

Privacy Policy

Effective Date: October 15, 2020

At Project Ceed ("CEED", "we", "us", or the "Company") are committed to privacy protection, and at www.projectceed.io ("this site"), we understand the importance of keeping personal information private and secure. This Privacy Policy describes generally how we manage personal information and safeguard privacy. This Privacy Policy is part of, and is subject to the provisions of, our Terms of Service. You will be deemed to have consented to both the Terms of Service and the terms of this Privacy Policy by using the Site in any way, even just browsing. We may also ask you to indicate your consent more formally by checking a box or otherwise taking an affirmative action.

IF YOU DO NOT UNDERSTAND OR DO NOT AGREE WITH THE TERMS OF SERVICE OR THE PRIVACY POLICY PLEASE DO NOT USE THE WEBSITE.

If you would like more information, please contact us at: info@projectceed.io.

What is "personal information"?

Personal information held by CEED may include your:

- name and date of birth;
- residential and business postal addresses, telephone/mobile/fax numbers and email addresses;
- Industry
- bank account and/or credit card details for agreed billing purposes;
- your computer and connection information; and
- any information that you otherwise share with us.

How we may collect your personal information

At this site, we only collect personal information that is necessary for us to conduct our business as a digital collaboration platform. We may collect personal information that you provide to us about yourself when you use this site, including (without limitation) when you:

- purchase any services through this site;
- add reviews, forum or chat room messages or comments in any elements of this site that permit user-generated content;
- register for access to premium content or request certain premium features; or
- complete an online contact form to contact us or any third party;
- provide information to us by telephone or through marketing or competition application forms; or
- send us an email or other communication.

IP addresses

This site may also collect Internet Protocol (IP) addresses. IP addresses are assigned to computers on the internet to uniquely identify them within the global network. CEED collects and manages IP addresses as part of the service of providing internet session management and for security purposes. CEED may also collect and use web log, computer and connection information for security purposes and to help prevent and detect any misuse of, or fraudulent activities involving, this site.

Cookies

This site uses "cookies" to help personalize your online experience. A cookie is a text file or a packet of information that is placed on your hard disk by a web page server to identify and interact more effectively with your computer. There are two types of cookies that may be used at this site: a persistent cookie and a session cookie. A persistent cookie is entered by your web browser into the "Cookies" folder on your computer and remains in that folder after you close your browser, and may be used by your browser on subsequent visits to this site. A session cookie is held temporarily in your computer's memory and disappears after you close your browser or shut down your computer. Cookies cannot be used to run programs. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. In some cases, cookies may collect and store personal information about you. CEED extends the same privacy protection to your personal information, whether gathered via cookies or from other sources. This site uses cookies in order to:

- remember your preferences for using this site;
- facilitate referrals, to ensure that your referral is remembered between pages during the referral process;
- show relevant notifications to you (eg, notifications that are relevant only to users who have, or have not, subscribed to newsletters or email or other subscription services); and
- remember details of data that you choose to submit to us (eg, through online contact forms or by way of comments, forum posts, chat room messages, reviews, ratings, etc).

Third party cookies

In some cases, third parties may place cookies through this site. For example:

- Google Analytics, one of the website analytics solutions, may use cookies de-identified data about how long users spend on this site and the pages that they visit;
- Google AdSense, one of the website advertising solutions, may use cookies to serve more relevant advertisements across the web and limit the number of times that a particular advertisement is shown to you; and

- third party social media applications (eg, Facebook, Twitter, LinkedIn, Pinterest, YouTube, Instagram, etc) may use cookies in order to facilitate various social media buttons and/or plugins in this site.

How we may use your personal information

Your personal information may be used in order to:

- verify your identity;
- to provide our services on this site
- advertise your services on this site
- assist you to make or receive referrals through this site;
- process any purchases of services that you may make through this site, including charging, and billing;
- respond to any queries or feedback that you may have;
- prevent and detect any misuse of, or fraudulent activities involving, this site;
- conduct research and development in respect of our services;
- gain an understanding of your information and communication needs or obtain your feedback or views about our services in order for us to improve them; and/or
- maintain and develop our business systems and infrastructure, including testing and upgrading of these systems, and for any other purpose reasonably considered necessary or desirable by CEED in relation to the operation of our business.

From time to time we may email our clients with news, information and offers relating to our own services or those of selected partners. Your personal information may also be collected so that CEED can promote and market products and services to you. This is to keep you informed of products, services, and special offers we believe you will find valuable and may continue after you cease acquiring products and services from us. If you would prefer not to receive promotional or other material from us, please let us know and we will respect your request. You can unsubscribe from such communications at any time if you choose.

