



Category: Policies
Title: Web facing Privacy Policy

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Confidential

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Privacy Statement

Please read this Privacy Policy carefully.

Scitara Corp. (Scitara) takes privacy seriously and has provided this Privacy Policy to help you understand how Scitara handles information that can be used to directly or indirectly to identify an individual in the course of conducting business with Scitara. By visiting or using or continuing to use the website or any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, you consent to the data collection and use practices described in this policy.

This Privacy Policy applies to <https://www.scitara.com> and any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara (hereinafter, “us”, “we”, or “https://www.scitara.com”). We respect your privacy and are committed to protecting personally identifiable information you may provide us through the Website, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. We have adopted this privacy policy (“Privacy Policy”) to explain what information may be collected on our Websites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, how we use this information, and under what circumstances we may disclose the information to third parties. This Privacy Policy applies only to information we collect through the Website, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara and does not apply to our collection of information from other sources.

Changes to our Privacy Policy:

We may change this Privacy Policy from time to time. If we make any changes, we will notify you by revising the “Effective Starting” date at the top of this Privacy Policy. If we make any material changes, we will provide you with additional notice (such as by adding a notice on the Scitara Services homepages, login screens, or by sending you an email notification). We encourage you to review our Privacy Policy whenever you use Scitara Services to stay informed about our information practices and the ways you can help protect your privacy.

Your continued use of the Services signifies your acceptance of any changes. We are always trying to enhance our services so that this Privacy policy will be reviewed from time to time. If you use the services after the updates have been made to the Privacy Policy, that means you consent to all of the updates.

Types of Information We Collect Online

“Personal Data” (hereinafter referred to as Personal/sensitive information) means any data that can be used to identify you as an individual, whether directly or indirectly. When you use our services, we gather sensitive data about you like data you send, data we acquire automatically, and data we receive

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from third parties. Examples of Personal Data may include name, address, telephone number, and email address.

Information Collection

Information actively submitted: – If you create an account, order products, register for services, or otherwise send us data via the Sites, we may collect information about you and the company or other entity you represent (e.g., your name, organization, address, email address, phone number, fax number).

You may also provide information specific to your interaction with the Sites, such as payment information to make a purchase, shipping information to receive a purchase, or a resume to apply for employment. In such instances, you will know what data is collected, because you will actively submit it.

Information Passively Submitted: We may collect information during your use and navigation of the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, such as the URL of the site you came from, the browser software you use, your Internet Protocol (IP) address, IP ports, date/time of access, data transferred, pages visited, amount of time you spend on the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, information about transactions conducted on the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, and other “clickstream” data. This data is generated and collected automatically, as part of the standard operation of the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. We also use “cookies” to enhance and customize your experience of the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. A cookie is a small text file that may be stored on your computer or device used to access the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. You may set your browser software to reject cookies but doing so may prevent us from offering conveniences or features on the Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. (To reject cookies, refer to information about your specific browser software.)

Web site pages or any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara may contain electronic images known as web beacons also referred to as single-pixel gifs -that permit Scitara to count users who have visited those pages and for other related Web site statistics-(e.g., recording the popularity of certain Web site content and verifying system and server integrity). Web beacons are not used to access your personal information on Web site, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara; they are solely used to compile aggregated statistics concerning the use of the Web site, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. Web beacons collect only a limited set of information including a cookie number, the time and date of a page view, and a description of the page on which the web beacon resides.

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Information from other Sources: We sometimes supplement the information that we receive that has been outlined in this Policy with information from other sources and companies. Such outside information includes updated delivery and address information from carriers or third parties, which enables us to correct our records and deliver your next purchase from this Web site or future communications more easily; account information, purchase or redemption information, and page-view information from some merchants with which we operate co-branded businesses or for which we provide technical, fulfilment, advertising, or other services; search term and search result information from some searches conducted through the Web search features; search results and links, including paid listings' (such as Sponsored Links from Google); and credit history information from credit bureaus, which we use to help prevent and detect fraud and to offer certain credit or financial services to some customers.

How do we use this Personal Data provided by you?

We at Scitara do not rent or sell your Personal Details to someone in personally identifiable form, except as expressly mentioned below. As defined in this segment, we can share your Personal Information with third parties:

Within the Organization: Inside Scitara, we may exchange Personal Data for purposes and uses which are aligned with this Privacy Policy.

Service Providers: We may exchange personal information with third-party service providers who perform transactions or conduct activities on our behalf, such as payment collection, delivery, reviewing work applications, etc. **Judicial Procedure, Protection, and Regulation of Terms:** In response to their requests for such information or to assist in investigations, we can reveal Personal Data to government regulatory authorities. We can also reveal Personal Details to third parties in connection with lawsuits, complaints, or claims as otherwise mandated by statute or where we believe its disclosure is appropriate to ensure the health and safety of you or us, to protect against theft or credit risk, or to enforce our legal rights or contractual obligations you have made.

Business Transfers: We may reveal Personal Data as part of a corporate agreement, such as a merger, takeover, joint venture, etc., and may assign personal information as one of the business assets in such a deal to a third party. In case of insolvency, bankruptcy, or receivership, it must also be revealed. You will be informed of any change of ownership or use of personal information.

Communities and Forums Offered on this Website: Any personally identifiable information or personally sensitive data that you disclose through the Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, may be collected and used by others. We recommend caution when giving out personal information to others in these public online forums. Scitara encourages you to review the privacy statements of Web sites you choose to visit via hyperlinks posted on this Web site so that you can understand how those Web sites collect, use and share your information. Scitara is not responsible for the privacy policies or other content on third-party Web

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sites accessed through Web site or any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara.

