

WEEVA PRIVACY NOTICE

Version 26 August 2022

Any personal information processed by Weeva in connection with this Privacy Notice is controlled by Weeva Limited. Our contact details are: Weeva Limited, 1 Charter House Street, London, EC1N 6SA, England

Email: hello@weeva.earth

What do we mean by personal information?

Personal information means details which identify you or could be used to identify you, such as your name and contact details. It may also include information about how you use our website or our services.

What type of personal information do we collect?

We currently collect and process the following information of users:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email address
- Job title
- Occupation
- Username
- Password
- Profile picture
- User content: We collect the data submitted by users when they contact Weeva customer support or otherwise contact Weeva. This may include feedback or other content submitted by users in connection with customer support.

Certain categories of personal information, such as that about race, ethnicity, religion, health, sexuality or biometric information are special categories of data requiring additional protection under applicable data protection laws. Generally, we try to limit the circumstances where we collect and process this type of personal data.

How we get the personal information and why we have it

We collect personal information about you whenever you use our website or our services. Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide, personalize, maintain, and improve the Weeva service and administer the Customer's account. Weeva performs these activities on the grounds that they are necessary to fulfil Weeva's obligations to Customers under our SaaS or other agreements with Customers and users.
- To provide Customer and user support, including to investigate and address user concerns and to monitor and improve our support responses and processes. Weeva performs these activities on the grounds that they are necessary to fulfil Weeva's obligations to Customers under our SaaS or other agreements with Customers and users.
- For testing, research, analysis, product development to improve the user experience. This helps Weeva make its services more convenient and easier-to-use and develop new services and features. Weeva performs these activities on the grounds that they are necessary to fulfil Weeva's obligations to Customers under our SaaS or other agreements with Customers and users in improving Weeva's existing services and features, or for purposes of Weeva's legitimate interests developing new services and features.

We may share this information with:

- The Customer
- Subsidiaries and affiliates of Weeva to help Weeva provide its services or conduct data processing on Weeva's behalf
- Any third party service providers used by Weeva to provide the Weeva services to the Customer or conduct data processing on Weeva's behalf

We rely on one of the following lawful basis for processing this information:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting our Data Protection Officer Jill Pruett – hello@weeva.earth

(b) We have a contractual obligation. The processing is necessary for a contract we have with your organisation, or because you have asked us to take specific steps before entering into a contract.

(c) We have a legal obligation. The processing is necessary for us to comply with applicable laws.

(d) We have a legitimate interest. The processing is necessary for our legitimate interests or the legitimate interests of a third party.

How we store your personal information

Your information is securely stored.

We keep your personal information for as long as necessary for the purposes described above. This means that we retain different categories of data for different periods of time depending on the type of data, the category of user to whom the data relates, and the purposes for which we collected the data.

Users may request deletion of their account at any time through Weeva's website. Following an account deletion request, Weeva deletes the user's account and data, unless they must be retained due to legal or regulatory requirements, for purposes of fraud prevention, or because of an issue relating to the user's account such as an outstanding credit or an unresolved claim or dispute.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at hello@weeva.earth if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hello@weeva.earth.

You have a right to complain to the UK's Supervisory Authority for data protection, the Information Commissioner, if you are unhappy with how we have used your data, at:

Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow, Cheshire, SK9 5AF