

Privacy Policy

Last modified: 18 August, 2022 - This Privacy Policy is effective as of the “last modified” date. By continuing to use the Services, you acknowledge acceptance of these changes. Prior versions of this policy can be found [here](#).

Changes: Changed styles. Updated links. Added specific references to Article 6 for legal bases.

This is a supplement to the [Digital Samba Customer Agreement](#) (the “**Agreement**”) and is thereby included in the Agreement. Any capitalised terms used but not defined below derive their meanings from the Agreement.

1. What this Privacy Policy covers

This Privacy Policy aims to explain what information about you is collected, used and shared by Digital Samba SL and its related entities (“**Digital Samba**” or “we” or “us”). We aim to help you understand:

- [What information we collect about you](#)
- [How we process information we collect and legal bases](#)
- [How we share information we collect](#)
- [How we store and secure information we collect](#)
- [How to access and control your information](#)
- [How we transfer information we collect internationally](#)
- [Other important privacy information](#)

This policy covers the information we collect about you when you use our products or services, or otherwise interact with us (for example, by attending our webinars or events), unless a different policy is displayed. We offer a range of products, including our cloud and server products. We refer to all of these products, together with our other services and websites as “**Services**” in this policy.

This policy also explains your choices about how we use information about you. Your choices include how you can object to certain uses of information about you and how you can access and update certain information about you. **If you do not agree with this policy, do not access or use our Services or interact with any other aspect of our business.**

Where we provide the Services under contract with an organisation (for example your employer) that organisation controls the information processed by the Services. For more information, please see section 8.1 (“[Notice to End Users](#)”) below.

2. What information we collect about you

We collect information about you when you provide it to us, when you use our Services, and when other sources provide it to us, as further described below.

2.1. Information you provide to us

We collect information about you when you input it into the Services or otherwise provide it directly to us.

2.1.1. Account and Profile Information. We collect information about you when you register for an account, create or modify your profile, set preferences, sign-up for or make purchases through the Services. For example, you provide your contact information and, in some cases, billing information when you register for the Services. You also have the option of adding a user name, profile photo, job title, and other details to your profile information to be displayed in our Services. We keep track of your preferences when you select settings within the Services.

2.1.2. Content you provide through our products. The Services include the products you use, where we collect and store content that you upload, send, receive and share. This content includes any information about you that you may choose to include. Examples of content we collect and store include: the name and details of a meeting you create along with names and emails of people you invite to it; the messages you exchange with other users in the Account Centre or via the meeting chat; sharing your screen or your video and audio to others in a meeting and recording it; and any feedback you provide to us. Content also includes the files and links you upload to the Services. If you use a server version of the Services, we do not host, store, transmit, receive or collect information about you (including your content), except in limited cases, where permitted by you or your organisation: we collect feedback you provide directly to us through the product and; we collect content using analytics techniques that hash, filter or otherwise scrub the information to exclude information that might identify you or your organisation; and we collect clickstream data about how you interact with and use features in the Services. Server administrators can disable our collection of this information from the Services via configuration settings or prevent this information from being shared with us by blocking transmission at the local network level.

2.1.3. Content you provide through our websites. The Services also include our websites owned or operated by us. We collect other content that you submit to these websites, which include social media or social networking websites operated by us. For example, you provide content to us when you provide feedback or when you participate in any interactive features, surveys, contests, promotions, sweepstakes, activities or events.

2.1.4. Information you provide through our support channels. The Services also include our customer support, where you may choose to submit information regarding a question or problem you are experiencing with a Service. Whether you designate yourself as a technical contact, open a support ticket, speak to one of our representatives directly or otherwise engage with our support team, you will be asked to provide contact information, a summary of the problem you are experiencing, and any other documentation, screenshots or information that would be helpful in resolving the issue.

