

## **Privacy Policy**

Welcome to our Privacy Policy. At MegaShift Services Ltd (referred to as the “**Company**“, “**we**“, “**us**“, and “**our**“), we deeply value your privacy. Our foremost commitment is to safeguard your personal data in a secure environment.

This privacy notice is designed to provide you with essential details regarding how we handle your personal data transparently.

This policy outlines our privacy practices concerning this website (referred to as the “**Website**”). It delineates how your personal information is gathered and utilized. Please note that this policy does not cover privacy practices related to our products and services beyond the Website itself.

### **Identity and Contact Details of the Controller**

For purposes of the General Data Protection Regulation (if applicable), or any other relevant Data Protection law, the Controller is MegaShift Services Ltd.

### **Definitions**

Below is a concise glossary of frequently used terms within this Privacy Notice:

- **Personal Data:** Refers to any information concerning an identified or identifiable natural person (“**data subject**”). An identifiable natural person is one who can be directly or indirectly identified, particularly by reference to an identifier such as a name, an identification number, location data, an online identifier, or other factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
- **Data Subject:** Indicates any identified or identifiable natural person whose personal data is processed by the responsible controller.
- **Processing:** Encompasses any operation or set of operations performed on personal data or sets of personal data, whether or not by automated means, including collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction, erasure, or destruction.
- **Controller:** Denotes the natural or legal person, public authority, agency, or other body that, alone or jointly with others, determines the purposes and means of the processing of personal data.
- **Processor:** Refers to a natural or legal person, public authority, agency, or other body that processes personal data on behalf of the controller.
- **Consent:** Signifies any freely given, specific, informed, and unambiguous indication of the data subject's wishes, by which he or she, through a statement or clear affirmative action, agrees to the processing of personal data concerning him or her.

- **Profiling:** Encompasses any form of automated processing of personal data intended to evaluate certain personal aspects relating to a natural person, particularly to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location, or movements.

## Data Collection

During the completion of our online contact form, we may request personal information such as your name and contact details, including email and phone number. We ensure that we only collect your personal information when provided by you voluntarily. It is imperative that you furnish complete, accurate, and current details, and by providing them, you affirm their accuracy. While you are not legally obligated to provide your personal information to the Company, failure to provide accurate, complete, or up-to-date information may impede our ability to contact you.

In instances where you provide the Company with personal details of another individual, you affirm and guarantee that you have obtained explicit written consent from such individual to provide their details to the Company and to use them in accordance with this Policy.

The Company may gather information pertaining to your activities on the Website, including content you have accessed, session durations, viewed web pages, services of interest, computer location, and Internet Protocol (IP) address through which you accessed the Website, among other data. Additionally, the Company may collect or engage third parties to collect and analyze anonymous, statistical, or aggregated information relating to your Website usage.

## Use of Collected Information

Our processing of your personal data will be justified if one of the following conditions is met:

- ❖ Upon obtaining your consent;
- ❖ When processing your personal data is necessary for contract performance;
- ❖ When processing is necessary for compliance with legal obligations;
- ❖ When processing is necessary for our legitimate interests.

The information you provide and the data collected about your Website activities will be stored in our database (the “**Database**”). We will utilize this information in compliance with this Policy and applicable laws for the following purposes:

- ❖ To provide the services on the Website and facilitate your utilization of them;
- ❖ To address your requests, complaints, and inquiries;
- ❖ To enhance and develop our products and services, improve and expand Website services and content, create new offerings that align with user and customer requirements, and modify or discontinue existing services and content. Information used for this purpose will primarily be statistical and will not personally identify you;

- ❖ To occasionally contact you, either directly or through authorized representatives, including via email, with information related to our services and products;
- ❖ To conduct research, surveys, and similar activities related to product and service development;
- ❖ To analyze and provide statistical information to third parties, which will not personally identify you;
- ❖ To ensure the orderly and proper operation and development of the Website;
- ❖ For any other purposes specified in this Policy or in the Website's Terms of Use.

