



BizView365 PRIVACY POLICY

Table of content:

SCOPE	1
1. PERSONAL DATA IN BIZVIEW365	1
2. WHAT IS A DATA PROCESSOR AND A DATA CONTROLLER?	2
3. WHO IS THE DATA PROCESSOR?	2
4. WHY BIZVIEW365 PROCESSES YOUR PERSONAL DATA?	2
5. WHO OWNS AND CONTROLS CUSTOMER CONTENT?	2
6. HOW BIZVIEW USES PERSONAL INFORMATION?	2
7. HOW BIZVIEW COLLECTS YOUR PERSONAL DATA?	3
8. WHAT ARE MY RIGHTS?	4
9. WHAT IF PUBLIC AUTHORITIES WANT TO ACCESS YOUR PERSONAL DATA?	4
10. WHERE DOES BIZVIEW365 PROCESS AND STORE DATA?	5
11. HOW LONG DOES BIZVIEW365 STORE DATA – DELETION OF PERSONAL DATA.	5
12. USE OF SUBCONTRACTORS AND 3RD PARTIES	5
13. WHAT IS IMPORTANT TO KNOW ABOUT THE SECURITY OF BIZVIEW365?	6
14. HOW TO CONTACT BIZVIEW365?	6

SCOPE

As a Bizview Systems customer, your security is our top priority. In our Privacy Policy we will explain our Policy concerning privacy and storage of personal data. This Statement will also cover the individual's right accordingly to the General Data Protection Regulation (GDPR), that EU has enforced by May 25, 2018. GDPR applies to all organizations in the EU or territories outside of EU that has adapted the same regulations. The GDPR cover all organizations that process personal data. In this Statement we will explain Bizview Systems role as a data processor and your rights to control the information registered of you as an individual. If your company is organized as a sole proprietorship, Bizview Systems will process your data as a corporation and not as a personal data.

1. PERSONAL DATA IN BIZVIEW365

To understand what kind of data BizView365 stores about an individual we need to define what kind of personal data is stored. Some data can Bizview System know about and have control over. But some data is defined, created and managed solely by the Customer.

Bizview System Controlled Personal Data

Account information - Personal data about a customer or an individual that is collected in the signup service, created by a Customer system administrator, integrated from other systems or APIs, and later updated by the user themselves or updated by a Customer system administrator. This is basic information necessary to deliver the BizView365 Service. Account information includes first name, last name, username, encrypted password, e-mail and may also include phone number, and the billing information associated with a customer account. All BizView365 instances contain account information. The storage tables of account information within BizView365 is known to Bizview Systems.

System log and audit trail data – Personal data containing information about what actions the user has executed within BizView365, i.e. login, failed login, execution of a report, updated forecasted numbers in a form etc. This data is associated with the user account. If the user account information is anonymous then this data is by definition also anonymous. This user behavioural data is collected to give the customer usage statistics and be able to trace changed made by users to data within the system.

Support data - is Personal data collected when an individual is in contact with Bizview Systems for help. This might be information you supply in a support request to the Bizview System support department or any other results from helping you as a customer. Support account data includes e-mail, first name, last name, phone number and organization.

Uncontrolled Personal Data

Customer content - Data, images, text, video, audio and other information that a Customer or any user connected to the Customer store and processes in the BizView365 Service. Any personal data included in customer content must be reported by the Customer to Bizview Systems.

2. WHAT IS A DATA PROCESSOR AND A DATA CONTROLLER?

A Data Processor is an entity which processes Personal data on behalf of the Data Controller. A Data Controller is the entity which, alone or jointly with others, determines the purposes and means of the processing of personal data.

What is processing?

Processing means obtaining, recording or holding the information or data or carrying out any operation on the information like using, alteration, updating, retrieval, deletion or destruction of data.

3. WHO IS THE DATA PROCESSOR?

This is determined by who is the supplier and the customer. As long as you as a customer of BizView365 store and process Personal data about e.g. your own customers, you are a Data Processor in relation to your own customer. While Bizview Systems as a Data Processor hold and process data, it does not have any responsibility or control over the content of the data. In the relationship between Bizview Systems and you as a customer of the BizView365 Service, BizView365 is the Data Processor. What does this mean? E.g. If an individual wants knowledge about what kind of information that is registered about him/her, the individual has to contact the Data Processor. If that is one of your customers, they have to make a request to you, not to Bizview Systems. You are solely responsible for providing this information to your customer, since you are the only one that know what kind of data you have stored about your own customers.

