- the right to request that we restrict our processing of the personal data we hold about you;
- the right to ask us to stop processing your personal data;
- the right to request that we erase personal data we hold about you; and
- the right to raise concerns with us.

In order for you to exercise your rights, please contact us at info@perspectum.com, or at our UK postal address, addressing the letter for the attention of our Data Protection Officer. If you have any concerns about our use of your information, please get in touch and we will do our best to provide a resolution. If we are unable to, you may contact the Information Commissioner's Office.

Cookies

A Cookie is a file which is stored on the device you use to access the Perspectum Portal. You can read more about Cookies at <http://aboutcookies.org>.

The Perspectum Portal uses strictly necessary Cookies to allow to you to login and access areas within your set of permissions.

You may block Cookies by activating settings on your browser. If you choose to block Cookies you will be unable to use the Perspectum Portal effectively.

We use session Cookies which expire whenever you close your browser or shut down your computer.

Contact Us

If you have any questions, comments or requests regarding this Privacy and Cookie Policy or our use of any personal data, please contact us at info@perspectum.com, please title your correspondence 'Privacy and Cookies Policy – Perspectum Portal'.