#### Transfer of Information to Third Parties

We pledge never to exchange or sell your information. However, it's important to note that we may share personal information outlined in this policy with others under the following circumstances:

- ❖ With our service providers to operate, maintain, and enhance the Website, and to facilitate email communications with you;
- ❖ Personal information regarding your applications for open positions at MegaShift Services Ltd (including your CV) may be shared with service providers we engage with for candidate evaluations, strictly limited to this purpose;
- ❖ If you misuse your Website usage rights or violate any applicable laws, your information may be shared with authorities or other third parties if deemed necessary or justified;
- ❖ With attorneys, courts, and relevant third parties in disputes or legal proceedings involving you with respect to the Website;
- ❖ If the Website's operation is structured differently, or through another legal entity (such as due to a merger or acquisition), provided such entities agree to adhere to this policy with reasonable modifications;
- ❖ We may share personal information with our corporate group entities (companies we control, that control us, or are under common control with us, directly or indirectly), ensuring their use of such information complies with this policy;
- ❖ In any other instance not covered above, your personal information will be shared with others only with your explicit prior consent.

Rest assured that your personal data is treated with the utmost care as if handled directly by us. Kindly note that when you provide us with personal information, it may be transferred, stored, or processed outside the European Economic Area (EEA).

#### Retention of Personal Information

We will retain your personal information for as long as required or permitted by law, or as long as justified by the processing purpose. After this period, any personal data we hold about you will be securely erased.

#### Children's Data

Our website is not aimed at children under 18 years of age, nor do we knowingly collect information from them. In the event that we discover we have inadvertently collected personal information from a child without appropriate and verified parental consent, we will make every effort to promptly delete such information.

## Your Rights

As a data subject, you possess the following rights under the GDPR (where applicable): a) Right to Information: Anyone processing your personal data must inform you about the data processed, its purpose, and to whom else the data might be shared. b) Right of Access: You have the right to know what data the data controller holds about you. c) Right to Rectification: You can request correction or amendment of any false or incomplete personal data held about you. d) Right to Erasure (Right to be Forgotten): Under certain circumstances, you can request the controller to erase personal data concerning you without delay, and the controller is obliged to do so promptly. e) Right to Restriction of Processing: Under certain circumstances, you can ask the controller to temporarily halt processing your personal data. f) Right to Data Portability: You have the right to receive your personal data and transmit it to another controller. g) Right to Object: You have the right to object to further processing of your data inconsistent with the primary purpose for which it was collected, including profiling, automation, and direct marketing. h) Rights Regarding Automated Decision Making and Profiling: You have the right not to be subject to a decision based solely on automated processing.

You may contact us at any time to:

- ❖ Confirm whether any of your personal information is held;
- ❖ Access any of your personal information and verify its accuracy;
- ❖ Correct and update your record with personal data if inaccurate;
- ❖ Erase data or cease processing, provided there are no legitimate grounds for retaining it.

Please note that unless instructed otherwise, we retain collected information for as long as needed to provide services, comply with legal obligations, resolve disputes, and enforce agreements. We reserve the right to rectify, supplement, or remove incomplete or inaccurate information at our discretion.

If you wish to raise a complaint regarding how we handle your personal information, please contact us directly at [insert contact information]. If you are dissatisfied with our response or believe we are collecting or processing your Personal Information not in accordance with laws, you may have the right to submit a complaint to the relevant supervisory data protection authority, as required by law.

## Cookies and Other Trackers

We utilize various types of cookies and web trackers to administer and operate the Website. A cookie is a small file that seeks permission to be placed on your computer's hard drive. Upon your agreement, the file is added, enabling the cookie to analyze web traffic or notify you when you visit a specific website. Cookies enable web applications to customize operations according to your preferences by gathering and remembering information about you.

If you wish to block cookies, you can do so through your browser's settings. You can also delete existing cookies on your computer and set your browser to prevent new ones from being placed. Please consult your browser's help menu for guidance. However, disabling cookies may adversely affect your user experience on the Website. Please note that we do not respond to browsers' "Do Not Track" requests.

#### Links to Other Websites

While our website may contain links to other sites of interest, please be aware that once you leave our site by clicking on these links, we have no control over the other website. Therefore, we cannot be held responsible for the protection and privacy of any information you provide while visiting other websites not governed by this privacy notice. Exercise caution and review the applicable privacy notice of the linked website.

#### Changes to This Privacy Notice

The Company may periodically update the terms of this policy. By continuing to use the Website, you agree to be bound by all changes made to the policy. If you disagree with any amended terms, please refrain from further Website usage. Kindly visit this page regularly for the latest information on our privacy practices.

#### Contact Us

For any questions or comments, please reach out to us at [www.megashiftservices.com](http://www.megashiftservices.com)