

# USER PRIVACY POLICY

Updated: 6 September 2018

## Overview

RECOMIA is committed to maintaining your confidence and trust with respect to your privacy. Please read this privacy policy carefully to understand our practices about how we collect, use and share your personal information.

## Information we may collect

In connection with the use of our services, we may collect and process the following data about you:

Information you provide to us: The types of personal information that we collect directly from you depends on the content and features of the service you use and how you otherwise interact with us and may include:

- Contact details such as your name, e-mail address, address, profession and workplace
- Account login credentials, such as usernames and passwords
- Content that you upload and share or store in your account, such as annotations, comments, contributions and replies
- Data that you provide to us as part of interacting with the service, such as your annotations and search queries
- Communications preferences, such as your preferred language and the frequency, type and format of the alerts you sign up to receive.

Device and usage data: The service may automatically collect information about how you and your device interact with the service, such as:

Computer, device and connection information, such as IP address, browser type and version, operating system and other software installed on your device, unique device identifier and other technical identifiers, error reports and performance data

Usage data, such as the features you used, the settings you selected, URL click stream data, including date and time stamp and referring and exit pages, and pages you visited on the service

We collect this data through our servers and the use of cookies and other technologies. You can control cookies through your browser's settings and other tools. However, if you choose to block certain cookies, you may not be able to register, login, or access certain parts or make full use of the service.

## How we use your information

We are committed to delivering a relevant and useful experience to you. Depending on how you interact with the service, we use your personal information to:

- Provide, activate and manage your access to and use of the service
- Process and fulfil a request, order, download, subscription or other transaction
- Offer you customized content and other personalization to make the service more efficient for you and more relevant to your interests and geography
- Enhance and improve the service, such as add new content and features
- Notify you about changes, updates and other announcements related to the service
- Provide technical, product and other support and help to keep the service working, safe and secure

## Sharing of your information

We do not disclose information about our users unless we have their consent, or where we are required or permitted to do so by law. Specifically, if we have good faith belief that such disclosure is necessary to:

- meet any applicable law, regulation, legal process or other legal obligation
- detect, investigate and help prevent security, fraud or technical issues
- protect the rights, property or safety of RECOMIA AB, our users, employees or others
- as part of a corporate transaction, such as a transfer of assets to or an acquisition by or merger with another company

## Data retention

We retain your personal information for as long as necessary to provide the service and fulfil the transactions you have requested, or for other essential purposes such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing our agreements.

## Data security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. For details go to [recomia.org](https://recomia.org)

## Deletion of personal information

At any time, the users may ask us to provide to them information on the personal data that are being processed; the purposes of the processing; the categories of recipients of the data; and any available information as to the source of such data. Additionally, the users may ask us to correct, erase or block personal data we hold if these turn out to be inaccurate or misleading; or discontinue the processing of personal data relating to the users.