Intellect GDPR Privacy Policy Notice

This Policy has been drafted in light of the European and UK data protection law viz. General Data Protection Regulation (the "**GDPR**"). We, Intellect Company Pte. Ltd. ("**Intellect**", "**Company**", "**we**", "**us**", "**our**") are the owners of the website Intellect | Redefining Mental Health for Global Workforces ("**Website**") and the Company web application Intellect | Create A Better You ("**Application**"). The Website features the Company's software product, offered as software as a service (SaaS) (the "**Software**"), which facilitates end-to-end mental health care coaching and services ("**Services**"). The Website and Application and the Software are collectively referred to as "**Platform**".

We respect data privacy rights and are committed to protecting personal data collected on the Platform. This Privacy Notice ("**Privacy Notice**") sets forth how we collect, use and protect the personal data collected on the Platforms and while providing Services.

PLEASE READ THIS PRIVACY NOTICE CAREFULLY. BY CLICKING THE CONSENT CHECKBOX AND PROVIDING US WITH YOUR CONSENT, YOU CONSENT TO OUR USE OF YOUR PERSONAL DATA IN ACCORDANCE WITH THE TERMS OF THIS PRIVACY POLICY. IF YOU DO NOT AGREE TO THE TERMS OF THIS PRIVACY NOTICE, YOU MAY WITHDRAW YOUR CONSENT OR ALTERNATIVELY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA ON THE PLATFORM. SUCH AN INTIMATION TO WITHDRAW YOUR CONSENT CAN BE PROVIDED BY EMAIL TO support@intellect.co.

IF YOU ARE ACCESSING THE PLATFORM ON BEHALF OF A THIRD PARTY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH THIRD PARTY TO THE TERMS AND CONDITIONS OF THIS PRIVACY NOTICE AND, IN SUCH AN EVENT YOUR USE OF THE PLATFORM SHALL REFER TO USE BY SUCH THIRD PARTY. IF YOU DO NOT HAVE SUCH AUTHORITY (TO PROVIDE ANY PERSONAL DATA OF A THIRD PARTY) OR DO NOT AGREE TO THE TERMS OF THIS PRIVACY NOTICE, THEN YOU SHOULD REFRAIN FROM USING THE PLATFORMS.

This Privacy Notice is an electronic record in the form of an electronic contract being compliant and construed in accordance with data protection laws of the applicable jurisdictions.

1. DEFINITIONS

i. **"User(s)", "you", or "yours"** shall mean individuals that use/access the Website and/or avails the services through the App.

ii. **Customer"** shall mean an entity, organizer, or individual which avails our Services.

iii. **"Personal Data**" shall mean and include any data about an individual who is identifiable by or in relation to such data. This may include but not be limited to, your name, email address, contact number, company name, designation, postal address, location etc.

iv. **"Controller"** means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data;

v. **"Processor"** means a natural or legal person, public authority, agency or other body which processes Personal Data on behalf of the Controller.

2. WHAT PERSONAL DATA IS COLLECTED BY US?

For purposes of this Privacy Notice, we may collect your Personal Data in the following cases:

i. **Personal Data collected through the website**:
You may provide Personal Data when you visit our Website or contact us through the 'Contact us' page or 'Book a demo' page on our Website. We may collect your Personal Data, including but not limited to your full name, work email, company name, job title, contact information, country and any other information that you provide us.

ii. Account creation:
When you create an account on our Platform in order to avail of the Services, you may provide us your Personal Data, including but not limited to, first name, last name, email address, company name, password, age, country, company name and any other information you may provide.

iii. **Online Identifiers and Log Data**:
When you use or access our Platform, we may collect information about your computer hardware and software, IP address, domain names, access times, operation system, browser type, web log data, and referring website addresses.

iv. **Career Opportunities**:
If you apply for an employment position, we may collect your information including but not limited to first name, last name email address, headline, Photo, resume, LinkedIn URL, cover letter, notice period, contact information, position you are applying for, information obtained during interviews and any other information you choose to provide.

v. **Communications:**
We may collect information about you when you use the Website, contact us for enquiry or support or subscribe to our newsletters, you may provide us your Personal Data, including but not limited to your name, email address, contact number and company name and any other information you provide to us.

When the Company receives information from its Customer, the Company acts as a Processor and shall process data as per the instructions received by the Data Controller. If you have any questions related to the handling of your Personal Data by the Company or to exercise your rights, you can contact us at support@intellect.co.

For Personal Data collected on behalf of the Customer please refer to Clause 3 of this Privacy Notice.