2.1.5. Payment Information. We collect certain payment and billing information when you register for certain paid Services. For example, we ask you to designate a billing representative, including name and contact information, upon registration. You might also provide payment information, such as payment card details, which we collect via secure payment processing services.

2.2. Information we collect when you use the Services

We collect information about you when you use our Services, including browsing our websites and taking certain actions within the Services.

2.2.1. Your use of the Services. We keep track of certain information about you when you visit and interact with any of our Services. This information includes the features you use; the links you click on; the type, size and filenames of attachments you upload to the Services; frequently used search terms; and how you interact with others on the Services. We also collect information about the teams and people you work with and how you work with them, like who you collaborate with and communicate with most frequently. If you use a server version of the Services, the information we collect about your use of the Services is limited to clickstream data about how you interact with and use features in the Services, in addition to content-related information described in "Content you provide through our products," above. Server administrators can disable our collection of this information from the Services via the configuration settings or prevent this information from being shared with us by blocking transmission at the local network level.

2.2.2. Device and Connection Information. We collect information about your computer, phone, tablet, or other devices you use to access the Services. This device information includes your connection type and settings when you install, access, update, or use our Services. We also collect information through your device about your operating system, browser type, IP address, URLs of referring/exit pages, device identifiers, and crash data. We use your IP address and/or country preference in order to approximate your location to provide you with a better Service experience. How much of this information we collect depends on the type and settings of the device you use to access the Services. Server administrators can disable collection of this information via the configuration settings or prevent this information from being shared with us by blocking transmission at the local network level.

2.2.3. Cookies and Other Tracking Technologies. Digital Samba and our third-party partners, such as our advertising and analytics partners, use cookies and other tracking technologies (e.g., web beacons, device identifiers and pixels) to provide functionality and to recognize you across different Services and devices. For more information, please see our [Cookies & Tracking Notice](#), which includes information on how to control or opt out of these cookies and tracking technologies.

2.3. Information we receive from other sources

We receive information about you from other Service users, from third-party services, from our related companies, and from our business and channel partners.

2.3.1. Other users of the Services. Other users of our Services may provide information about you when they submit content through the Services. For example, you may be mentioned in a meeting invitation, in a live meeting or in a recorded meeting. We also receive your email address from other Service users when they provide it in order to invite you to the Services. Similarly, an administrator may enter your contact information when they set up an account on your behalf for you to use the Service.

2.3.2. Other services you link to your account. We receive information about you when you or your administrator integrate or link a third-party service with our Services. For example, if you choose to store content with a remote storage provider, such as Amazon S3, we receive your Amazon bucket ID and username as permitted by your Amazon settings in order to authenticate you. You or your administrator may also integrate our Services with other services you use, such as to allow you to access, store, share and edit certain content from a third-party through our Services. For example, you may authorise our Services to access, display and store files from a third-party document-sharing or video-sharing service within the Services interface. Or you may authorise our Services API to connect with a third-party calendaring service so that your meetings are available to you through the Services. The information we receive when you link or integrate our Services with a third-party service depends on the settings, permissions and privacy policy controlled by that third-party service. You should always check the privacy settings and notices in these third-party services to understand what data may be disclosed to us or shared with our Services.

2.3.3. Digital Samba Partners. We work with a global network of partners who provide consulting, implementation, training and other services around our products. Some of these partners also help us to market and promote our products, generate leads for us, and resell our products. We receive information from these partners, such as billing information, billing and technical contact information, company name, which of our products you have purchased or may be interested in, evaluation information you have provided, what events you have attended, and what country you are in.

2.3.4. Other Partners. We receive information about you and your activities on and off the Services from third-party partners, such as advertising and market research partners who provide us with information about your interest in and engagement with our Services and online advertisements.

3. How we process information we collect and legal bases

How we use the information we collect depends in part on which Services you use, how you use them, and any preferences you have communicated to us. Below are the specific purposes for which we use the information we collect about you.

