

## PRIVACY POLICY

- This Privacy Policy (hereby referred to as the “Document”) applies to NeoZeo AB and SIA “NeoZeo” (hereby referred to as NeoZeo, we or us) owned and operated websites [www.neozeo.com](http://www.neozeo.com) and [www.biogas-upgrading.co](http://www.biogas-upgrading.co) and its respective subdomains (“Sites”) as well as its applications NeoZeo Biogas Finder and NeoZeo Biogas Producer (“Apps”) on the iTunes App Store and Google Play Store.
- NeoZeo understands your concern on how information about you is used and shared. We take the use of personal data very seriously and will do our utmost effort to comply with the latest data protection regulations.
- This Privacy Policy explains what information of yours will be collected by NeoZeo when you access the Sites (including through the websites of our partners), how the information will be used, and how you can control the collection, correction and/or deletion of information.
- We will not use or share your information with anyone except as described in this Document. This Document does not apply to information we collect by other means or from other sources. The use of personal data collected through our Sites shall be limited to the purposes under this Privacy Policy to customers.
- For more information on the Key Definitions used in this Document, please refer to the main online resource for the General Data Protection Regulation (GDPR).

### Data Controller and Data Processor

- Article 4 of the EU General Data Protection Regulation defines a data controller and a data processor as follows.

‘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; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

‘Processor’ means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;
- NeoZeo acknowledges that it is and will act in the capacity of both the data controller and processor and will not collect personal data from you without your prior consent.

**Right to be Informed**

- Most sections of our Sites are accessible without the providence of personal data. Only a small section of our Site allows you to enter and send personal data voluntarily to us.
- This information is used by us to connect with you to provide guidance on quotation requests and facilitate further information exchanges on our products and services.
- The submission of this information to us is not compulsory and is voluntarily provided by you and motivated by your interests in engaging in two-way information exchange through emails or phone calls.
- We will only allow you to send personal data (including name, contact number and email) if you have checked an unticked box that verifies that you have read and understood fully the terms of this Document.

**Right to Access, Right to Modification and Right to Erasure or ‘to be forgotten’**

- NeoZeo acknowledges that the individual possesses the right to the access, modification and erasure of personal data and intend to comply with these rights.
- In accordance to the applicable legal regulations, you are entitled to send an inquiry on your personal data that we have archived, and we will send you more information by email
- You may arrange for changes or the deletion of your personal data if desired by sending an email to the address in the Further Information section of this Document.

**Right to Restrict Processing and the Right to Object**

- NeoZeo will store and process personal data that you voluntarily provide for the purposes of facilitating communication about your interests in our Products and Services.
- This personal data will be stored for a duration if there persists a legitimate interest on behalf of you and NeoZeo. We will not willfully disclose your personal data to any third-party without your permission, nor use personal data for the legitimate interests stated above.
- NeoZeo may engage the services of third-party marketing tool providers to disseminate accurate and relevant content to you through various mediums such as newsletters and festive-greeting emails.

- NeoZeo will ensure that these providers will allow you the autonomy, through opt-in/opt out features or otherwise, to decide on whether you would like to receive such content.
- You possess the full ability and right to change your preferences on the platforms of these providers at any time without prior consent from us.
- NeoZeo uses Google Analytics, Google Tag Manager and Google AdWords. Some of or all these tools may be used to track information about your behavior on our website depending on your region.
- All personal data obtained from these tools will be kept strictly within their original purpose or purposes of use and will not be disclosed to any third-party without legitimate reason.
- Please take note that the above-mentioned list of tools is not exhaustive and subject to change without prior notification to you. This Document will be revised to include these tools from the date of their respective implementation.
- For more information or to opt-out, please visit the respective websites of these service providers or email [info@neozeo.com](mailto:info@neozeo.com).
- Under the following circumstances, we may disclose information about you:
  - a) to the extent that we are required to do so by any applicable regulation or law;
  - b) in connection with any legal proceedings or prospective legal proceedings;
  - c) to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
  - d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

### **Right to Data Portability**

- NeoZeo will intend to provide methods for your personal data to be safely reused across different services for your own purposes.
- We could provide your personal data in a machine-readable spreadsheet format such as in a Microsoft Excel file format (.xls) or Comma-Separated Value (CSV) format within one month of your request without additional charges.

### **Definition, Tracking and Use of Cookies**

- A cookie is information that a website assigns to the browser on your computer. The cookie helps a website recognize return visitors and is used to track page visits and the amount of time between each page visit.

- Only the website that sent the cookie can read it and the cookie cannot reveal information unless it was supplied by the user. No personal data is collected by the cookie, and it is used solely to help NeoZeo evaluate the effectiveness of their websites.
- NeoZeo may use cookies to collect data that does not personally identify you. This data is used to improve user experience at the websites by tracking website usage and traffic.
- Please take note that you have the autonomy to opt out of using cookies through your Internet browser settings.

**Right to not be subject to automated individual decision making, including profiling.**

- NeoZeo will not use personal data to make any form of automated decisions including automated individual decision-making and profiling.

## **Disclaimer**

- We urge you to avoid submitting personal information to NeoZeo via their email and website forms if possible. NeoZeo email and website forms are for inquiries or comments about their products and services only. The information included in your email to NeoZeo may not be secure. NeoZeo may retain copies of email messages, addresses and responses for a limited time for quality control purposes, or to meet legal and regulatory requirements.
- Our website contains links to other websites (including, but not limited to suppliers, customers, partners, service providers, etc.). We are not responsible for the privacy policies or practices of third party websites. We will not sell, distribute or lease your personal information to third parties, unless we have your permission or are required by law to do so.
- Website links to product information or other forms are provided for you to download and print.
- All photographs, micrographs, images, text and other content on NeoZeo websites are copyrighted by NeoZeo and may not be used in any form without prior written license.
- NeoZeo own all trademarks and product names mentioned herein.
- All information is provided without warranty or guarantee. Users must evaluate its suitability under their own specific conditions. NeoZeo do not suggest violation of any patent rights that may exist or give permission to practice any patented invention without a license.
- We may update this Privacy Policy, if necessary, by posting an updated version on our website. We will encourage you to review any changes to this Privacy Policy. You will be notified, if any of the changes in Privacy Policy will substantially alter your privacy rights. If you disagree with any changes to this Policy, please email NeoZeo about your feedback.

## **Further Information**

For further information, please contact [info@neozeo.com](mailto:info@neozeo.com).

*Revised on 25 May 2018.*