

## PRIVACY POLICY

Effective: May 25, 2018

### **We take your privacy seriously**

At Maps4Mail we take great care about how our users' personal information is used, and we take your privacy seriously. This Privacy Policy describes how Maps4 Mail collects and uses the personal information you provide in the services we provide.

This Privacy Policy is an integral part of our [Terms of Service](#). By using our Services, you are accepting the practices described in our Privacy Policy and you agree that we will collect and use your information in the following ways.

### **What information do we collect?**

The personal data we collect from individuals using our Services mostly consists of user data, such as name, business function, gender, business address, telephone number and email address. This is mostly information in relation to an individual's role at his/her company that does not concern him/her as a private person or as an individual consumer customer. These companies that individuals are working for, mostly are our prospects, customers, suppliers or partners.

### **Why do we collect that information?**

We collect your information to personalize your experience with the Service, mailings and marketing actions. Your information helps us more efficiently respond to your needs as a customer. Providing your information is crucial to set up process payment transactions and it's necessary for us to provide you with the Service. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the purpose of delivering the requested Service and improving the Service.

### **What does Maps4Mail do with the collected information?**

The information helps us constantly improve the Service. We are also able to improve our customer service, as your feedback and collected information about your activity in the Service helps us respond to your requests faster and support your needs on the way to succeeding with the Service. We enjoy staying in touch with you by sending periodic email updates (usually quarterly) The email address you provide will be used to send you updates about the Maps4Mail Services. If at any time you would like to unsubscribe from receiving future emails with product updates, we include "subscription management" link at the bottom of every message.

**When can we access your information?**

Our Support Team may access your personal data upon your request in order to answer specific questions related to the Service or solving some problems you've reported, or which have been reported to us.

**Can you change/update your personal information?**

Every user has the right to view, update and make any corrections to the content of his/her data by contacting [info@maps4Mail.com](mailto:info@maps4Mail.com).

**How Maps4Mail users can change or remove their personal data**

Maps4Mail users can request deletion or change their data by contacting us at [info@maps4mail.com](mailto:info@maps4mail.com).

**How the email list subscribers can change or remove their personal data from Maps4Mail?**

As Maps4Mail email list subscriber you will get email messages. You can change your personal data on the subscribers list by clicking the "subscription preferences" link in any message we have sent you. You can also unsubscribe from any list by clicking the "unsubscribe" link at the bottom of any message.

**Maps4Mail as data processor**

We process data supplied by clients only insofar as it is necessary to establish or modify legal relationships with us. Maps4Mail expects that its clients should also abide with all best practise in the original collection of any data supplied and that its client's data should be validly held and supplied with permission for use as specified. Maps4Mail reserves the right to undertake work if it believes the data supplied to have been collected inappropriately.

Data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to countries that have inadequate protection

Customer data shall be deleted after completion of the order or termination of the business relationship. Legal retention periods remain unaffected.

Maps4Mail pledges its intention to meet its obligations and to comply with the requirements of the GDPR (General Data Protection Regulation) as a data processor. In doing so, Maps4Mail will ensure compliance by its staff with high standards of security and confidentiality. Finally, Maps4Mail undertakes to respond to any enquiry made concerning data in a timely and helpful manner and to notify its client of any such enquiry.

### **Customer relationship management (CRM) system**

We may hold client data in a CRM system. The CRM enables us to keep track of our communications with you. We hold records on the CRM for as long as necessary for the reason we collected them – see the sections above for the different reasons we collect data. transferred to our secure customer relations management data base consistent with the lawful processing provisions of the GDPR.

### **How do we protect your information?**

Maps4Mail aims to safeguard and protect your personal data from unauthorized access, improper use or disclosure, unauthorized modification or unlawful destruction or accidental loss, and Maps4Mail utilizes and maintains certain reasonable processes, systems, and technologies to do so. However, you acknowledge that no environment is completely secure or error-free, and that these processes, systems, and technologies utilized and maintained by Maps4Mail are subject to compromise. Accordingly, we cannot be held responsible for unauthorized or unintended access that is beyond our control.

### **GDPR Compliance**

We are in compliance with the requirements of GDPR (General Data Protection Regulation).

### **Changes to our Privacy Policy**

We may occasionally update this Privacy Policy to reflect changes in our practices. If we decide to change our Privacy Policy, we will post these changes on this page.

### **Contact**

If you have any questions or concerns regarding this Privacy Policy, you may contact us at [info@maps4mail.com](mailto:info@maps4mail.com).

Maps4Mail is a MapCreator service,



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