3.1. To provide the Services and personalise your experience. We use information about you to provide the Services to you, including to process transactions with you, authenticate you when you log in, provide customer support, and operate and maintain the Services. For example, we use the name and picture you provide in your account to identify you to other Service users. Our Services also include tailored features that personalise your experience, enhance your productivity, and improve your ability to collaborate effectively with others. We may use your email domain to infer your affiliation with a particular organisation or industry to personalise the content and experience

you receive on our websites. When you use multiple Services, we combine information about you and your activities to provide an integrated experience, such as to allow you to find information from one Service while searching from another or to present relevant product information as you travel across our websites.

3.2. For research and development. We are always looking for ways to make our Services smarter, faster, more secure, more integrated, and more useful to you. We use collective learnings about how people use our Services and feedback provided directly to us to troubleshoot and to identify trends, usage, activity patterns and areas for integration and improvement of the Services. In some cases, we apply these learnings across our Services to improve and develop similar features or to better integrate the services you use. We also test and analyse certain new features with some users before rolling the feature out to all users.

3.3. To communicate with you about the Services. We use your contact information to send transactional communications via email and within the Services, including confirming your purchases, reminding you of subscription expirations, responding to your comments, questions and requests, providing customer support, and sending you technical notices, updates, security alerts, and administrative messages. We send you email notifications when you or others interact with you on the Services, for example, when you are invited by another user to their meeting, we send you an email invitation with instructions on how to join that meeting. We also send you communications as you are on-boarded to a particular Service to help you become more proficient in using that Service. Some of these communications are part of the Services and in those cases you cannot opt out of them. If an opt out is available, you will find that option within the communication itself.

3.4. To market, promote and drive engagement with the Services. We use your contact information and information about how you use the Services to send promotional communications that may be of specific interest to you, including by email and by displaying our ads on other companies' websites and applications, as well as on platforms like Facebook and Google. These communications are aimed at driving engagement and maximising what you get out of the Services, including information about new features, survey requests, newsletters, and events we think may be of interest to you. We also communicate with you about new product offers, promotions and contests. You can control whether you receive these communications as described in section 6.1.6 ("Opt out of communications") below.

3.5. Customer support. We use your information to resolve technical issues you encounter, to respond to your requests for assistance, to analyse crash information, and to repair and improve the Services.

3.6. For safety and security. We use information about you and your use of the Services to verify accounts and activity, to monitor suspicious or fraudulent activity and to identify violations of Service policies.

3.7. To protect our legitimate business interests and legal rights. Where required by law or where we believe it is necessary to protect our legal rights, interests and the interests of others, we use information about you in connection with legal claims, compliance, regulatory, and audit functions, and disclosures in connection with the acquisition, merger or sale of a business.

3.8. With your consent. We use information about you where you have given us consent to do so for a specific purpose not listed above. For example, we may publish testimonials or featured customer stories to promote the Services, with your permission.

3.9 Legal bases for processing. According to applicable EU laws, we collect and process information about you only where we have legal bases for doing so. The legal bases depend on the Services you use and how you use them. This means we collect and process your information only where:

- We need it to provide you the Services, including to operate the Services, provide customer support and personalised features and to protect the safety and security of the Services- Article 6 (1)(b) of the GDPR
- It satisfies a legitimate interest (which is not overridden by your data protection interests), such as for research and development, to market and promote the Services and to protect our legal rights and interests- Article 6 (1)(f) of the GDPR
- You give us consent to do so for a specific purpose- Article 6 (1)(a) of the GDPR
- We need to process your data to comply with a legal obligation- Article 6 (1)(c) of the GDPR

If you have consented to our use of information about you for a specific purpose, you have the right to change your mind at any time, but this will not affect any processing that has already taken place. Where we are using your information because we or a third party (e.g. your employer) have a legitimate interest to do so, you have the right to object to that use though, in some cases, this may mean no longer using the Services.

