

Privacy and Cookie Policy

Introduction

Our Company **UTASKS LTD**, registered in the United Kingdom of Great Britain and Northern Ireland, registration number 15722277 (**Company, We, Us**) respects and values your (User, You) privacy and does everything possible to ensure the security of your Personal Data (see definition below).

In this **Privacy and Cookie Policy (Policy)** We provide information about the limits of the Personal Data collected, explain the reasons for their collection and how they are used, as well as identify third parties to whom your data is transmitted.

This Policy is part of the Terms of Use (<https://utasks.io/terms-of-use>). Please read this Policy carefully and contact us if you have any questions.

Terms and definitions

1)	Policy	This document, as well as all its appendices, is posted at the link: https://utasks.io/privacy-policy
2)	We, We, Our and the Company	UTASKS LTD is a company registered in the United Kingdom of Great Britain and Northern Ireland, registration number 15722277, legal address: 167-169 Great Portland Street, 5th Floor, London, England, W1W 5PF, info@utasks.io
3)	You, User	An individual who uses the Products in any way.
4)	Personal Data	Usually means any information related to an identified or identifiable person that Users provide to Us during Account registration, information that Products automatically collect about Users, information that Users provide to us, as well as User information that we receive from third parties.
5)	Website or Site	A website operated by the Company, located at: https://utasks.io
6)	Telegram bot	Software that, in response to User messages, performs certain actions for which it is programmed at the User's request and a special account created in automatic mode, which allows the User to perform various actions through the functionality of the Telegram messenger (hereinafter – Telegram), installed on a mobile device or on a PC and having the name @UTasksBot and address https://t.me/UTasksBot
7)	Products	The combined mention of the Site and the Telegram bot.
8)	Use of Products	Performing actions by the User to view and (or) use the available functionality of Products through reproducible online interfaces on the User's device screen.
9)	Processing of personal data	Means a wide range of operations performed with Personal Data, including through manual or automated means of collecting, recording, organizing, structuring, storing, adapting or modifying, searching, consulting, using, disclosing by transferring, distributing or otherwise providing, coordinating or combining, limiting, deleting or destroying Personal Data.

10)	Tariff	The offer formed by the Company for Users to use the Products, which includes, among other things: the period provided, the functionality and the cost of using the Products. The types of Tariffs are available on the Website and in the Telegram Bot.
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Terms and definitions that are used in Politics with a capital letter, but which have not been defined above, are understood in the meaning given to them by the Terms of Use, and if there is no definition in it, then as indicated on the Internet.

Acceptance of the terms of this Policy

You are considered to have joined this Policy if you perform at least one of the above actions:

- 1) Acceptance of the Policy on the Site is allowed if the User Registration functionality is implemented on the Site. Thus, the acceptance of the Policy will be considered the installation of the [V] icon next to the text "I agree to the terms of the Terms of Use and Privacy Policy" at the last step of the Registration procedure.
- 2) Acceptance of the Policy in the Telegram bot is considered granted after clicking on the "/start" button.
- 3) At the same time, you will also be considered to have expressed acceptance of the Policy if you simply browse the Site or Telegram bot (get acquainted with the content), without directly using the Products for their intended purpose.

If at any time you do not agree with any of the provisions of this Policy, you must immediately stop using the Products.

What personal data do we collect?

In order to provide you with access to the Product, We will ask you to provide Us with some important information about yourself. During your use of the Products, We may collect the following types of Personal Data:

Type	Personal Data
Communication Data	<ul style="list-style-type: none"> • Your email address; • Other contact details that You use to contact Us.
Registration Data	<ul style="list-style-type: none"> • Your email address.
Detailed Account data	<ul style="list-style-type: none"> • Your full name and surname; • Your country of residence; • Your city of residence; • Your phone number; • Your account in Telegram.
Automatically Collected Data	<p>Technical information:</p> <ul style="list-style-type: none"> • The internet protocol (IP) address; • Browser type and version; • Time zone setting; • Browser plug-in types and versions; • Operating system and platform. <p>Usage Data:</p> <ul style="list-style-type: none"> • Uniform Resource Locators (URL) clickstream to, through and from Website (including date and time);

	<ul style="list-style-type: none"> • Products User viewed or searched for; • Page response times; • Download errors; • Time of visits to certain pages; • Click-stream data; • Methods used to browse away from the page; • other data collected via cookies and similar technologies.
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We are constantly developing Products and may add new features and services, to access which We may ask you to provide additional information.

