



# Privacy Policy

Effective Date: 17/10/2019

## 1. Application

We have prepared this Privacy Policy to explain how we collect, use, protect, and disclose information and data when you use the Podspace website (the "Site") or Podspace services ("Services"). This Privacy Policy also explains your choices for managing your information preferences, including opting out of certain uses of your Personal Information (defined below). By accessing or using the Site or Services you consent to this Privacy Policy.

## 2. Managing Your Information Preferences

You can review, correct, update, or change your Personal Information (defined below) or opt out of receiving certain e-mails by e-mailing us at [privacy@pod.space](mailto:privacy@pod.space). If you have questions or concerns regarding this Privacy Policy, please e-mail us at [privacy@pod.space](mailto:privacy@pod.space).

If you are a user located in the European Economic Area ("EEA"), Podspace is the data controller of your personal information. Podspace's Data Protection Officer can be contacted at [privacy@pod.space](mailto:privacy@pod.space).

## 3. Information We Collect

### Personal Information

We collect information that personally identifies you, such as your name and e-mail address and password, and other personally identifiable information that you choose to provide us with or that you choose to include in your Podspace profile or account ("Personal Information"). You may be asked to provide us with Personal Information when you register with the Site or use any of our Services, and at other times. The decision to provide this information is optional; however, if you choose not to provide the requested information, you may not be able to use some or all of the features of the Site or Services. We may also receive Personal Information and other information from third parties, such as social media services.

### Usage Data and Site Activity

We automatically collect information regarding the actions you take on the Site ("Usage Data"). For example, each time you use the Site we automatically collect the type of Web browser you use, your operating system, your Internet Service Provider, your IP address, the pages you view, and the time and duration of your visits to the Site. This anonymous usage information may be associated with your

username and profile, but we do not disclose the associated information to third parties, except as provided in this Privacy Policy. We use this information to help us understand how people use the Site and Services, and to enhance the services we offer.

## **Cookies**

We use cookies (a small text file placed on your computer to identify your computer and web browser). We use cookies to improve the experience of the Site and Services, such as pre-populating your username for easier login. We do not use cookies to collect Personal Information. Most web browsers are initially set up to accept cookies. You can reset your web browser to refuse all cookies or to indicate when a cookie is being sent, however, certain features of the Site or Services may not work if you delete or disable cookies. Some of our Service Providers may use their own cookies, web beacons, or other tracking technology in connection with the services they perform on our behalf.

## **4. How We Use Information and When We May Share and Disclose Information Generally**

We use Personal Information for internal purposes only, such as to provide you with the Site and Services, to improve the Site and Services, to notify you of new products or services, and to otherwise communicate with you about Podspace. We may share your Personal Information in order to perform third party verifications and background checks. We will not disclose Personal Information to third parties, including for their direct marketing purposes, without your consent, except as explained in this Privacy Policy. We may disclose to third parties, certain Usage Data regarding the Site and Services. We may share Usage Data associated with your username and profile to our Service Providers so that they can provide services to us, as provided in Section 5 below.

## **5. Profile Information You Make Available to Others**

By using the Site or the Services you may make certain of your Personal Information available to others. The information you provide in your profile may be accessed by users who use the Site and may be accessed by commercial search engines such as Google, Yahoo!, and Bing to the extent that such engines are permitted to access the Site.

## **6. Service Providers**

From time to time, we may establish a business relationship with other businesses whom we believe trustworthy and who have confirmed that their privacy practices are consistent with ours ("Service Providers"). For example, we may contract with Service Providers to provide certain services, such as hosting and maintenance, data storage and management, and marketing and promotions. We only provide our Service Providers with the information necessary for them to perform these services on our behalf. Each Service Provider must agree to use reasonable security procedures and practices, appropriate to the nature of the information involved, in order to protect your Personal Information from unauthorized access, use, or

disclosure. Service Providers are prohibited from using Personal Information other than as specified by Podspace.

## **7. Other Transfers**

We may share Personal Information and Usage Data with businesses controlling, controlled by, or under common control with Podspace. If Podspace is merged, acquired, or sold, or in the event of a transfer of some or all of our assets, we may disclose or transfer Personal Information and Usage Data in connection with such transaction. You will have the opportunity to opt out of any such transfer if, in our discretion, the new entity plans to handle your information in a way that differs materially from this Privacy Policy.

## **8. Compliance with Laws and Law Enforcement**

Podspace cooperates with government and law enforcement officials and private parties to enforce and comply with the law. We may disclose Personal Information and any other information about you to government or law enforcement officials or private parties if, in our discretion, we believe it is necessary or appropriate in order to respond to legal requests (including court orders and subpoenas), to protect the safety, property, or rights of Podspace or of any third party, to prevent or stop any illegal, unethical, or legally actionable activity, or to comply with the law.

## **9. Security**

We maintain physical, electronic, and procedural safeguards to protect the confidentiality and security of information transmitted to us. However, no data transmission over the Internet or other network can be guaranteed to be 100% secure. As a result, while we strive to protect information transmitted on or through the Site or Services, we cannot and do not guarantee the security of any information you transmit on or through the Site or Services, and you do so at your own risk.

## **10. Links to Other Websites**

Our Site and Services may contain links to other websites or allow others to send you such links. A link to a third party's website does not mean that we endorse it or that we are affiliated with it. We do not exercise control over third-party websites. You access such third-party websites or content at your own risk. You should always read the privacy policy of a third-party website before providing any information to the website.

## **11. Children's Privacy**

The Site and Services are intended for users who are 18 years old or older. We do not knowingly collect Personal Information from children under the age of 13. If we become aware that we have inadvertently received Personal Information from a child under the age of 13, we will delete such information from our records.

## **12. Privacy Policy Changes**

We may change this Privacy Policy from time to time. If we decide to change this Privacy Policy, we will inform you by posting the revised Privacy Policy on the Site. Those changes will go into effect on the "Revised" date shown in the revised Privacy Policy. By continuing to use the Site or Services, you consent to the revised Privacy Policy.

## **13. Contact Us**

If You have any questions or complaints about this Privacy Policy, please contact us electronically via [privacy@pod.space](mailto:privacy@pod.space) or send physical mail to:

Podspace C/O Bowtie AB  
Mäster Mikæls gata 2B  
116 20 Stockholm, Sweden

Attention: Podspace Legal