4. How we share information we collect

We make collaboration tools, and we want them to work well for you. This means sharing information through the Services and with certain third parties. We share information we collect about you in the ways discussed below, including in connection with possible business transfers, but we are not in the business of selling information about you to advertisers or other third parties.

4.1. Sharing with other Service users

When you use the Services, we share certain information about you with other Service users.

4.1.1 For collaboration. You can create content, which may contain information about you, and grant permission to others to see, share, edit, copy and download that content based on settings you or your administrator (if applicable) select. Some of the collaboration features of the Services display some or all of your profile information to other Service users when you share or interact with specific content. For example, when you join a meeting, we display your profile picture and name so that other users with access to the meeting understand who they are interacting with. When you send a chat message to another user or a group of users in the meeting, the recipients will see your name next to the chat message. Similarly, when you message or send invitations to

other users, your name and email is displayed as the sender of that message. Please be aware that some aspects of the Services like public pages or event registration pages can be made publicly available, meaning any content posted, including information about you, can be publicly viewed and indexed by and returned in search results of search engines. You can confirm whether certain Service properties are publicly visible from within the Services or by contacting the relevant administrator.

4.1.2. Managed accounts and administrators. If you register or access the Services using an email address with a domain that is owned by your employer or organisation, and such organisation wishes to establish an account or site, certain information about you including your name, profile picture, contact info, content and past use of your account may become accessible to that organisation's administrator and other Service users sharing the same domain. If you are an administrator for a particular site or group of users within the Services, we may share your contact information with current or past Service users, for the purpose of facilitating Service-related requests.

4.1.3. Community Forums. Our websites offer publicly accessible blogs, forums, issue trackers, and wikis like Digital Samba Blog or Digital Samba Community. You should be aware that any information you provide on these websites - including profile information associated with the account you use to post the information - may be read, collected, and used by any member of the public who accesses these websites. Your posts and certain profile information may remain even after you terminate your account. We urge you to consider the sensitivity of any information you input into these Services. To request removal of your information from publicly accessible websites operated by us, please contact us as provided below. In some cases, we may not be able to remove your information, in which case we will let you know if we are unable to and why.

4.2. Sharing with third parties

We share information with third parties that help us operate, provide, improve, integrate, customise, support and market our Services.

4.2.1. Service Providers. We work with third-party service providers to provide website and application development, hosting, maintenance, backup, storage, virtual infrastructure, payment processing, analysis and other services for us, which may require them to access or use information about you. If a service provider needs to access information about you to perform services on our behalf, they do so under close instruction from us, including policies and procedures designed to protect your information.

4.2.2. Digital Samba Partners. We work with third parties who provide consulting, sales, and technical services to deliver and implement customer solutions around the Services. We may share your information with these third parties in connection with their services, such as to assist with billing and collections, to provide localised support, and to provide customizations. We may also share information with these third parties where you have agreed to that sharing.

4.2.3. Third Party Apps. You, your administrator or other Service users may choose to add new functionality or change the behaviour of the Services by integrating and running them within third party apps. Doing so may give third-party apps access to your account and information about you like your name and email address, and any content you choose to use in connection with those

apps. Third-party app policies and procedures are not controlled by us, and this privacy policy does not cover how third-party apps use your information. We encourage you to review the privacy policies of third parties before connecting to or using their applications or services to learn more about their privacy and information handling practices. If you object to information about you being shared with these third parties, please uninstall the third-party apps.

4.2.4. Links to Third Party Sites. The Services may include links that direct you to other websites or services whose privacy practices may differ from ours. If you submit information to any of those third party sites, your information is governed by their privacy policies, not this one. We encourage you to carefully read the privacy policy of any website you visit.

4.2.5. Social Media Widgets. The Services may include links that direct you to other websites or services whose privacy practices may differ from ours. Your use of and any information you submit to any of those third-party sites is governed by their privacy policies, not this one.

