

# Privacy Policy

## 1. PURPOSE AND SCOPE OF NOTICE

This Privacy Notice ("Notice") is intended to explain how your personal information will be handled by Experimental Civics, Limited Liability Company ("EC" "we", "our" and "us") of P.O. Box 1032, Austin, Texas 78767 and sets out the information including the personal information detailed below relating to you ("Personal Data") that will be collected and processed by Experimental Civics and/or on its behalf by its third party service providers in the context of your engagement with [www.experimentalcivics.io](http://www.experimentalcivics.io) (the "Website") and the platform, programs, services provided thereon (together the "EC Services").

EC ("Event Organizers") provides innovation consulting which includes workshops and hackathon events. EC facilitates administration and organisation of these events plus the promotion of the events to, and the purchase of tickets to these events by, potential and actual attendees ("Attendees"). In certain circumstances, Event Organisers may be the controller of certain Attendees' Personal Data. Attendees who are a customer of, or otherwise interact through the EC Services with, any of our Event Organisers are asked to also read our Privacy Notice.

For the purposes of this Notice, the controller of your Personal Data is EC. If you have any questions or concerns about this Notice, please contact our EC Founder, Sarah Sharif, [sarah@experimentalcivics.io](mailto:sarah@experimentalcivics.io)

## 2. APPLICATION OF THIS NOTICE

IMPORTANT: Please note that this Notice, while intended to be as complete and accurate as reasonably possible, is not exhaustive and may be updated from on an annual basis. This Notice applies to the way we collect and process your Personal Data. Personal Data will be collected and processed during the course of our relationship with you and for a period afterward as may be required by applicable law.

During the course of your dealings with us, we will collect Personal Data:

- from you: for example when you communicate with us, sign-up for EC Services as an Event Organiser, work with us or supply us with services, when you supply Personal Data via our Website or through the EC Services, submit an enquiry or request support or when you subscribe to or express an interest in any of our newsletters or mailing lists; and
- from Event Organisers or other third party sources: for example when you are an attendee who expresses an interest in or purchases a ticket to an event promoted by an Event Organiser using the Experimental Civics Services, through software platforms we use for business processes,

statutory and regulatory authorities, third party service providers and occasionally some additional sources.

### 3. WHAT PERSONAL DATA WE PROCESS

We may collect and process the following Personal Data:

#### **Personal Information**

This includes information such as your name, email address, company, phone number and your password.

#### **Device Information**

This includes information such as: \* your device type, operating system, browser, IP address and other information derived from cookies used on the Website. Please see our [Cookie Policy](#) for further information; and \* details of your visits to the Website such as traffic data, location data and the resources, advertisements and linked websites that you access through the Website.

#### **Transactional History**

This includes information about the date, time, value and number of transactions you make through the EC Services.

#### **Miscellaneous**

This includes any other information which is provided to us by you or on your behalf.

### 4. WHY WE PROCESS YOUR DATA

#### **Contractual Obligations**

It is necessary to process this Personal Data to enter into and perform our contract with you in relation to:

- your use of the EC Services as an Event Organiser; and
- your use of the Website.

If you do not wish to provide us with your Personal Data for these purposes, we will not be able to enter into or perform our contract(s) with you and you will not be able to avail of the Experimental Civics Services.

#### **Legitimate Interests**

It is in our legitimate interests to collect and process your Personal Data for the purposes of improving and monitoring website efficiency, enhancing your use of the Website.

It is also necessary for the purposes of our legitimate interests to process your Personal Data to respond to any queries or requests submitted by you to us.

Before we process your Personal Data to pursue our legitimate interests for these purposes, we determine if such processing is necessary and we carefully consider the impact of our processing activities on your fundamental rights and freedoms. On balance, we have determined that such

processing is necessary for our legitimate interests and that the processing which we conduct does not adversely impact on these rights and freedoms.

### **Compliance with a Legal Obligation**

We may process your Personal Data where it is necessary to comply with legal obligations to which we are subject.