3. WHAT PERSONAL DATA DO WE PROCESS ON BEHALF OF THE CUSTOMER?

This section concerns the Personal Data of the individuals collected by the Customer, and such collection may be facilitated by us.

i. **The Company as a Data Processor:** The Customer sets the purpose and means of processing of such Personal Data. We process such Personal Data only on behalf of and on the instructions of the Customer and for the purposes of rendering our Services to the Customer.

ii. **Customer Privacy Notice:** If you are the user of the Services and your Personal Data was shared with us by the Customer, the privacy notice of the Customer, on whose behalf we collect and process the Personal Data, will apply. This means that any enquiry, request, objection or complaint that you as a user may have in connection with the collection and/or processing of Personal Data that forms part of your usage of Services should be addressed to and resolved by the Customer.

iii. **Personal Data:** Depending on the nature of Services and Customer requirements the Company processes Personal Data on behalf of Customer/s.

The Customer has complete control over the Personal Data and the Company processes the Personal Data on the Customer's behalf.
Further, the Personal Data collected on behalf of the Customer may differ based on the specific requirements, the Company will remain the data processor, and the Customer will be responsible for providing adequate privacy notices.

iv. **Customer Responsibility:** The Customer represents that it has acquired all necessary consents and/or relies on other appropriate legal basis for the processing of the Personal Data of end-users. The customer confirms that end-users have been informed that their Personal Data is transferred to the Company as a processor and other third parties used by the Company for the provision of Services.

We will process the Personal Data for as long as we provide Services to the Customer and the Customer maintains active accounts.

4. COOKIES

We use cookies and/or similar in-house and third-party tracking tools to track user traffic patterns. Tracking tools also used are beacons, tags and scripts to collect and track information and to improve and analyze our Website. You may choose to disable cookies through your browser settings.

5. ACCURACY OF DATA

The User undertakes that he shall be solely responsible for the accuracy, correctness, or truthfulness of the Personal Data shared with us, whether of its own or any third party. In the event the User is sharing any Personal Data on behalf of a third person, the User represents and warrants that he has the necessary authority to share such Personal Data with the Company and obtain written consent from such third party and the Company shall not be responsible for verifying the same. The User understands and acknowledges that such Personal Data shall be subject to the terms and conditions of this Privacy Notice.

6. HOW WE USE YOUR PERSONAL DATA

i. We use the Personal Data for the following purposes:
ii. to inform you about our services and to respond to your requests;
iii. to provide you with a better experience when you access our Website and to improve the services;
iv. to maintain and manage our Website;

v. to hire new employees;
vi. to manage our relationship with you;
vii. for internal record keeping;
viii. to generate anonymized, aggregate data;
ix. and to comply with our legal or statutory obligations;
x. Provide access to the Services we offer on our Platform including webinars, behavioral health coaching sessions, and user support;
xi. Contact you to ask for your feedback and comment on our services;
xii. Process your Payment.
xiii. for marketing and advertising purposes, such as developing and providing promotional and advertising materials that may be relevant, valuable or otherwise of interest to you;
xiv. to facilitate transactions.

7. DISCLOSURES

We will not sell, distribute or lease your Personal Data to third parties without your prior consent. Keeping this in mind, we may disclose your Personal Data in the following cases:

i. **Affiliates:** We may provide your Personal Information to our affiliates to enable them to improve our services, provide feedback and respond to their queries**.**
ii. **Service Providers:** We may share your Personal Information with the service providers who work with us in connection with operating the Platform and/ or providing the service. All such service providers are subject to stringent confidentiality restrictions consistent with this Privacy Notice.
iii. **Merger or Acquisition:** We may transfer your Personal Information if we are acquired by another entity, or if we merge with another company or transfer a part of our business, including the Platform, to a third party. Any such third party or resultant entity that receives your Personal Information shall have the right to continue to use your Personal Information in line with the purposes set out herein. In the event of such a sale or transfer, we may notify you.
iv. **Legal and Regulatory Authorities:** We may disclose your Personal Information in order to comply with our legal obligations/ court orders/ requests by Govt. authorities.

8. DATA RETENTION

We will retain a User's Personal Data for as long as it is required to be retained for the purpose of provision of the services on our Website. We may retain and use the User's Personal Data as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We only store your personal information for as long as necessary or as agreed to by the Parties for the provision of Services in a legally binding agreement.

9. SECURITY

We have implemented reasonable administrative, technical and physical security measures to protect your personal information against unauthorized access, destruction or alteration. Although we provide appropriate firewalls and protections, we cannot guarantee the security of Personal Data transmitted as these systems are not hackproof. Data breaches may occur as a result of unauthorized hacking, virus attacks, or technical malfunctions. We will implement appropriate measures to mitigate the risk of such incidents.