4.2.6. Third-Party Widgets. Some of our Services contain widgets and social media features, such as the Twitter "tweet" button. These widgets and features collect your IP address, which page you are visiting on the Services, and may set a cookie to enable the feature to function properly. Widgets and social media features are either hosted by a third party or hosted directly on our Services. Your interactions with these features are governed by the privacy policy of the company providing it.

4.2.7. With your consent. We share information about you with third parties when you give us consent to do so. For example, we often display personal testimonials of satisfied customers on our public websites. With your consent, we may post your name alongside the testimonial.

4.2.8. Compliance with Enforcement Requests and Applicable Laws; Enforcement of Our Rights. In exceptional circumstances, we may share information about you with a third party if we believe that sharing is reasonably necessary to (a) comply with any applicable law, regulation, legal process or governmental request, including to meet national security requirements, (b) enforce our agreements, policies and terms of service, (c) protect the security or integrity of our products and services, (d) protect Digital Samba, our customers or the public from harm or illegal activities, or (e) respond to an emergency which we believe in good faith requires us to disclose information to assist in preventing the death or serious bodily injury of any person.

4.3. Sharing with affiliated companies

We share information we collect with affiliated companies and, in some cases, with prospective affiliates. Affiliated companies are companies owned or operated by us. The protections of this privacy policy apply to the information we share in these circumstances.

4.3.1. Digital Samba companies. We share information we have about you with other Digital Samba corporate affiliates in order to operate and improve products and services and to offer other Digital Samba affiliated services to you. This includes companies that own or operate the services listed here.

4.3.2. Business Transfers. We may share or transfer information we collect under this privacy policy in connection with any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company. You will be notified via email and/or a prominent

notice on the Services if a transaction takes place, as well as any choices you may have regarding your information.

5. How we store and secure information we collect

5.1. Information storage and security

We use data hosting service providers in the United States and Europe to host the information we collect, and we use technical measures to secure your data.

While we implement safeguards designed to protect your information, no security system is impenetrable and due to the inherent nature of the Internet, we cannot guarantee that data, during transmission through the Internet or while stored on our systems or otherwise in our care, is absolutely safe from intrusion by others.

If you use a server version of our Services, responsibility for securing storage and access to the information you put into the Services rests with you and not Digital Samba. We strongly recommend that server users configure SSL to prevent interception of data transmitted over networks and to restrict access to the databases and other storage points used.

5.2. How long we keep information

How long we keep information we collect about you depends on the type of information, as described in further detail below. After such time, we will either delete or anonymize your information or, if this is not possible (for example, because the information has been stored in backup archives), then we will securely store your information and isolate it from any further use until deletion is possible.

5.2.1. Account information. We retain your account information for as long as your account is active and a reasonable period thereafter in case you decide to re-activate the Services. We also retain some of your information as necessary to comply with our legal obligations, to resolve disputes, to enforce our agreements, to support business operations, and to continue to develop and improve our Services. Where we retain information for Service improvement and development, we take steps to eliminate information that directly identifies you, and we only use the information to uncover collective insights about the use of our Services, not to specifically analyse personal characteristics about you.

5.2.2 Information you share on the Services. If your account is deactivated or disabled, some of your information and the content you have provided will remain in order to allow your team members or other users to make full use of the Services. For example, we continue to display messages you sent to the users that received them and continue to display content you provided.

5.2.3. Managed accounts. If the Services are made available to you through an organisation (e.g., your employer), we retain your information as long as required by the administrator of your account. For more information, see section 4.1.2 ("Managed accounts and administrators") above.

5.2.4. Marketing information. If you have elected to receive marketing emails from us, we retain information about your marketing preferences for a reasonable period of time from the date you last expressed interest in our Services, such as when you last opened an email from us or ceased using your Digital Samba account. We retain information derived from cookies and other tracking technologies for a reasonable period of time from the date such information was created.

