

Who we are

Convertico Media,
105 Griva Digeni,
Limassol, Cyprus.
Telephone Number: 25 588 877

For any enquiries regarding this Privacy Policy and/or the Cookie Policy please contact our designated Data Protection Officer:

Contact email address: dpo@converticomedia.com

- We/Us/Our: Convertico Media Limited
 - Data Controller: Determines the purposes and means of processing personal data
 - Data Processor: Responsible for processing personal data on behalf of a controller
 - EU: European Union
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Our approach to managing private information

This privacy policy sets out how we collect, use and protect any information that you give us when you use our website. In case you do not agree with the privacy policy you should not use this Website.

We are committed to ensure that your privacy is protected. Although we do not keep any personal information while you are browsing our Website, we may ask you to provide certain information like your Name, your Email address and your Telephone number, in order to be able to provide you with relevant information about our products and services or to be able to answer any question you may ask.

Any Information that you give us will only be used in accordance with this privacy policy.

This privacy policy is effective as of 15th May 2018.

We respect your privacy and this is our promise to:

- Use your personal information to only provide you with information or service you have requested
 - Keep your data safe, secure and process it in a secure way
 - Assist you to change your mind at any time about the communications you have registered to receive
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Why do we collect, use and process your personal information?

We need to collect data and personal information from you to provide you with the information and services you request from us in the best possible way.

What information do we collect?

We may collect the following information:

Contact details including:

- Name
- Surname
- Email address
- Phone

We will only use your personal information for the purposes you have permitted us and we will not share it for marketing purposes outside of Convertico Media Limited unless you have given us **exclusive** permission to do so. In addition, we will not transfer or share your personal information outside EU, unless you have given us your consent to do so. If this practice changes in the future, we will update this policy to identify the non-agent third parties and provide an opt-out option. If this practice changes in the future, we will update this policy to identify the non-agent third parties and provide an opt-out option.

Every time you visit our website, we may automatically collect the following information for security reasons:

- Technical information, including:
 - The Internet Protocol (IP) address used to connect your computer to the Internet
 - Browser type and version
 - Time zone settings
 - Browser plug-in types and versions
 - Operating systems and platforms, etc
 - Visit information, including Uniform Resource Locators (URLs) of the websites that you came from to our website and which pages you visited (including date and time), our website page response times, download errors, length of visits to pages, visit duration, page interaction information and methods used to exit our site
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Children Personal Data

Our services are not directed to individuals under the age of sixteen (16), and we request that you do not provide any Personal Data that belong to minors of younger age.

What we do with the personal information we collect?

We require personal information to process your request/s and provide you with a better service. In particular for the following reasons:

- Internal record keeping
- Improve our products and services
- Send marketing emails about events, training courses or other information which we think you may be of certain interest to you.

We are the sole owners of the information collected on this site and we only have access to the information you voluntarily provide. We will use your information to respond to you, regarding the reason you contacted us and we will not sell or rent or freely give this information to anyone.

Where your information is stored

Your data is stored on secure servers, located within EU borders, operated by us, and will be managed using the robust security measures described below.

Your data may also be saved with trusted third parties solely for the purposes you have provided it to us.

Your personal information may be copied or transferred by us or our trusted third party data processors outside of the EU. We take steps that, in the event your personal information is stored outside the EU that controls are in place to protect in accordance EU and UK data protection and privacy regulations.

Security and storage of personal information

We will (or we will apply appropriate security controls to)keep your personal information accurate, safe and secure.

When you give your personal information to us, we will process and use that data in accordance with our responsibilities under the General Data Protection Regulation (GDPR) - Regulation (EU) 2016/679) and other relevant legislation.

If you provide payment information, we create payment instructions and pass them to our payment gateway provider in a secure manner. We do not retain your payment details.

To prevent unauthorized access, maintain data accuracy and ensure the correct usage of information, we monitor and adjust our physical, electronic and managerial procedures and controls to safeguard and secure your personal data whilst in our care, or in the care of any outside suppliers with whom we may contract to process your data on our behalf. Any third-party suppliers are under strict contractual terms to mirror the security and compliance policies that we currently have in place.

How long will we keep your personal information?

Whenever we collect or process your personal data, we'll only keep it for a period of twelve months or for as long as we have a legitimate reason to contact you. We continually review the data records we have and should we learn that we have not received contact from you we will ask if you wish to keep hearing from us. If we do not receive a reply or opt-in we will remove your data.

Should you wish for us to remove your data at any time please send your request to us, using the contact details above. Your request will be processed and you will be notified accordingly.

Your Rights

Under GDPR regulations, you have rights regarding your personal information we retain.

You may contact us for any requests regarding any or all of your rights.

- The Right to be Informed - We inform you about how we manage your information in our up-to-date Privacy Policy
- The Right of Access - You are entitled to know what information we have regarding you
- The Right to Rectification - You are entitled to have the information regarding you corrected in case you notice it is inaccurate or incomplete
- The Right to Erasure - You have the right to request we remove your personal information
- The Right to Restrict Processing - You have the right to block or suppress processing of your information we manage
- The Right to Data Portability - You are able to transfer or copy your information from one IT environment to another, safely and securely
- The Right to Object - You may object to how we manage your information by contacting us

- Rights in relation to automated decision making and profiling -You have the right not to be a subject of a decision based on automated processing
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Your Responsibilities

It is your responsibility to ascertain that you are of legal age and any information you may provide to us, is true, accurate, complete, up-to-date and where applicable, you have the authorization and consent of the person you may be providing information for.

Controlling your personal information

You have the right under EU regulation to see what information we hold about you. If you want to exercise this right, please make an application to us in writing or contact us by email with a request regarding any or all of your rights.

We may ask you to provide us with sufficient information so that we can be sure of your identity.

Controlling your personal information outside EU

Our infrastructure is located within EU and consequently, any information you may provide to us too. Furthermore, we do not send any data outside the EU unless we explicitly inform you so. Should any change occur, you will be notified beforehand to be able to exercise your rights as mentioned above.

Opt Out

We hope you will benefit from all the communications we send to you, but if at any time you change your mind, you may unsubscribe. If you have given us permission to contact you and have change your mind please let us know and we'll unsubscribe you.

If we do not hear from you, we will assume that the information you provide to us is accurate and up-to-date and that you are happy for us to continue to use the information to send you any communications you have requested.

Other websites

If you follow a link from our site to another this Privacy Policy will no longer apply. We are not responsible for the personal information handling practices of any third party sites.

We do encourage you to read the Privacy Policy of all websites that you visit.

[Our use of Cookies & Similar Technologies](#)

Cookies are small text files that get stored on your device so that they can be used at a later time by the web server in the domain that stored the cookie in order to but not limited to, maintain a session, save your preferences, show personalized content and enhance the overall experience of your visit. These cookies are stored on your device up until you clear browsing data or, in the case of using private/incognito mode, close the web browser.

We use Cookies to distinguish you from other users of our website to help us improve your experience of our website and our services.

For detailed information regarding the Cookies we use and the purposes we use them for, please refer to our Cookie Policy.

[Changes to our Privacy Policy](#)

We may change this policy to meet regulatory requirements and ensure best practice. All changes to this policy will be published on this page. Please check this page from time to time to ensure that you remain properly informed.

Should any questions or concerns regarding this Privacy Policy arise, please do not hesitate to contact us.