Data Security

Scitara maintains reasonable technical, administrative and physical controls to secure any Personal Data collected through the Scitara Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara. However, there is always some risk that an unauthorized third party could intercept an Internet transmission, or that someone will find a way to thwart our security systems. We urge you to exercise caution when transmitting Personal Data over the Internet, especially your financial-related information. Scitara cannot guarantee that unauthorized third parties will not gain access to your Personal Data; therefore, when submitting Personal Data to Scitara Sites, any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, you must weigh both the benefits and the risks.

If you choose to create a profile on any Communities, Forums, Message Boards, Chat Rooms, or other public online forums operated by Scitara, or if you choose to register for an account, you will be required to select a password. This password can be changed at any time after you first log into the service by using your current password. You must keep your password confidential, and you must not share this information with anyone. If you share a computer with anyone, you should always log out of the Web site before leaving it to prevent access to your information from subsequent users of that computer.

EU Residents

If you are a resident of the European Union (“EU”) or European Economic Area (“EEA”) you may have additional rights under the EU General Data Protection Regulation (the “GDPR”) with respect to your Personal Data, as outlined below.

For this GDPR Privacy Notice, we use the terms “Personal Data” and “processing” as they are defined in the GDPR, but “Personal Data” generally means information that can be used to individually identify a person, and “processing” generally covers actions that can be performed in connection with data such as collection, use, storage and disclosure. Scitara will be the controller of your Personal Data processed in connection with the Services.

Where applicable, this GDPR Privacy Notice is intended to supplement, and not replace, Scitara’s Privacy Policy at <https://scitara.com/privacy> (the “Privacy Policy”). If there are any conflicts between this GDPR Privacy Notice and Scitara’s Privacy Policy, the policy or portion that is more protective of Personal Data shall control to the extent of such conflict. If you have any questions about this notice or whether any of the following applies to you, please contact us at privacy@scitara.com . Note that we may also process Personal Data of our customers’ end users or employees in connection with our provision of services to customers, in which case we are the processor of Personal Data. If we are the processor of your Personal Data (i.e., not the controller), please contact the controller party in the first instance to address your rights with respect to such data.

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Data Protection Officer (GDPR)

Scitara takes data privacy and its security very seriously. Scitara will always comply with any applicable data protection legislation and will ensure that collection and use of personal information is carried out in accordance with applicable data protection laws. To that end, authoritative personnel shall always be designated as a Data Protection Officer (DPO) who shall be given an authority and responsibility of information security and data privacy. The objective of such designation shall be to have a single point of contact that shall be answerable for any information security related incident which compromises confidentiality, integrity, availability and privacy.

To communicate with our Data Protection Officer, please email privacy@scitara.com.

Your Rights in terms of GDPR

Individuals located in certain countries, including the European Union, have certain statutory rights in relation to their personal data. Subject to any exemptions provided by law, you may have the right to request access to Information, as well as to seek to update, delete or correct this Information. You may contact Scitara DPO or the Customer service contact, for additional help in this matter.

All individuals have a number of rights under data protection laws. However, they do not apply in all circumstances.

If you wish to exercise any of them, please email us (details provided below) and we will explain at that time if they are applicable or not.

We will inform you in writing following receipt of your written request and if necessary, seek additional information from you about your request, including proof of identity.

- The right to request access to your personal information, be informed about the processing of your personal information and receive a copy of the personal information we hold about you. We are obliged to respond to any such request within one month of receiving a request, subject to limited exceptions.
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- The right to object to processing of your personal information.
- The right to restrict processing of your personal information.
- The right to have your personal information erased (the “right to be forgotten”).
- The right to move, copy or transfer your personal information (“data portability”).
- The right to withdraw your consent to processing (if consent is relied upon by us to process the personal data).
- Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you.

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Your California Privacy Rights: California Civil Code § 1798.83 permits our visitors who are California residents to request certain information regarding their disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an e-mail to privacy@scitara.com or write to us at the address given below.

Children’s Privacy

We may not intentionally accept or request personal information from someone under the age of 16 years. Please do not try to apply with the services or give us any personal data about you either directly, through any website, or by other means if you are a child under the age of 16 years. Once we find that we have obtained sensitive information from an individual under the age of 16 years, the information will be removed as soon as possible. We urge the parent or guardian of the child to email us and suggest that this information must be deleted from our databases.

Update your Information

You may often correct, update, amend, or remove your Personal Information in your account settings or by directing your query to your account administrator.

You or your administrator may be able to deactivate your Scitara Services account. If you can deactivate your own account, you can most often do so in your account settings. Otherwise, please contact your administrator. To deactivate an organization account, please contact the Scitara team.

We will retain your account information for as long as your account is active, or as reasonably useful for commercial purposes or as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. If your account is managed by an administrator, that account administrator may have control with regards to how your account information is retained and deleted.

Links to External Sites

Our Service may contain links to external sites that are not operated by us. If you click on a third-party link, you will be directed to that third party’s site. We strongly advise you to review the Privacy Policy and terms and conditions of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third-party sites, products or services.

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Contact Us

If you have any queries or concerns about this Privacy Policy or other matters pertaining to privacy, please contact us in the following manner:

Scitara Corp.
11 Apex Dr Suite 300A
Marlborough, Massachusetts 01752, US
privacy@scitara.com
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Scitara Corporation

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Version 02 Effective on 12-May-2021
Removed EU resident details

Version 03 Effective on 01-Dec-2022
Privacy Policy statement updated

DOCUMENT ELECTRONIC SIGNATURES

DOCUMENT APPROVAL WORKFLOW

Author Approval

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I am the author of this document.
Signed 8:48:56 AM UTC 16-Nov-2022

Required Workflow Steps for this Category

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