4. WHY BIZVIEW365 PROCESSES YOUR PERSONAL DATA?

BizView365 collect, use and share the data described in this policy as necessary to provide the Service according to the BizView365 TERMS AND CONDITIONS (SAAS), and to comply with any legal obligations and to provide a safe and secure Service to all customers. BizView365 acts as a Data Processor when operating data on behalf of its customers.

5. WHO OWNS AND CONTROLS CUSTOMER CONTENT?

BizView365 customers maintain ownership of their own Customer content, while Bizview Systems store and host the content. Bizview Systems do not access or use customer content for any other purpose than what has been described in this Privacy Policy without the customer's consent. Customer content is always owned by the company that the BizView365 Service is connected to by its company, client or organization number, and shall not be confused by who is the invoicing partner. E.g. in circumstances where the customer is invoiced by a Bizview System related partner, the customer owns the content registered within the BizView365 Service, not the accountant or sales partner. It is required that the customer pay the invoicing part to get access to the Customer content, no matter who is the invoicing partner.

6. HOW BIZVIEW USES PERSONAL INFORMATION?

Organizational

Bizview Systems is organized in several partly or fully owned companies. Controlled Personal Data as mentioned in this Privacy Policy will be shared with these companies to supply the BizView365 Service to you as a customer or individual.

Business partners and resellers

Bizview Systems may share Controlled Personal Data with business partners in order to fulfill the order and invoicing process in cases where you have purchased the BizView365 Service through a partner. No other data will be shared without the consent of the Customer.

Third-party Service Providers (for Bizview Systems)

Bizview System may use third-party services to communicate with you as a Customer. This might be information accordingly to the BIZVIEW365 TERMS AND CONDITIONS (SAAS), support issue related information, or promotional information through email or other practical channels. Bizview System may share Controlled Personal Data with these third-party services also to perform payment services, e.g. processing credit card payment or collection services when customers fail to fulfil their payment obligations.

Third-party Service Providers (for Customers)

One of the advantages with using the BizView365 Service is the possibility for the customer to use the BizView365 WebAPI to extract information and data to other solutions or third-party services. If the you grant other parties' access to the API you as a customer also consent that this provider gets access to your data, that might contain personal data. Bizview Systems is not responsible for third party operating procedures, support, customization or development. It is strongly advised to read and consent any third party terms and conditions and ask the supplier what kind of personal data they are extracting through the BizView365 WebAPI before start using such service.

Communication

Bizview System will use your Account information to give you digital information that is relevant for you as a BizView365 customer. This might be, but is not limited to, newsletters, re-targeting ads, information about security and operations, new features in the Service as well as customer service messages inside the Service.

Statistical purposes

Bizview System use data stored in the Service for statistical purposes, without identifying the individual users.

Development purposes

Bizview Systems store usage patterns to optimizing further development of the Service and to give you as an individual user of the Service a greater user experience. This usage is performed without identifying the individual user of the Service.

7. HOW BIZVIEW COLLECTS YOUR PERSONAL DATA?

The main purpose for Bizview Systems to collect Controlled Personal Data is to provide the Service to all customers, and to secure that it is you and only you that get access to your data. In addition Bizview Systems wants to give you the best user experience and uses different tools as described below to give you this experience. As of date BizView365 uses the following tools for this purpose:

Internet Protocol addresses and Browser information

BizView365 may collect your Internet Protocol (IP) address and web browser information when the customer log into the Service. To perform an identity confirmation, this information may be used as an identifier.

Help desk Tools

Bizview Systems uses help desk tools as an integrated customer support and chat tool. All information you register in contact with Bizview Systems support through email, phone or chat will be stored in these tools. This being statistics, earlier communication about the same issue or to find other solutions on similar situations.

The BizView365 Service

Bizview Systems does not collect data registered within the BizView365 Service for any other purposes than for anonymized statistics. Information that is publicly known or received by Bizview Systems through any of the other paragraphs in this Privacy Policy is not covered in this paragraph.

By accepting the BizView365 TERMS AND CONDITIONS (SAAS) you also consent that Bizview Systems use these tools for collecting described information.

8. WHAT ARE MY RIGHTS?

As an individual you have the right to access all Personal data that is registered about you in any register. These rights can be categorized as follow:

To give or revoke Consents

You have the right to give or revoke Consent about use of your Personal data. A revoke of Consent may lead to that you will be unable to use the Service.

Right to access

You have the right to get access to information about what Personal data has been registered about you.

Correcting and updating

You have the right to require that false or wrongfully information about you is corrected in the register.

Right to be forgotten

You have the right to require that the owner of the register delete Personal data about you in their register.

