



DEFINE STUDIO ARCHITECTURE PRIVACY POLICY

Introduction

Non-identifiable information is gathered automatically when you visit our website and stored for use in our system.

The purpose of this privacy policy is to explain to customers what types of information we will collect and how that information is used. In some cases, we are required by law to collect personal information about customers. Except where the law requires otherwise, we undertake to protect the confidentiality of such data.

Confidentiality

Define Studio Architecture respects customer privacy and the privacy of those accessing our website. We undertake to protect the confidentiality of our customers and users including all personal information supplied in the course of contracting with us for services. We undertake not to sell your personal information to third parties for commercial or marketing purposes.

Collection of Personal Data

Define Studio Architecture collects personal data about our users when you visit our website; apply for a service subscription; respond to a customer questionnaire; and through the use of cookie technology.

Use of Personal Data

Define Studio Architecture may on occasion use your personal information to contact you about promotional offers; advise you of matters relevant to service provision and in some cases, solicit your feedback. However, **Define Studio Architecture** will provide you with an option within every communication to opt out of receiving any communications of this nature.

Any information **Define Studio Architecture** collects from you through correspondence with us, whether via e-mail, telephonically or by written letter, will only be used to address the matters within that correspondence. If this requires referring such correspondence within **Define Studio Architecture** or to a third party to ensure customer service, your personal information will only be disclosed to the point necessary to address your query or concerns, and will otherwise be kept confidential.

Public Space (Bulletin Boards, Chat Rooms and Third-Party Sites)

Any information that customers disclose in a public space, including on any bulletin board, chat room or site, is available to anyone else who visits that space. **Define Studio Architecture** cannot safeguard any information you disclose there.



Site Linking

Define Studio Architecture's website may contain links to sites that belong to third parties unrelated to us. **Define Studio Architecture** cannot be held responsible for any use of your personal information arising from you disclosing personal such information on third party sites. **Define Studio Architecture** cannot protect any information you may disclose on these sites and recommends that you review the privacy policy statements of those sites you visit.

Minors

Define Studio Architecture will not enter into a service subscription contract with a minor unless such minor has explicit written consent from a parent or guardian to do so. **Define Studio Architecture** undertakes not to contact minors about promotional offers or for marketing purposes without a parental consent.

Reservation of Rights

Define Studio Architecture reserves the right to disclose information about customers where required in good faith, to do so by law or to exercise our legal rights or defend ourselves against legal claims.

Define Studio Architecture further reserves the right to share information with law enforcement to investigate or prevent illegal activities being committed over our network.

Define Studio Architecture reserves our rights to disclose your personal information where you have given us explicit legal written consent to do so.

Define Studio Architecture reserves the right to monitor user and network traffic for site security purposes and prevent any unauthorized attempts to tamper with our site or cause damage to our property.

Define Studio Architecture reserves the right to make changes to this privacy policy or update it. Where a major change is made, customers will be informed by e-mail notification or through a notice on our website. Customers and site visitors bear the responsibility to ensure that they have read the changes or updates as the case may be.