

Compliance Policy

Gyxis Corporation is committed to protecting and respecting the privacy of those people whose information we handle. This Policy describes what information we hold about you and how we use it and also explains the rights that you have over your information.

A contact at one of our customers, suppliers, advisers or other business partners

We will hold information about you if you are a contact at one of our customers, suppliers, advisers or other business partners (collectively referred to as the "Partners").

What information do you hold on me?

The information we hold on you will be limited to your name and contact details; the name of your organization you represent; and details of our interactions and correspondence with you (specifically our emails with you and the notes we make in relation to our telephone conversations, meetings or other interactions with you). This information will have been provided to us either by you or by your colleagues or other business contacts.

What do you do with my information?

We only use this information for the purpose of legitimate interests of us and of the Partners in relation to the services or products that we provide. For example, we will use your information: to contact you to discuss our services and products (and any changes to them); to respond to any questions or concerns you have raised; to deal with administrative matters such as invoicing and renewal; and to otherwise carry out our obligations arising under our contract with the Partners and to enforce the same. If another entity acquires us or our assets, your information may be disclosed to that entity as part of the due diligence process and, if the acquisition goes ahead, your information will be transferred to that entity. We may also contact you via email from time to time with information we think may be of your interest about our products and services. If you do not want to be contacted in this way, you can contact us. We will not use your information for any other purposes unless we are required to do so by law, in connection with any legal proceedings, or in order to establish, exercise or defend our legal rights.

Do you share my information?

Your information will be shared amongst our employees, your colleagues within the organization you represent, and service providers who has our website or other information systems, but they will only use it to carry out their duties in line with the purposes set out above.

Where is my information stored?

Your personal data will be stored locally by us but may also be stored and backed up on servers located outside of the European Economic Area – specifically, in Japan and in Singapore. We ensure that your data is protected in these countries by requiring the

recipients of your data to enter in standard contractual clauses which have been approved by the European Commission. If you would like to see a copy of these clauses, you can contact us.

How long will you keep my information?

Unless explicitly indicated otherwise at the time of the collection of your data, we will erase your data if the retention of your data is no longer necessary in relation to the purposes for which they were collected or otherwise processed and no statutory retention obligations under applicable law (such as tax or commercial law) require us to further retain personal data.

A visitor to our website

When you visit our website we will capture information about you via the use of cookies provided we have your consent. The information our cookies collect will be limited to a session ID Cookie. No IP Address is collected, and no personal information is collected. This cookie is destroyed after the session is over.

What do you do with my information?

Where we have your consent, we will use the information collected by our cookies for the purpose of pursuing our legitimate interest in: (i) operating our website; (ii) analyzing how our website is used by visitors so that we can determine its effectiveness and make improvements. We will not use your information for anything else unless we are required to do so by law, in connection with any legal proceedings, or in order to establish, exercise or defend our legal rights. You can withdraw your consent to our use of cookies at any time by adjusting the settings in your browser. The "Help" section on the menu bar of most internet browsers will tell you how to prevent your browser from accepting new cookies, how to make the browser notify you when you receive a new cookie and how to disable cookies altogether. Our Cookie Policy is available [here](#).

Do you share or store my information?

We do not share or store any information about you.

Your rights over your information

You have the following rights regarding your information. To exercise any of these rights at any time, you can contact us.

1. You have the right to be provided with clear, transparent and understandable information about how we use our information and your rights.
2. You have the right to obtain access to your information (if we are processing it), and other certain information.
3. You are entitled to have your information corrected if it's inaccurate or incomplete.
4. This is also known as "the right to be forgotten" and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason

for us to keep using it. This is not a general right to erasure, there are exceptions. You have rights to “block” or suppress further use of your information. When processing is restricted, we can still store your information but may not use it further. We keep lists of people who have asked or further use of their information to be “blocked” to make sure the restriction is respected in future.

5. You have the right to object to certain types of processing, including processing for direct marketing.
6. You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

Links to other Websites

Our website contains links to other websites. However, we are not responsible for the privacy practices or the content of such websites.

Changes to this Privacy Policy

From time to time we may make changes to this policy to ensure that it is accurate and up to date and to reflect any changes in the law. This policy was last updated on 1/10/2018.

Contact us

Please do contact us if you have any questions or complaints about this policy or about how we handle your information. If you are not satisfied with our response or you believe our use of your information does not comply with data protection law, you can make a complaint to the supervisory authority responsible for the territory where you reside, work or where an alleged infringement of your rights may have taken place.

Contact detail: Gyxis Corporation London Branch

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