6. How to access and control your information

You have certain choices available to you when it comes to your information. Below is a summary of those choices, how to exercise them and any limitations.

6.1. Your Choices

You have the right to request a copy of your information, to object to our use of your information (including for marketing purposes), to request the deletion or restriction of your information, or to request your information in a structured, electronic format. Below, we describe the tools and processes for making these requests. You can exercise some of the choices by logging into the Services and using settings available within the Services or your account. Where the Services are administered for you by an administrator (see section 8.1 "Notice to End Users" below), you may need to contact your administrator to assist with your requests first. For all other requests, you may contact us via the details in the "Contact Us" section at the bottom of this document.

6.1.1. Certain limitations on your requests and choices. If fulfilling your request would reveal information about another person, or if you ask to delete information which we or your administrator are permitted by law or have compelling legitimate interests to keep. Where you have asked us to share data with third parties, for example, by installing third-party apps, you will need to contact those third-party service providers directly to have your information deleted or otherwise restricted. If you have unresolved concerns, you may have the right to complain to a data protection authority in the country where you live, where you work or where you feel your rights were infringed.

6.1.2. Access and update your information. Our Services and related documentation give you the ability to access and update certain information about you from within the Service. For example, you can access your profile information from your account and review meetings, recordings, contacts and messages you have created in the Service. You can update your profile information within your profile settings and modify content that contains information about you using the editing capabilities associated with that content.

6.1.3. Deactivate your account. If you no longer wish to use our Services, you or your administrator may be able to deactivate your Services account. If you can deactivate your own account, that setting is available to you in your account settings. Otherwise, please contact your administrator. If you are an administrator and are unable to deactivate an account through your administrator settings, please contact Digital Samba support. Please be aware that deactivating your account does not delete your information; your information remains visible to other Service users based on your past participation within the Services. For more information on how to delete your information, see below.

6.1.4. Delete your information. Our Services and related documentation give you the ability to delete certain information about you from within the Service. For example, you can remove certain profile information within your profile settings, and you can remove meetings, recordings, contacts and messages you have created. Please note, however, that we may need to retain certain information for record keeping purposes, to complete transactions or to comply with our legal obligations.

6.1.5. Request that we stop using your information. In some cases, you may ask us to stop accessing, storing, using and otherwise processing your information where you believe we don't have the appropriate rights to do so. For example, if you believe a Services account was created for you without your permission or you are no longer an active user, you can request that we delete your account as provided in this policy. Where you gave us consent to use your information for a limited purpose, you can contact us to withdraw that consent, but this will not affect any processing that has already taken place at the time. You can also opt-out of our use of your information for marketing purposes by contacting us, as provided below. When you make such requests, we may need time to investigate and facilitate your request. If there is delay or dispute as to whether we have the right to continue using your information, we will restrict any further use of your information until the request is honoured or the dispute is resolved, provided your administrator does not object (where applicable). If you object to information about you being shared with a third-party app, please disable the app or contact your administrator to do so.

6.1.6. Opt out of communications. You may opt out of receiving promotional communications from us by using the unsubscribe link within each email or by contacting us as provided below to have your contact information removed from our promotional email list or registration database. Even after you opt out from receiving promotional messages from us, you will continue to receive transactional messages from us regarding our Services.

You may be able to opt out of receiving personalised advertisements from other companies who are members of the Network Advertising Initiative or who subscribe to the Digital Advertising Alliance's Self-Regulatory Principles for Online Behavioral Advertising. For more information about this practice and to understand your options, please visit: <http://www.aboutads.info>, <http://optout.networkadvertising.org/> and <http://www.youronlinechoices.eu>.

6.1.7. Turn off cookie controls. Relevant browser-based cookie controls are described in our [Cookies & Tracking Notice](#).