You provide Us with any Personal Data on a voluntary basis. However, in the event of your refusal, We cannot guarantee the possibility of providing access to the Products.

What is the Purpose of Collecting Personal Data?

We collect the aforementioned Personal Data for the following purposes:

Personal Data	Collection Purpose
Communication Data	<ul style="list-style-type: none"> • To provide You with relevant feedback; • To contact You for administrative reasons.
Registration Data and Detailed Account data	<ul style="list-style-type: none"> • To provide access to the Products; • To ensure network and information security; • To provide communications.
Automatically Collected Data	<ul style="list-style-type: none"> • To ensure network and information security; • To ensure normal functioning of the Products; • To enhance Your Products using experience; • To indicate the errors and weak points of the Products and develop them.

We undertake to collect and use your Personal Data only for the above purposes, except in cases where the collection and use of Personal Data is necessary for other purposes compatible with the original purpose of collecting Personal Data, or when it is necessary in accordance with applicable laws or judicial acts/acts of executive authorities. If we need to use your Personal Data for other purposes not mentioned above, We will notify you and explain the legal basis for such collection.

How Do We Collect Your Personal Data?

We may collect Personal Data from Users in a variety of following ways:

Personal Data	Collection Purpose
Communication Data	We get access to such Personal Data when You reach Us for any questions before Your Account registration to get customer service or for any other purposes (e.g., by email).
Registration Data and Detailed Account data	You provide Us with this Personal Data, when You fill in and submit relevant application forms, complete the required steps to register an Account or enter the detailed Account data after successful registration.

Automatically Collected Data	When You interact with Products, We may collect this Personal data by using cookies, server logs and other similar technologies.
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How Long Do We Keep Your Personal Data?

We will keep Your Personal Data for no longer than it is necessary for that purpose or its collection.

Generally, We will retain and delete Your Personal Data as follows:

Personal Data	Collection Purpose
Communication Data	We keep it until the moment We provided You with feedback
Registration Data and Detailed Account data	We keep it strictly throughout the life of Your Account. Where required by applicable law, Personal Data may be retained after the Account is closed within the period prescribed by such laws.
Automatically Collected Data	We keep it strictly throughout the life of Your Account. Where required by applicable law, Personal Data may be retained after the Account is closed within the period prescribed by such laws.

Please note, that We can keep Your Personal Data for a longer period where it is required by the relevant laws and regulations. The Company retains some of the Personal Data after the closure of Your Account in order to deter fraud, by ensuring that persons who try to commit fraud will not be able to avoid detection simply by closing their account and opening a new account, and to comply with Our legal obligations.

What are the legal grounds for processing personal data?

The processing of Personal Data is carried out in accordance with the rights and rules of confidentiality in accordance with the Regulation of the European Parliament and the Council of the European Union on the Protection of Individuals in the processing of personal data and on the free circulation of such data (General Data Protection Regulation/GDPR) and Our local rules.

In cases where the rules of your country of residence provide for stricter standards for the processing of Personal Data, the processing of your Personal Data will be carried out in accordance with these standards.

Generally, the legal grounds for the Personal Data Processing could be listed as follows:

- 1) **Your Consent.** Insofar as You have granted Us consent to the processing of Personal Data for specific purposes, the lawfulness of such processing is based on Your consent. Giving Us Your consent to the processing of Your Personal Data is voluntary. Any consent granted may be revoked at any time. Please be advised that the revocation shall only have effect for the future. Any processing that was carried out prior to the revocation shall not be affected thereby.

- 2) **Agreement Performance.** It means processing Your data where it is necessary for the performance of an agreement to which You are a party or to take steps at Your request before concluding an agreement. This includes the Terms of Use.
- 3) **Our Legitimate Interest.** It means Our interest to conduct and manage Our business affairs appropriately and responsibly, to protect the reputation of our business, and to provide You with the best possible Products experience.
- 4) **Legal Compliance.** We process Your Personal Data where it is necessary for compliance with a legal or regulatory obligation.

