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**Tectonica Design Lab Limited**

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## Privacy Policy

Tectonica Design Lab Limited respects the privacy of its users, and is fully committed to protect their personal information and use it properly. This policy describes how we may collect and use personal information, and the rights and choices available to our visitors and users regarding such information. We ask that you take time to read it carefully. We may update this Privacy Policy from time to time to reflect new uses, rules, regulations or technologies that impact your privacy. We recommend that users review our Privacy Policy on a routine basis to view any changes.

This Privacy Policy applies to and governs data collection and usage at [www.tectonicadesignlab.com](http://www.tectonicadesignlab.com)

**IF YOU DO NOT AGREE WITH OUR PRIVACY POLICY, THEN DO NOT USE THIS WEB SITE.**

### The Information we collect and how it's used

We use your information in order to communicate with you, and to assist providing you with services you have requested. The information is also used to help us improve the running of our website and for marketing purposes (where you have given additional consent). Please note it may not be possible for Tectonica Design Lab Limited to provide you with requested services if you do not provide the required information. Tectonica Design Lab Limited stores your contact details including Company Name, Contact Name, Contact e-mail, Contact Telephone Number and Business Address on a client database and will not disclose this information to any third-party without your consent.

Data you submit online may also be combined with other information you provide through other means of communication, such as email.

As is true of most web sites, we gather certain information automatically and store it in log files. This information includes Internet protocol (IP) addresses, browser type, referring pages, date/time stamp and click stream data. We use this information, which does not identify individual users, to analyse trends, to administer the Web Site, to track users' movements around the Web Site and to gather demographic information about our user base as a whole. We do not link this automatically-collected data to personally identifiable information.

## **Wix**

Our site is hosted on Wix.com Ltd. They provide us with the platform that allows us to display and provide our services to you. Your data is stored through Wix's data storage, databases and the general Wix application. They store your data on a secure server behind a firewall.

Please see the link <https://www.wix.com/about/privacy> for full details of the Wix privacy policy.

### ***Wix: Social Media Features and Framed Pages***

"Our Services include certain Social Media features and widgets, such as the "Facebook Connect" or "Google Sign-in" features, "Facebook Like" button, the "Share this" button or other interactive mini-programs ("Social Media Features"). These Social Media Features may collect information such as your IP address or which page you are visiting on our Website, and may set a cookie to enable them to function properly. Social Media Features are either hosted by a third party or hosted directly on our Services. Your interactions with these third parties are governed by their policies and not ours.

In addition, our Services may enable you to share your Personal Information with third parties directly, such as via page framing techniques to serve content to or from Third Party Services or other parties, while preserving the look and feel of our Website and Services ("Frames"). Please be aware that if you choose to interact or share any Personal Information via such Frames, you are in fact providing it to these third parties and not to us, and such interactions and sharing too are governed by such third parties' policies and not ours."

### ***Wix: Use of Cookies and Other Tracking Technologies***

"Wix, together with its marketing, analytics and technology partners, uses certain monitoring and tracking technologies (such as cookies, beacons, pixels, tags and scripts). These technologies are used in order to maintain, provide and improve our Services on an ongoing basis, and in order to provide our Visitors, our Users and their Users-of-Users with a better experience. For example, thanks to these technologies, we are able to maintain and keep track of our Visitor's and Users' preferences and authenticated sessions, to better secure our Services, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance of our Services.

Please note that Third Party Services placing cookies or utilizing other tracking technologies through our Services may have their own policies regarding how they collect and store information. Such practices are not covered by our Privacy Policy and we do not have any control over them.

Cookies: In order for some of these technologies to work properly, a small data file ("cookie") must be downloaded and stored on your device. By default, we use several persistent cookies for purposes of session and user authentication, security, keeping the User's preferences (e.g., regarding default language and settings), connection stability (e.g., for uploading media, using e-Commerce features, etc.), monitoring performance of our services and marketing campaigns, and generally providing and improving our Services.

If you want to delete or block any cookies, please refer to the help and support area on your internet browser for instructions on how to locate the file or directory that stores cookies. Information on deleting or controlling cookies is also available at [www.aboutcookie.org](http://www.aboutcookie.org) (note that this website is not provided by Wix, and we therefore cannot ensure its accuracy, completeness or availability). Please note that deleting

our cookies or disabling future cookies or tracking technologies may prevent you from accessing certain areas or features of our Services, or may otherwise adversely affect your user experience.