6.1.8. Send "Do Not Track" signals. Some browsers have incorporated "Do Not Track" (DNT) features that can send a signal to the websites you visit indicating you do not wish to be tracked. Because there is not yet a common understanding of how to interpret the DNT signal, our Services do not currently respond to browser DNT signals. You can use the range of other tools we provide to control data collection and use, including the ability to opt out of receiving marketing from us as described above.

6.1.9. Data portability. Data portability is the ability to obtain some of your information in a format you can move from one service provider to another (for instance, when you transfer your mobile phone number to another carrier). Depending on the context, this applies to some of your information, but not to all of your information. Should you request it, we will provide you with an

electronic file of your basic account information and the information you created under your sole control.

7. How we transfer information we collect internationally

7.1. International transfers of information we collect

We collect information globally and primarily store that information in Europe and the United States. We transfer, process and store your information outside of your country of residence, to wherever we or our third-party service providers operate for the purpose of providing you the Services. Whenever we transfer your information, we take steps to protect it.

7.1.1 International transfers within the Digital Samba Companies. To facilitate our global operations, we transfer information to either Europe or the United States and allow access to that information from countries in which the Digital Samba owned or operated companies have operations for the purposes described in this policy. These countries may not have equivalent privacy and data protection laws to the laws of many of the countries where our customers and users are based. When we share information about you within and among Digital Samba corporate affiliates, we make use of standard contractual data protection clauses, which have been approved by the European Commission.

7.1.2. International transfers to third parties. Some of the third parties described in this privacy policy, which provide services to us under contract, are based in other countries that may not have equivalent privacy and data protection laws to the country in which you reside. When we share information of customers in the European Economic Area or Switzerland, we make use of European Commission-approved standard contractual data protection clauses, binding corporate rules for transfers to data processors, or other appropriate legal mechanisms to safeguard the transfer.

8. Other important privacy information

8.1. Notice to End Users

Many of our products are intended to be used by organisations. Where the Services are made available to you through an organisation (e.g. your employer), that organisation is the administrator of the Services and is responsible for the accounts and/or Service sites over which it has control. If this is the case, please direct your data privacy questions to your administrator, as your use of the Services is subject to that organisation's policies. We are not responsible for the privacy or security practices of an administrator's organisation, which may be different from this policy.

Administrators are able to:

- require you to reset your account password;
- restrict, suspend or terminate your access to the Services;
- access information in and about your account;
- access or retain information stored as part of your account;

- install or uninstall third-party apps or other integrations

In some cases, administrators can also:

- restrict, suspend or terminate your account access;
- change the email address associated with your account;
- change your information, including profile information;
- restrict your ability to edit, restrict, modify or delete information

Even if the Services are not currently administered to you by an organisation, if you use an email address provided by an organisation (such as your work email address) to access the Services, then the owner of the domain associated with your email address (e.g. your employer) may assert administrative control over your account and use of the Services at a later date.

If you do not want an administrator to be able to assert control over your account or use of the Services, use your personal email address to register for or access the Services. If an administrator has not already asserted control over your account or access to the Services, you can update the email address associated with your account through your account settings in your profile. Once an administrator asserts control over your account or use of the Services, you will no longer be able to change the email address associated with your account without administrator approval.

Please contact your organisation or refer to your administrator's organisational policies for more information.

8.2. Our policy towards children

The Services are not directed to individuals under 16. We do not knowingly collect personal information from children under 16. If we become aware that a child under 16 has provided us with personal information, we will take steps to delete such information. If you become aware that a child has provided us with personal information, please contact our support services.

8.3. Changes to our Privacy Policy

We may change this privacy policy from time to time. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice by adding a notice on the Services homepages, login screens, or by sending you an email notification. We will also keep prior versions of this Privacy Policy in an archive for your review. We encourage you to review our privacy policy whenever you use the Services to stay informed about our information practices and the ways you can help protect your privacy.

If you disagree with any changes to this privacy policy, you will need to stop using the Services and deactivate your account(s), as outlined above. If you have any questions, please contact us:

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