Right to export of personal data

You have the right to get your personal data transferred in a plain machine-readable format. See BIZVIEW365 TERMS AND CONDITIONS (SAAS) for terms of export of any data.

Right to get information

You have the right to be informed if Personal data about you as an individual is collected. You also have the right to be notified if there has been a data breach at the owner of the register. The owner of the register is obliged to support you in these inquiries about Personal data. Contact the owner of this register directly about these issues. If you are a customer of Bizview Systems see contact information in the last paragraph. If you are a customer of a company that uses the Service, please contact that company directly.

9. WHAT IF PUBLIC AUTHORITIES WANT TO ACCESS YOUR PERSONAL DATA?

When governments or law enforcement make a lawful request for Personal data or any other data processed by Bizview Systems, we are committed to transparency to what we disclose. Bizview Systems believes that customers should control their own data and will

not disclose Personal data to a government or law enforcement except when you accept such a request or where required by law. Bizview Systems may access, preserve and share your information in response to a legal request (like a search warrant, court order or subpoena) Bizview Systems may also access, preserve and share information when it is necessary to: detect, prevent and address fraud and other illegal activity; to protect the company, you and others. Information received about you may be accessed, processed and retained for an extended period of time when it is the subject of a legal request or obligation, governmental investigation, or investigations concerning possible violations of Bizview Systems terms or policies, or otherwise to prevent harm.

10. WHERE DOES BIZVIEW365 PROCESS AND STORE DATA?

Personal data

The physical storage of data is located in the EU/EEA territory for all customers based in this region. Data storage for these customers is not replicated outside of this area.

11. HOW LONG DOES BIZVIEW365 STORE DATA – DELETION OF PERSONAL DATA

BizView365 stores data accordingly to the Terms in the BIZVIEW365 TERMS AND CONDITIONS (SAAS) and its appendices. It is the customer's responsibility to store data for the period of time required by laws and regulations. It is the customer's own responsibility to delete Personal data that has no more purpose. Should the Service be terminated before the required period of time comes to an end, it is the customer's responsibility to initiate a process of export data to relevant media. Upon expiry or termination of the BIZVIEW365 TERMS AND CONDITIONS (SAAS), Bizview Systems shall provide assistance reasonably required by the customer to have the Personal data transferred in a suitable standard format to the Data Controller and/or a third party service provider, where the Data Controller cannot export data themselves. See terms of assistance in BIZVIEW365 TERMS AND CONDITIONS (SAAS) "Export of Customer data after Termination". BizView365 store data until it is no longer necessary to provide the Services or until your account is deleted – whichever comes first. BizView365 will start the deletion of data processed on behalf of the customer within three months after the termination of the BIZVIEW365 TERMS AND CONDITIONS (SAAS). Bizview Systems has the right, but not any responsibility to delay deletion of data if the terms of the termination is not fulfilled. That might be, but is not limited to, an open legal issue concerning the Customer data.

12. USE OF SUBCONTRACTORS AND THIRD PARTIES

Bizview Systems use subcontractors for:

- Bizview Systems may use subcontractor for IT hosting services like server operation, storage and maintenance of the Service and backup
- Bizview Systems may use subcontractors for development purposes
- Bizview Systems may use third parties' services to perform processing tasks to supply you as a customer with a fast and reliable service.

13. WHAT IS IMPORTANT TO KNOW ABOUT THE SECURITY OF BIZVIEW365?

BizView365 is committed to prevent unauthorized access disclosure or other deviant processing of your data. Your data is stored in a secure data operating environment with limited access for employees in Bizview Systems or our sub-contractor on operations. Access to data is on need-to-know basis only. Bank payments uses industry-standard encryption to provide protection for all information sent over internet. What is the customer's role in securing their customer content? It is important when you as a customer evaluates the security of a cloud solution, understand and distinguish between security measures that Bizview Systems implements and operates and security measures that customers implement related to internal security of their own data. BizView365 is responsible for the operation and security of the Service, while you as a customer is responsible that no unauthorized entity gets access to you or any of your employees' login information. That also includes leaving the Service logged on while leaving your media for accessing information. E.g. BizView365 is not responsible for breach of security following customers improper storage of authentication tools like e.g. passwords and mobile phones.

14. HOW TO CONTACT BIZVIEW365?

If you have questions about personal data registered at a company that is a customer of BizView365, you have to contact this company. Bizview System cannot access information registered about you in one of our customers registers. If you have the same question about personal data registered on you as an individual by Bizview Systems or any of its subsidiaries, contact support@bizviewsystems.com and we will help you. If you have any comments or question about BizView365 Privacy Statement, contact us on support@bizviewsystems.com.