

## **Privacy Notice – Non-EU Countries**

Tecnavia (*'we' or 'us' or 'our'*) gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

### **Information That We Collect**

Tecnavia processes your personal information to respond to your enquiry or contact request, and to provide you with information and/or service. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

***The personal data that we collect from you is: -***

- Name
- Country of Residence
- Email Address
- Telephone Number

***We collect information in the below ways: -***

- Online Form

### **How We Use Your Personal Data**

Tecnavia takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

### **Your Rights**

You have the right to access any personal information that Tecnavia processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use. At the date of this Privacy Notice, we do not use any automated decision-making.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than where there is a legal requirement.

### **Safeguarding Measures**

Tecnavia takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorized access, alteration, disclosure or destruction and have several layers of security measures in place, *including*: - restricted access, IT authentication, firewalls, anti-virus/malware.

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to Tecnavia, however, as this information is required for us to provide you with an answer to your enquiry or contact request, we will not be able to offer such service without it.

### **How Long We Keep Your Data**

Tecnavia only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. After your enquiry or contact request is successfully responded, your personal data will be cancelled and you will have to submit it once again in case you need to re-contact us through the website.

### **Lodging a Complaint**

Tecnavia only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority of the Country of your residence.

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