



N-TECH.LAB LTD  
Archiepiskopou Kyprianou and Zakyntou, 2, Office 1, 6016, Larnaca, Cyprus  
company number HE 357651  
[www.ntechlab.com](http://www.ntechlab.com)

## Privacy Policy

15<sup>th</sup> July 2022

At N-TECH.LAB LTD (the “Company”) we recognize that privacy is important to you.

This Privacy Policy explains how we collect, use and disclose your personal data, and your rights in relation to the personal data as these are held. Keeping your data secure and private is part of our philosophy for delivering high standards of services.

In this Privacy Policy, “us”, “we”, “our” is the data controller of your personal data and is subject to the EU General Data Protection Regulation 2016/679 (“GDPR”) and any locally applicable data protection laws.

### I. General rules

#### What data do we collect?

We may collect the following categories of personal data while you are using our website ([www.ntechlab.com](http://www.ntechlab.com)):

- full name
- e-mail
- telephone number
- place of employment
- job role
- country of residence

#### How do we collect your data on our website?

You directly provide us your personal data. We collect personal data and process it when you:

- voluntarily submit a request for a consultation, document, demo or other information
- voluntarily subscribe to receive information about our company, products and events

#### Processing your personal data

##### 1. Performance of a contract with you

We process your personal data because it is necessary for the performance of a services provision agreement to which you are a party or in order to take steps at your request prior to entering into such agreement.

In this respect, we use your personal data for the following:

- To prepare a proposal for you regarding the services we offer
- To deal with any complaints or feedback you may have

## **2. Consent**

We may rely on your freely given consent at the time you provided your personal data to us for a purpose of the process other than for the purposes set out hereinabove, then the lawfulness of such processing is based on that consent. You express your consent by checking "I have read Privacy Policy and I give free and informed consent to the processing of my personal data" when you submit a request to us using our website.

In this respect, we use your personal data for the following:

- Provide you needed documents and information
- Email you with information about our company, products and events

You have the right to withdraw consent at any time. However, any processing of personal data will not be affected prior to the receipt of the withdrawal.

## **Transferring personal data**

In this respect, we may share your personal data with or transfer it to the following:

- Third parties whom we engage to assist in delivering the services to you
- Our professional advisers where it is necessary for us to obtain their advice or assistance, including lawyers, accountants
- Debt collection agencies where it is necessary to recover money you owe us
- The courts of the Republic of Cyprus and/or any other public authorities of the Republic of Cyprus, or where requested, either by Law or in the court of providing our services to you
- Other third parties such as intermediaries who we introduce to you. We will wherever possible tell you who they are before we introduce you

When sharing your personal data with third parties as set out in this Privacy Policy, it may be transferred outside the European Union. Such third parties have access to personal data solely for the purposes of performing the services specified in the applicable service agreement, and not for any other purpose. In these circumstances, your personal data will only be transferred on one of the following bases:

- The country that we send the personal data to is approved by the European Commission as providing an adequate level of protection for personal data
- The recipient has entered into European Commission standard contractual clauses with us or contract terms ensuring adequate data protection
- You have explicitly consented to the same

## **Term of processing**

We will keep your personal data until the purposes of processing are achieved. Once this time period has expired, we will delete your personal data within 30 days.

## **Marketing**

We would like to send you information about our company, products and events. If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop our Company from contacting you for marketing purposes.

## **What are your data protection rights?**

We 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@ntechlab.com](mailto:info@ntechlab.com)

Or write to us: Archiepiskopou Kyprianou and Zakynthou, 2, Office 1, 6016, Larnaca, Cyprus

## **II. Cookies**

### **What are cookies?**

We collect and process your cookies while you are using our website. The provisions of section 1 of this Privacy Policy also apply to the processing of your cookies unless this section states otherwise.

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

For further information, visit <https://allaboutcookies.org/>

### **What types of cookies do we use?**

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

- **Necessary.** Necessary cookies help make our website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies
- **Preferences.** Preference cookies enable a website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in
- **Statistics.** Statistic cookies help website owners to understand how visitors interact with website by collection and reporting information anonymously
- **Marketing.** Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third-party advertisers

### **How to manage your cookies?**

We process your cookies because it is necessary for our legitimate interests. In this respect, we use your personal data for the following:

- Understanding how you use our website
- Improve the performance of our website on your device

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Also, you can choose what types of cookies do you agree to process. You can make these settings in a special notice at the bottom of the browsers window on our website when you are visit our website for a first time.

The retention period for different types of cookies is specified in the special notification on our website. Once this time has expired, we will delete your cookies.

## **III. Changes and Contact details**

### **Privacy policies of other websites**

Our 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**

We keep our Privacy policy under regular review and places any updates on this web page. This Privacy Policy was last updated on 15<sup>th</sup>, July 2022.

### **How to contact us**

If you have any questions about our 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@ntechlab.com](mailto:info@ntechlab.com)

Or write to us at: Archiepiskopou Kyprianou and Zakynthou, 2, Office 1, 6016, Larnaca, Cyprus

### **How to contact the appropriate authorities**

For any complaints you may have you may contact the Data Commissioner of the Republic of Cyprus at

[https://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/home\\_en/home\\_en?op=endocument](https://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/home_en/home_en?op=endocument)