Do We Transfer or Share Your Personal Data To (With) Others?

Sometimes we need to transfer the Personal Data that we process to third parties. Please read below the limited list of third parties to whom We may share your Personal Data:

1) Business partners, suppliers, and sub-contractors

We require all affiliated entities to respect the security of Your Personal Data and to treat it in accordance with the law. We do not allow them to use Your Personal Data for their own purposes and only permit them to process Your Personal Data for specified purposes and in accordance with our documented instructions.

Please note, Third-Party Service Providers do not fall under the criteria of affiliated entities. We do not share Your Personal Data with them.

2) Courts and(or) government authorities and(or) law enforcement officials in cases where it is required by the laws and regulations.

We will only use and share Your Personal Data where it is necessary for Us to lawfully carry out our business activities.

3) Analytics and search engine providers that assist the Company in the improvement and optimization of Products.

We can guarantee you that We will not sell, exchange or transfer your Personal Data to third parties without your explicit consent.

Do We Transfer Your Personal Data Overseas?

To facilitate our global operations, our Company may use the services of foreign data processing service providers, unless the laws and regulations of your jurisdiction restrict such data transfer.

We hereby guarantee to you that We will transfer your Personal Data only to countries that, in the opinion of the European Commission, provide an appropriate level of Personal Data protection. We will make every possible effort to ensure the protection of your Personal Data in accordance with this Privacy Policy, wherever your Personal Data is processed, and will take appropriate contractual or other steps to protect the relevant Personal Data in accordance with applicable law.

If such service providers are not established in a country that provides an appropriate level of protection within the meaning of Regulation (EU) 2016/679, for example in the United States, data transmission will be covered by standard data protection regulations adopted by the European Commission or other appropriate protective mechanism, such as a Privacy Protection System.

How We Secure Your Personal Data?

We have implemented several technical, organizational, and administrative measures to ensure the confidentiality, integrity, availability, and privacy of Your Personal Data and to protect Your Personal Data from loss, theft, unauthorized access, misuse, alteration, or destruction which are generally accepted by the industry to protect the Personal Data in its possession.

These measures include but are not limited to the implementation of current security technologies: Secure Sockets Layered (SSL) technology to ensure that Your Personal Data is fully encrypted and sent across the Internet securely, secure coding principles, and regular penetration testing.

We also use encryption (HTTPS/TLS) to protect data transmitted to and from the Products. Transport Layer Security (TLS) is a protocol that provides privacy and data integrity between two communicating applications. It's the most widely deployed security protocol used today and is used for Web browsers and other applications that require data to be securely exchanged over a network, such as file transfers, VPN connections, instant messaging, and voice over IP.

Only authorized Company personnel have access to the Personal Data, and these personnel are required to treat the Personal Data as confidential. The security measures in place will, from time to time, be reviewed in line with legal and technical developments.

Your Rights

Your principal rights as the Personal Data subject include the following:

- 1) **Right to access Personal Data.** You may request Us to provide You a copy of Your Personal Data that we have access to. We will provide You with such information within a reasonable period and may require You to compensate for the expenses associated with gathering the information.
- 2) **Right to Personal Data rectification.** You may request Us to rectify or update any of Your Personal Data. You can do this with the use of relevant Products functionality or by contacting us directly. The Company reserves the right to reject personal assistance where rectification of Personal Data is available through the Products functionality.
- 3) **Right to Personal Data deletion.** You may request Us to erase Your Personal Data, subject to applicable law. Please note, that in some cases Website and(or) Application will automatically delete Your Personal Data when You close Your Account. However, if You close Your Account, We will not use Your Personal Data for any further purposes, nor share it with third parties, except as required by the law. Please note, that we may not always be able to comply with Your request of erasure for specific legal reasons which will be notified to You, if applicable, at the time of Your request.
- 4) **Right to withdraw consent.** To the extent the processing of Your Personal Data is based only on Your consent, You may withdraw Your consent at any time. This will not affect the lawfulness of any processing which was carried out before the withdrawal. Please note, any processing activities that are not based on Your consent will remain unaffected.

