

## PIVIGO LIMITED

### PRIVACY POLICY

We are committed to protecting and respecting your privacy and treating the privacy of visitors to our website with the highest importance.

#### WHO WE ARE

We are Pivigo Limited (company number 08645601) and our registered office address is Seebeck House, 1 Seebeck Place, Knowlhill, Milton Keynes MK5 8FR (referred to as "we", "us" or "our"). We are registered as a data controller with the Information Commissioner's Office with registration number ZA209733 for the purpose of the Data Protection Act 1998 (the "Act"). Our nominated representative for the purpose of the Act is Jason Muller.

This policy (together with our Cookie Policy <https://www.pivigo.com/cookies.pdf> and our terms and conditions for data scientists <https://www.pivigo.com/docs/terms-and-conditions.pdf>, terms and conditions for limited company contractors [https://www.pivigo.com/docs/project\\_terms.pdf](https://www.pivigo.com/docs/project_terms.pdf) and any other documents referred to in it sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting our website, creating a user account or using our services you are accepting and consenting to the practices described in this policy.

We are the providers of the website [www.pivigo.com](http://www.pivigo.com) (referred to as "our website").

A reference to "you" or "your" is a reference to a user of our website and/or our services and includes a person who has created a user account with us and/or clicked "Sign up for News".

#### INFORMATION WE COLLECT ABOUT YOU

**Information we collect about you.** This is different to "information you give to us" because it relates to technical data that we collect. With regard to each of your visits to our website, we will automatically collect the following information:

- technical information including the internet protocol (IP) address used to connect your computer to the internet, log-in information, browser type and version and plug in type and version, time zone setting and your operating system and platform; and
- information about your visit including the full uniform resource locators (URL), clickstream to, through and from our website (including date and time), page response times, download errors, the pages viewed, the length of visits to certain pages and page interaction information such as scrolling, clicks and mouse-overs.

**Information you give to us.** We will collect the information that you give to us. You may give us information about you when you:

- fill out forms on our website (including the registration form for a user account);

- apply for one of our programmes (e.g. our S2DS programme) or projects;
- upload any data to our website;
- correspond with us by phone, email or otherwise;
- complete and update your profile for your user account;
- participate in discussion boards or other social media functions on our website;
- participate in data science challenges, tutorials and/or any other interactive services on our website; and/or
- report a problem with our website.

The information that you give to us includes the following information (which you give to us when you complete the registration form on our website to create a user account):

- your name;
- your email address;
- your phone number;
- your nationality; and
- your gender.

You may also give us information about you when you apply for a programme or project via our website. This may include:

- a copy of your curriculum vitae;
- information relating to your academic qualifications and experience and employment history; and
- your programming abilities and experience.

If you are applying for a project, the information you provide to us may vary from time to time and you may be required to provide us with information in addition to the information set out above depending on the nature of the project and the requirements of our project business partners.

**Information we receive about you from other sources.** We may receive information about you from other sources in the following ways:

- if you use any of the other websites we or any of our group companies (as defined in section 1159 of the UK Companies Act 2006) operate or any other services we or our group companies provide. In this case we or our relevant group company will have informed you, when the data was collected, that it may be shared internally and combined with data collected as described in this policy; and/or
- we are also working closely with third parties and we may receive information about you from them including, for example, social media platforms, sub-contractors in technical,

payment and delivery services, search information providers, credit reference agencies, project and programme business partners and analytics providers (we use Google Analytics - a popular web analytics service provided by Google Inc).

## **COOKIES**

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

By continuing to use our website, you are agreeing to our use of cookies. For detailed information on the cookies that we use and the purposes for which we use them, please see our cookie policy <https://www.pivigo.com/cookies.pdf>.

## **WHAT DO WE DO WITH YOUR INFORMATION?**

### **Main uses of your information**

This section of the policy describes the things that we do with your information that relates to your use of our website, user account and our services. Primarily, we collect and store information about you to help us to provide a better service to you. We may use this information:

- to fulfill a request for information from you relating to our services;
- to provide you with the services that you request from us;
- to provide you with information on services similar to those we are providing to you or which we have previously provided to you;
- to carry out our obligations arising from any contracts entered into between you and us. For example, we will use such information where such information is necessary to determine your suitability, or to process your application, for a programme or project advertised on our website;
- to enable you to apply for programmes, projects or jobs or post details of programmes, projects or jobs on our website;
- to allow you to participate in interactive features of our service when you choose to do so (e.g. tutorials);
- to notify you about important changes to our website, your user account and/or our services; and
- to enforce our Cookie Policy <https://www.pivigo.com/cookies.pdf> and our terms and conditions for data scientists <https://www.pivigo.com/docs/terms-and-conditions.pdf>, terms and conditions for limited company [https://www.pivigo.com/docs/project\\_terms.pdf](https://www.pivigo.com/docs/project_terms.pdf).

### **Technical uses**

This section of the policy describes the things that we do with your information that arises from our monitoring of our website and the collection of your information whilst using our website. We may use this information:

- to administer our website and your user account and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our website to ensure that content is presented in the most effective manner for you and for your computer;
- as part of our efforts to keep our website safe and secure; and
- to identify patterns that we can use in our marketing strategy and to help us develop, administer, support and improve our services, features and adverts.

## **WHERE WE STORE YOUR INFORMATION**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers or one of our suppliers' secure servers. Any payment transactions will be encrypted. Where you have chosen a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We retain the personal information that you provide to us while your user account is in existence and active or as needed to provide you with our services. We may retain your personal information even after your user account has been closed if retention is reasonably necessary to comply with our legal obligations, to meet regulatory requirements, to prevent fraud and abuse or enforce this privacy policy.

## **WHO HAS ACCESS TO YOUR INFORMATION?**

You agree that we have the right to share your personal information with:

- any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006; and
- selected third parties including:
  - project and programme business partners, suppliers and sub-contractors for the performance of any contract we enter into with you or them; and
  - analytics and search engine providers that assist us in the improvement and optimisation of our website.

We may disclose your personal information to third parties:

- if we sell or buy any business or its assets in full or part, in which case we will disclose your personal data to the prospective seller or buyer of such business or its assets;
- if we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets; and
- if we are under a duty to disclose or share your personal data to comply with any legal obligation, or in order to enforce our Cookie Policy <https://www.pivigo.com/cookies.pdf> and our terms and conditions for data scientists <https://www.pivigo.com/docs/terms-and-conditions.pdf>, terms and conditions for limited company contractors [https://www.pivigo.com/docs/project\\_terms.pdf](https://www.pivigo.com/docs/project_terms.pdf) and other agreements; or to protect the rights, property or safety of us, our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **THIRD PARTY LINKS**

Links on our website to websites provided by third parties may be found. These third party websites have their own privacy policies, which you agree to when you link to that third party's website. You should read the third party's privacy policy. We do not accept claims of liability or responsibility in any way for these policies or links, as we have no way to control third party websites.

### **YOUR RIGHTS**

The Act gives you the right to access the information that we collect and hold about you. Your right of access can be exercised in accordance with the Act. Please note that any demand for access may be subject to a fee of £10 which covers our costs in providing you with details of the information we hold about you.

The contact information below needs to be used to request access to the details we collect and store about you.

### **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to this policy in the future will be posted on this page and, if appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

### **CONTACTING US**

We welcome any queries, comments and requests you may have regarding this privacy policy. Please do not hesitate and feel free to contact us at [info@pivigo.com](mailto:info@pivigo.com).