**Clear Gifs:** We and certain Third Party Services may employ a software technology called clear gifs (a.k.a. Web Beacons/Web Bugs), which enables them and us to improve our Services by measuring their effectiveness and performance. Clear gifs are tiny graphics with a unique identifier, similar in function to cookies, however unlike cookies these are not stored on your device, but are instead embedded within our Services.”

## Wix Security

“Wix has implemented security measures designed to protect the Personal Information you share with us, including physical, electronic and procedural measures. Among other things, we offer HTTPS secure access to most areas on our Services; the transmission of sensitive payment information (such as a credit card number) through our designated purchase forms is protected by an industry standard SSL/TLS encrypted connection; and we regularly maintain a PCI DSS (Payment Card Industry Data Security Standards) certification. We also regularly monitor our systems for possible vulnerabilities and attacks, and regularly seek new ways and Third Party Services for further enhancing the security of our Services and protection of our Visitors’ and Users’ privacy.

However – regardless of the measures and efforts taken by Wix, we cannot and do not guarantee the absolute protection and security of your Personal Information, your Users-of-Users’ Information or any other User Content you upload, publish or otherwise share with Wix or anyone else.”

## Wix: Data retention

“We may continue to retain such Personal Information even after you deactivate your User Account and/or cease to use any particular Services, as reasonably necessary to comply with our legal obligations, to resolve disputes regarding our Users or their Users-of-Users, prevent fraud and abuse, enforce our agreements and/or protect our legitimate interests”

## Wix: Third Party Services

“Wix has partnered with a number of selected service providers, whose services and solutions complement, facilitate and enhance our own. These include hosting and server co-location services, communications and content delivery networks (CDNs), data and cyber security services, billing and payment processing services, domain name registrars, fraud detection and prevention services, web analytics, e-mail distribution and monitoring services, session recording and remote access services, performance measurement data optimization and marketing services, content providers, and our legal and financial advisors (collectively, “Third Party Service(s)”).

Such Third Party Services may receive or otherwise have access to our Visitors’ and Users’ Personal Information and/or Users-of-Users’ Personal Information, in its entirety or in part – depending on each of their particular roles and purposes in facilitating and enhancing our Services and business, and may only use it for such purposes.

Note that while our Services may contain links to other websites or services, we are not responsible for such websites’ or services’ privacy practices, and encourage you to be aware when you leave our

Services and read the privacy statements of each and every website and service you visit. This Privacy Policy does not apply to such linked third-party websites and services.

Wix is accountable for personal data that it receives under the Privacy Shield and subsequently transfers to a third party as described in the Privacy Shield Principles. In particular, Wix remains responsible and liable under the Privacy Shield Principles if third-party agents that it engages to process the personal data on its behalf do so in a manner inconsistent with the Principles, unless Wix proves that it is not responsible for the event giving rise to the damage”

## Choice

Tectonica Design Lab Limited does not currently use your personally identifiable information for purposes not directly related to our services you have requested or other requests or inquiries you have made. Should we wish to use your personal identifiable information to send you newsletters or marketing information we will provide a mailing list opt in button on our website and provide our existing Clients for which we have personal information, the choice to opt in through email. Any future marketing or information e-mails sent to our Clients will be done using the Blind Carbon Copy (Bcc.) send option, therefore e-mail addresses can be hidden from others.

We will retain your information for as long as needed for the purposes for which it was collected, and in accordance with our retention policies, as applicable. We will retain and use your information as appropriate to comply with our legal obligations, resolve disputes, and enforce our agreements.

## Links

Tectonica Design Lab Limited may provide you with links to other websites that may be operated by companies not affiliated with Tectonica Design Lab Limited. Please be aware that Tectonica Design Lab Limited is not responsible for the privacy practices or the content of such websites. Tectonica Design Lab Limited does not endorse them or make any representations about them or any information, services, products or materials found on them. Linked websites may have their own privacy policies or notices, which we strongly suggest you review if you visit any linked websites. We are not responsible for the content of any websites that are not affiliated with Tectonica Design Lab Limited, any use of those websites, or the privacy practices of those websites.