- 5) **Right to restrict processing.** In some jurisdictions, applicable law may give You the right to restrict or object to Us processing or transferring Your Personal Data under certain circumstances. We may continue to process Your Personal Data if it is necessary for the defense of legal claims, or for any other exceptions permitted by applicable law.

Kindly note that none of the rights is absolute, meaning that they must generally be weighed against Our own legal obligations and legitimate interests. If a decision is taken to override Your request, You will be informed of this by Us along with the reasons for our decision.

Links to other websites

Products may contain links to external websites/platforms maintained by Third-Party Service Providers, whose Personal Data and privacy practices are different from Ours.

The Company is not responsible or liable for the Personal Data or privacy practices employed by such third parties. We strongly recommend You read the privacy statements of all third-party websites before using such websites or submitting any Personal Data or any other information on or through such websites.

Cookies

What are 'Cookies'?

A cookie is a small text file that can be stored on your device when you visit websites. Certain information is stored in this text file, for example, the choice of the language of the website. When you visit the website again, this cookie is sent to the website. This way, the website recognizes your browser and can, for example, save your language preferences.

When you visit the Site for the first time, We may ask you if you agree to the placement of cookies on your device.

Cookies usually have an "expiration date" that indicates how long they are stored on your device. For example, some cookies are automatically deleted when you close your browser (so-called session cookies), while others remain on your device for a longer time, sometimes until you manually delete them - we call them persistent cookies.

Why do we use Cookies?

We use three types of Cookies:

- 1) **Functional Cookies** that ensure the correct operation of certain Product functions;
- 2) **Analytical and Work Cookies;**
- 3) **Cookies that are used for communication and marketing purposes.**

Functional Cookies: necessary for the normal functioning of the Site. The Company may use basic cookies to authenticate Users, prevent fraud using the Services, or provide certain functions of the Site.

Analytical and Operational Cookies: we may use cookies to recognize recurring Users or visits, the type of content viewed and other sites to which the User was redirected from the Site, the opening time of each page, as well as the functions used. All personal data that may be contained in Cookies is processed with the consent of the relevant subject in accordance with the Policy.

How do I find out which cookies have been placed on my device and how do I delete them?

If You want to know what cookies are installed on Your device or want to delete them, You can use your browser settings.

Please note that if You delete cookies or refuse to use them, You may lose access to some of the Website's features: You will not be able to log in to your account, save settings, and some pages will not display correctly.

You can prevent your browser from accepting certain Cookies, have the browser require Your consent before a new cookie is placed in Your browser, or block cookies altogether by selecting the appropriate settings on Your browser privacy preferences menu. To avoid receiving cookies on the browser of Your mobile device, You will need to refer to its user manual. For information on how to opt-out of cookies set by our suppliers, please visit the applicable links listed in the table above.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit www.aboutcookies.org or www.allaboutcookies.org.

The links below will help You find the settings for some common browsers:

- Manage cookie settings in [Chrome](#) and [Chrome Android](#) and [Chrome iOS](#);
- Manage cookie settings in [Safari](#) and [Safari iOS](#);
- Manage cookie settings in [Microsoft Edge](#);
- Manage cookie settings in [Mozilla Firefox](#);
- Manage cookie settings in [Microsoft Internet Explorer](#);
- Manage cookie settings in [Opera](#).

To find information relating to other browsers, visit the browser developer's website.

Policy amendment

This Policy may be revised, updated and(or) amended at any time without prior notice at the Company's discretion. If such amendments are made, the date when this Policy was updated will be displayed on the first page of the Policy.

You undertake at Your own risk to keep yourself updated with the Policy amendments. We strongly recommend You do the following: (i) memorize/make a note of the date of last update provided in the document (e.g., to save its copy) upon the initial registration of Account and any time upon amendment of the Policy, (ii) visit on a regular basis the relevant page of the Website website and study the entire Policy in case of change in the update date.

After posting the updated version of the Policy, further use of the Products is considered as acceptance of the terms of the updated Policy.

Contact us

If anything is left unclear in the text of this Policy, we will be happy to clarify its provisions. You can also use the contact details provided in this section for any reason foreseen by the present Policy. For questions related to this Policy, please contact us via email info@utasks.io