10. YOUR RIGHTS

You have the right to access Personal Data in our possession, right to have us rectify or modify any such Personal Data, right to have us erase/delete your Personal Data, right to restrict us from processing such Personal Data, right to object to our use of Personal Data, withdraw consent at any time where we are relying on consent to process Personal Data. Depending on the nature of the request, we may ask you to complete a Personal Data request form or seek certain details to verify the request. All requests for Personal Data will be handled within a reasonable period of time. If you would like to exercise ANY of these rights, please contact **support@intellect.co.**

11. INFORMATION FOR EU AND UK USER

Residents of the European Union ("**EU**") and United Kingdom ("**UK**") should note that this Privacy Notice has been updated in accordance with the requirements of the EU General Data Protection Regulation (the "**GDPR**") and the UK GDPR, the United Kingdom Data Protection Act 2018, the Privacy and Electronic Communications Regulations, and any regulation superseding any of the foregoing ("UK Privacy Laws"). As per the provisions of the GDPR and UK Privacy Laws we shall be considered the Controllers of the Personal Data collected as a result of your use/access of the Website and Processors of the Personal Data collected as a result of your use of the Services.

Legal Basis (for EU residents and UK residents): We will not process your Personal Data without a lawful basis to do so. We will process your Personal Data only on the legal basis of consent, contract, or on the basis of our legitimate interests, provided that such interests are not overridden by your privacy rights and interests.

Transfer of your Personal Data across borders (for EU Residents): The Personal Data we collect (of EU and UK residents) is stored on servers located in the **Singapore region**. Personal Data might be processed outside the EU and the UK. We collect and transfer Personal Data outside the EU and UK in accordance with the provisions of the GDPR and UK Privacy Laws. If you have questions, please contact **support@intellect.co.**

Your Rights (For EU and UK Residents):

You have the right to request us:

a. to let you know what Personal Data belongs to you,
b. we hold in our possession,
c. withdraw consent at any time where we are relying on consent to process your Personal Data,
d. right to have us rectify or modify any such Personal Data,
e. right to have us erase/delete your Personal Data,
f. right to restrict us from processing such Personal Data,
g. right to object to our use of your Personal Data,
h. right to data portability,
i. you have the right to lodge a complaint with a data protection authority.

UK residents have the right to make a complaint at any time to the Information Commissioner's Office ("ICO"), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance. We may need to request specific information from you to help us confirm your identity or also contact you for further information in relation to your request. If you would like to exercise ANY of these rights, please contact **support@intellect.co.**

Governing Laws: For any EU and UK residents, this Privacy Policy shall be governed respectively by the provisions of the GDPR and UK Privacy Laws. For any legally binding agreement between Intellect and the end user or customers, shall be governed in accordance with the Laws of the EU or UK region and the Laws of Singapore. Any dispute resolution between the Parties to the said agreement shall be done via Arbitration at the Singapore Internation Arbitration Centre and the ruling shall be binding upon the Parties to the said Agreement.

12. CHOICE AND OPT-OUT

We may send you communications including but not limited to (a) notices about your use of our Website and/or Services, including those concerning violations of use, (b) updates, (c) promotional information regarding our Services, and (d) newsletters. You may opt out of receiving promotional emails and newsletters from us by following the unsubscribe instructions provided in those emails. Alternatively, you can opt-out, at any time, by emailing support@intellect.co with your specific request.

13. GOVERNING LAWS

This Privacy Policy shall in all respects be governed by and construed and enforced in accordance with the laws of Singapore, the EU country and the UK and the courts in Singapore shall have an exclusive jurisdiction to adjudicate any subject matter under this Privacy Notice. Any dispute resolution between Intellect and the end user or Customer who are Parties in a legally binding Agreement for the provision of Services, shall be done via Arbitration at the Singapore Internation Arbitration Centre and the ruling shall be binding upon the Parties to the said Agreement.

14. CHANGES TO THIS POLICY

Please revisit this page periodically to stay aware of any changes to this Privacy Notice, which we may update from time to time. If we modify this Privacy Notice, we will make it available through the Website and indicate the date of the latest revision. If such modifications materially alter your rights or obligations hereunder, we will make reasonable efforts to notify you of the change via email or through our Website.

Changes to this Privacy Notice apply to your use of our Services after the “last updated” date, at the top.

15. CONTACT US

If you have any questions, concerns or grievances regarding this Privacy Notice or wish to withdraw your consent in relation to the processing of your Personal Data, you can reach out to our appointed grievance redressal officer, via email at support@intellect.co.

Company Address**:**
Intellect Company Pte. Ltd., Company Registration No. 201918942H, a company incorporated under the laws of Singapore, whose registered office is at 171 Tras Street, #02-179, Union Building, Singapore 079025.