## **5. DISCLOSURE OF YOUR PERSONAL DATA**

We may disclose some or all of the Personal Data we collect from and obtain about you to the following third parties:

### **Third Party Service Providers**

We may share your Personal Data with the following third party service providers:

1. **Google**, who provide our cloud storage of personal data, contracts, templates, and EC IP
  - a. Gmail
  - b. Drive
  - c. Calendar
2. **DocuSign**, who provide us our cloud contract services
3. **Squarespace, Inc** who provide us the website and will be tracking our traffic to device usage.
4. **Medium**, who provide us with analytics services that allow us to measure the effectiveness of articles, blog posts and marketing materials that we publish on our Website
5. **Acuity Scheduling**, who provide us scheduling and appointment services linked with Google Calendars
6. **Tito**, who provide event registration support and easy check-in for our hackathon events
7. **Fluxx**, a grant management software which we use to track project applications and progress over the course of our events
8. **Mailchimp**, who provides us the ability to conduct email marketing effectively and communicate with our participants

The list of third party service providers we use may change from time to time as we change or remove some of the providers listed above and/or put in place other providers to assist us in providing the EC Services.

### **Regulatory Authorities, Law Enforcement Agencies, Public Bodies and Other Third-Party Companies**

- To comply with any applicable legal obligation, court order, summons, search warrants, or any other legal or regulatory obligation or request to which EC is or may become subject; and to protect the rights, property or safety of EC, our customers, or others. This includes exchanging

information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Other Recipients

We may share your Personal Data with other third parties as and when necessary, including:

- prospective or actual buyers of Experimental Civics or our assets (to facilitate the acquisition of Experimental Civics or a substantial portion of Experimental Civics's assets by a third party);
- external advisors such as our lawyers, accountants, and auditors.

## 7. RETENTION OF YOUR PERSONAL DATA

In general, we expect to keep your Personal Data for as long as you use the EC Services plus a period of up to 5 years thereafter. Please note that in certain circumstances, we may hold your personal data for a different period, for example, if we believe in good faith that the law or a relevant regulator may reasonably in our view expect or require us to preserve or delete your Personal Data.

## 8. HOW WE STORE AND SAFEGUARD YOUR PERSONAL DATA

We care about protecting your information. That's why we put in place appropriate measures that are designed to prevent unauthorised access to, and misuse of your Personal Data. We also have in place measures to deal with and respond to any suspected data breach.

We are committed to taking reasonable and appropriate steps to protect the Personal Data that we hold from misuse, loss, or unauthorised access. We do this by having in place a range of appropriate technical and organisational measures.

## 9. YOUR RIGHTS AND HOW TO EXERCISE THEM

You have a number of rights in relation to your Personal Data, which are set out in this Section 9. Note that in certain circumstances these rights might not be absolute.

**Right to be Informed:** You have the right to know whether your Personal Data is being processed by us, how we use your Personal Data and your rights in relation to your Personal Data.

**Right of Access:** You have the right to request a copy of the Personal Data held by us about you and to access the information which we hold about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.

**Right to Rectification:** You have the right to have any inaccurate Personal Data which we hold about you updated or corrected.

**Right to Erasure:** In certain circumstances, you may also have the Personal Data that we hold about you deleted, for example if you exercise your right to object and we do not have an overriding reason to process your Personal Data or if we no longer require your Personal Data for the purposes set out in this notice.

**Right to Restriction of Processing:** You have the right to ask us to restrict processing your Personal Data in certain cases, including if you believe that the Personal Data we hold about you is inaccurate or that our use of your Personal Data is unlawful. If you validly exercise this right, we will store your Personal Data and will not carry out any other processing on it until the issue is resolved.

**Right to Object:** You have a right to object at any time to the processing of your Personal Data where we process your Personal Data on the legal basis of pursuing our legitimate interests. Please note you have the right to object to our processing of your Personal Data for the purposes of sending you marketing and news.

**Right to Data Portability:** You may request us to provide you with your Personal Data which you have given us in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller where this is technically feasible. This right only arises where we process your Personal Data on the legal basis of either your consent or where it is necessary to perform our contract with you and the processing is carried out by automated means.

## 11. CHANGES TO THIS NOTICE AND QUESTIONS

We may amend this Notice on occasion, in whole or in part, at our sole discretion. Any changes will be effective immediately upon communicating the revised Notice to you.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by email, and you will have a choice as to whether or not we use your Personal Data in the new manner.

If you have any questions, comments or concerns about the way your Personal Data are being used or processed by Experimental Civics, please submit your question, comment or concern to our Founder, Sarah Sharif, [sarah@experimentalcivics.io](mailto:sarah@experimentalcivics.io)