

AkiCentral Privacy Policy

Date of last update: December 1st, 2023

Introduction

AKICENTRAL is committed to protecting the privacy of personal information according to the laws of the General Data Protection Regulation (GDPR), in force regarding electronic documents and to the new privacy legislation.

The purpose of this document is to provide information about our current policies and procedures. It contains information about **AKICENTRAL's** policies regarding the collection, use, and disclosure of personal information.

Personal information includes all information that can be used to identify the customer, such as address, e-mail address, telephone numbers and name. All personal information about our customers is kept strictly confidential. **AKICENTRAL** does not sell or rent personal information to third parties.

Identifying purposes for collecting information

AKICENTRAL collects personal information for various applications in connection with requests for Services. Personal information is used to verify, implement, and administer requests for products and services.

Finally, we are committed to establishing a professional business relationship with our customers, to meet their service needs. Customer information is observed and analyzed by **AKICENTRAL**, with the aim of improving its action process and making any necessary changes to the final products offered to our customers.

Third party service providers

To fulfill orders for products and services, **AKICENTRAL** occasionally delegates certain account processing, or other customer service functions to third parties, such as:

- MailChimp & SendGrid for mailings
- Email, name, address, phone and mobile

Accordingly, personal information will be provided to these third parties. However, **AKICENTRAL** does not provide any personal information without the assurance of confidentiality from these third parties.

AKICENTRAL may be required to inform or present to government authorities, an overview of information concerning its customers, including personal information for tax and consumption tax collection purposes.

AKICENTRAL may be compelled to disclose information in response to subpoenas, court orders, legal process, or other requests for cooperation with provincial and federal legal agencies.

Gathering of information

AKICENTRAL, ONLY collects personal information that is required for specific purposes.

AKICENTRAL will need the following information:

- Language chosen by customer,
- First name,
- Last name,
- Mailing address,
- E-mail address
- Phone number

This personal information will allow **AKICENTRAL** to identify the customer, and to approve or deny the request.

How we use cookies and other tracking technologies

Like most companies, we use cookies and other tracking technologies on our Services (hereinafter collectively referred to as "cookies" unless otherwise stated).

We may use cookies for a few reasons, in particular to help us provide you with an optimal online experience, by remembering your connection status (for example).

We use session cookies and persistent tracking technologies. These tracking technologies (such as cookies) are said to be persistent when they remain on your computer, until you delete them, and temporary when they disappear when you close your browser.

We also use internal cookies and third-party cookies. Internal cookies are used and managed by us, as part of our Services, while third-party cookies, are managed by third parties and are used for analytical purposes.

Our Services rely on the following categories of cookies:

- **Strictly necessary cookies:** these cookies are necessary to enable us to provide you with Services and functionalities that you have specifically requested. We are not required to obtain your consent for the use of strictly necessary cookies.
- **Analysis and performance cookies:** we may use these cookies to evaluate the performance of our services, as part of our analysis activities aimed at improving the selection of content recommended to you, through our services.
- **Functionality cookies:** We may use cookies to tell you, for example, that you have already visited the Services, or that you are a new visitor, so that we can identify the features most likely to be of interest to you.
- **Targeting cookies:** we may use these cookies to deliver content on our Services, including advertising, that matches your interests.

By using our Services, you consent to the use of cookies and tracking technologies, and to the corresponding processing of your information. You can withdraw your consent at any time, by deleting existing cookies and disabling them in your browser.

How to delete your cookie choices

You can accept or refuse the use of cookies. Your rights are explained below.

- Most browsers are configured by default to accept HTTP cookies. The "Help" section in the menu bar of these browsers, will tell you how to stop accepting new cookies, how to receive notification of new cookies, and how to deactivate existing cookies. To find out more about HTTP cookies and how to disable them, please visit <http://www.allaboutcookies.org/manage-cookies>.
- If you want to manage local storage with HTML5 in your browser, you need to verify which browser you're using. For more information about your particular browser, please visit its website (Help section).
- However, please note that without HTTP cookies and HTML5 local storage, you won't be able to take full advantage of all our Services' features. Some aspects of our Services may also not function normally.
- You can also disable analysis technologies for mobile applications from your device settings.

Retention of information

AKICENTRAL, retains personal information for the purposes identified for the performance and duration of the contract, or for legal purposes. Personal information that is no longer required will be destroyed, erased, or made anonymous.

Safety measures

AKICENTRAL allows its employees to access personal information contained in its computer system, ONLY, for professional purposes so as to offer the best possible service to its customers.

All **AKICENTRAL** employees are required to maintain strict confidentiality of this personal information and undertake to do so in writing. In addition, **AKICENTRAL** regularly issues reminders.

If you have any questions regarding our "Privacy Policy", please do not hesitate to contact us by e-mail at "info@akisens.com".