## Data transfer and security

Tectonica Design Lab Limited may transfer the personally identifiable information we collect about you to countries other than the country in which the information originally was collected. Those countries and the country from which you submitted the information may not have the same data protection laws as the country in which you initially provided the information. When we transfer your information to other countries, we will protect that information as described in this Privacy Policy and in accordance with applicable law.

We will take steps intended to safeguard personally identifiable information stored on our systems from unauthorised access or disclosure. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, we cannot ensure or warrant the security of any information you transmit to us or from our online services, and you do so at your own risk.

## **How to access and correct your information**

Tectonica Design Lab Limited strives to keep your personally identifiable information accurate and up-to-date. Should you find inaccuracies in your personally identifiable information and wish to amend, correct or delete the same, please contact us through one of the communication methods described at the bottom of this document. To the extent required by applicable law, Tectonica Design Lab will respond to requests to update personally identifiable information within 30 days of the reception of the request.

If you have opted in to marketing and promotional correspondence from Tectonica Design Lab Ltd, and wish to opt out, please update your e-mail preferences or follow the unsubscribe instructions contained in the e-mail communications you receive. To the extent required by applicable law, your request will be met within 10 business days.

## **Sharing of Information**

Unless Tectonica Design Lab Limited has your permission or is required by law, or except as otherwise set forth in this Privacy Policy, Tectonica Design Lab Limited will not sell, rent or lease your personally identifiable information to others, except in order to provide you with the products and services you request.

Please remember that when you submit information to a discussion group or some other public or online forum, the information submitted will be deemed public information and will not be considered confidential or treated by Tectonica Design Lab Limited as other personally identifiable information you specifically provide to Tectonica Design Lab Limited, which is subject to this Privacy Policy.

We may share or disclose your personally identifiable information if such disclosure is necessary to: (a) comply with legal process (such as a court order) or other legal requirements of any governmental authority; (b) protect our rights or property; (c) protect the interest of users of the Web Site, other than you, or any other person; or (d) operate or conduct maintenance and repair of our services or equipment, as authorised by law.

Notwithstanding the foregoing, as a result of the sale, merger, consolidation, change in control, transfer of substantial assets, reorganisation or liquidation of Tectonica Design Lab Limited, we may transfer, sell or assign information concerning your use of this Web Site, including without limitation, personally identifiable information, to third parties involved in the transactions listed above. In the event of such transfer, sale or assignment, notice will be given in accordance with the Notification of Changes

## **Right to access, change or delete Personal Data**

Right to access: the Act gives Data Subjects the right to access information held about them, to ensure that such Personal Data is accurate and relevant for the purposes for which the Website collected the data. You may review your Personal Data stored in the Website databases and correct, erase or block any data that is incorrect, as permitted by applicable law. Your right of access can be exercised in accordance with the Act.

You may edit your Personal Data by contacting us by phone or email. In making modifications to your Personal Data, you must provide only truthful, complete and accurate information. To request erasure of Personal Data, please submit a written request.

Satisfying Requests for Access, Modifications, and Corrections: we will endeavour to respond in a timely manner to all reasonable written requests to view, modify, or inactivate Personal Data

### **Children under thirteen**

Our Services are not intended for use by children under the age of 13 and we do not knowingly collect personally identifiable information from users under the age of 13. If you become aware that a child has provided us with Personal Information, please contact us as set forth in this Privacy Policy.

Children under 13 should not send any information about themselves to Tectonica Design Lab. Ltd. If a child under 13 submits information through any part of the Web Site, and we become aware that the person submitting the information is a child, we will attempt to delete this information as soon as possible.

### **Changes to this privacy policy**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

### **Contact information**

Tectonica Design Lab Ltd welcomes your comments regarding this Statement of Privacy. Should you have any questions or concerns about our Privacy Policy, please contact us: via e-mail at [michelle@tectonicadesignlab.com](mailto:michelle@tectonicadesignlab.com), by telephone at +44(0)7753630162, or by mail to: 333-335 High Street, Bangor, Gwynedd, LL57 1YA, United Kingdom

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