

Katana Labs Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Topics:

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- How do we collect your data?
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- How long do we keep personal information?
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What data do we collect?

Our Company collects the following data:

- Personal identification information (Name, email address, company name). This data is only collected when the request for a demo form is filled
- Analytics cookies (website traffic and usage to improve the traffic of the website and the hits in order to improve the website and the information).

How do we collect your data?

You directly provide Katana Laba with most of the data we collect. We collect data and process data when you:

- **Request a demo** : Register online or place an order for any of our products or services.
- **Analytics cookies** : Use or view our website via your browser's cookies.

How will we use your data?

Our Company collects your data so that we can:

- Process your order, manage your account.
- Email you with information around the Katana proposition and arrange a demo.
- Improve the website

How long do we keep personal information?

We retain your information in accordance with our enterprise records retention schedule. You can find more information on the criteria used to calculate the retention periods set out below.

We have an enterprise records retention schedule that is based upon a classification scheme consisting of business functions, record classes, and record types.

We calculate retention periods for your personal information in accordance with the following criteria:

the length of time necessary to fulfill the purposes we collected it for

- when you or your employer (or other subscriber providing for your access to our Services) cease to use our Services
- the length of time it is reasonable to keep records to demonstrate that we have fulfilled our duties and obligations

- any limitation periods within which claims might be made
- any retention periods prescribed by law or recommended by regulators, professional bodies or associations
- the existence of any relevant proceedings

What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.

The right to erasure - You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to Our Company's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@katanasuite.com

Marketing

We will not use your personal data for marketing or promotional purposes.

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** : Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Google Analytics** : a web analytics service offered by Google Inc. Google Analytics will make use of small pieces of data, known as cookies, which can be used to track and analyse the manner in which you use and operate our website. Such data might be transferred to, and stored on, a server in the USA operated by Google, Inc. Google, Inc. may i) transfer this data to third parties where required by law, or other third party processors used by Google, Inc. You may prevent

cookies from being stored in relation to your visit to, and use of, our website but do please be aware that this may negatively impact upon the way in which the websiteworks.

How to manage cookies

You can set your browser to not accept cookies, and the above website tells you how to remove cookies from your browser.

Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9 January 2019.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@katanasuite.com

Or write to us at: Katana Labs Ltd, 8-10 Moorgate, London, EC2R 6DA, UK

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office. For the UK, that's the Information Commissioner - [HTTPS://ICO.ORG.UK/](https://ico.org.uk/).