When we may disclose your personal information

When you acquire or access any services from a third party through this site, we will provide to that third party such as an referral partner such information (including the information which is listed on the market place as is necessary to enable it to process and administer that exchange. Such information will include personal information about you, including (without limitation) your name and contact details.

In order to deliver the services you require or for the purposes set out above, CEED may disclose your personal information to organizations outside CEED. Your personal information disclosed to these organizations only in relation to this site, and CEED takes reasonable steps to ensure that these organizations are bound by confidentiality and privacy obligations in relation to the protection of your personal information. These organizations may carry out or provide:

- client requests;

- mailing systems;
- billing functions;
- information technology services;
- marketing, telemarketing and sales services;
- market research; and
- website usage analysis. In addition, we may disclose your personal information to:
 - your authorized representatives or legal advisers (when requested by you to do so);
 - our professional advisers, including our accountants, auditors and lawyers;
 - government and regulatory authorities and other organizations, as required or authorized by law;
 - organizations who manage our business strategies, including those involved in a transfer/sale of all or part of our assets or business (including accounts and trade receivables) and those involved in managing our business risk and funding functions; and
 - the police or other appropriate persons where your communication suggests possible illegal activity or harm to others.
- If our company undertakes or is involved in any merger, acquisition, reorganization, sale of assets, bankruptcy, or insolvency event, then we may sell, transfer or share some or all of our assets, including information related to consumers in connection with the transaction or in contemplation of the transaction (such as conducting due diligence). If such an event occurs, your information may be treated like any other asset and sold, transferred, or shared with third parties, or used in ways not contemplated or permitted under this Privacy Policy. In this case, you may be notified via email and/or a prominent notice on our site of any change in ownership or uses of your Personal Information, as well as any choices you may have regarding your personal information.

Access to your personal information

At our discretion, absent a legal obligation, we may provide you access to personal information that we hold about you. We will deal with all requests for access to personal information as quickly as possible. Requests for a large amount of information, or information that is not currently in use, may require further time before a response can be given. We may charge you a fee for access if a cost is incurred by us in order to retrieve your information, but in no case will we charge you a fee for your application for access.

In some cases, we may refuse to give you access to personal information that we hold about you. This may include circumstances where giving you access would:

- be unlawful (eg, where a record that contains personal information about you is subject to a claim for legal professional privilege by one of our contractual counter parties);
- have an unreasonable impact on another person's privacy; or
- prejudice an investigation of unlawful activity. We may also refuse access where the personal information relates to existing or anticipated legal proceedings, and the information would not be accessible by the process of discovery in those proceedings. If we refuse to give you access, we will provide you with reasons for our refusal.

Correcting your personal information

We will amend any personal information about you that is held by us and that is inaccurate, incomplete or out of date if you request us to do so. If we disagree with your view about the accuracy, completeness or currency of a record of your personal information that is held by us, and you ask us to associate with that record a statement that you have a contrary view, we will take reasonable steps to do so.

Storage and security of your personal information

We are committed to maintaining the confidentiality of the information that you provide us and we will take all reasonable precautions to protect your personal information from unauthorized access, use, or alteration.

In our business, personal information may be stored both electronically (on our computer systems and with our website hosting provider) and in hard-copy form. Firewalls, anti-virus software and email filters, as well as passwords, protect all of our electronic information. Secure Sockets Layer (SSL) encrypts the information you send through our website.

Likewise, we take all reasonable measures to ensure the security of hard-copy information.

No data transmission over the internet or website can be guaranteed to be secure from intrusion. However, we maintain physical, electronic and procedural safeguards to protect your personal information in accordance with industry standards.

Duration of retention of your data

We will only keep your data for as long as is necessary for the purpose for which it was collected, subject to satisfying any legal, accounting or reporting requirements. At the end of any retention period, your data will either be deleted completely or anonymized (for example, by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning). In some circumstances, you can ask us to delete your data.

Changes to this Privacy Policy

From time to time, it may be necessary for us to revise this Privacy Policy. We may notify you about changes to this Privacy Policy by posting an updated version on this site.

Notice of Privacy Rights to California Residents

California law requires that we provide you with a summary of your privacy rights under the California Online Privacy Protection Act (the "California Act") and the California Business and

Professions Code. The California Act requires us to inform you, at your request, (1) the categories of personal information we collect and what third parties we share that information with; (2) the names and addresses of those third parties; and (3) examples of the products marketed by those companies. The California Act further requires us to allow you to control who you do not want us to share that information with. To obtain this information, please send a request by email or standard mail. When contacting us, please indicate your name, address, email address, and what personal information you do not want us to share with marketing partners. The request should be sent to the attention of our legal department at email address info@projectceed.io with Subject Line: "California Customer Choice Notice." Please allow 30 days for a response.

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