

# PRIVACY POLICY

This privacy policy sets out how Openspark Consulting, LLC (collectively, “**Openspark**,” “**we**,” “**us**,” or “**our**”) uses and seeks to protect any information that you give Openspark when you use our website located at [www.opensparkconsulting.com](http://www.opensparkconsulting.com) (the “**Website**”).

Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Openspark may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. By continuing to access or use the Website after a modification, you agree to be bound by the modified Privacy Policy. This policy is effective from April 24, 2020.

## What we collect

We may collect the following information:

- name and job title;
- contact information including email address and phone number;
- demographic information such as postcode, preferences and interests; and
- other information that you provide when communicating with us.

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To respond and otherwise interact with you regarding Openspark and our services;
- Internal record keeping;
- To improve our products and services;
- To periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided;

- To contact you for market research purposes;
- To customize the website according to your interests; and
- We may also provide your information to our third party partners for marketing or promotional purposes.

As with any business, it is possible that in the future we could merge with or be acquired by another company. If this occurs, the successor company would have access to the information we collect, but would continue to be bound by this Privacy Policy unless and until it is amended. For clarity, we may disclose your information if we are involved in a merger, acquisition or sale of any or all of our business and/or our assets to such third parties, or if we have a good faith belief that disclosure is necessary to:

- Comply with applicable laws, regulations, legal process (such as a subpoena) or enforceable government request;
- Enforce our Terms of Use, including investigation of potential violations of such Terms of Use, or to detect, prevent or otherwise address fraud, security or technical issues with respect to the Website;
- Facilitate fraud prevention, risk assessment, investigation, product development and debugging purposes; and
- Protect against harm to the rights, property or safety of Openspark, our users or the public as required or permitted by law.

## Security

We use commercially suitable physical, electronic and managerial procedures designed to safeguard and secure the information we collect on our Website. We also limit access to information we receive to our employees, contractors, professional advisors and business partners who need access to that information in order to do their jobs or provide services to us. However, no data protection procedures are entirely infallible. As a result, while we strive to protect your information, we cannot guarantee that it will be 100% secure. Your transmission of data to our Website thus is done entirely at your own risk.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

You may opt out of receiving cookies by instructing your browser to stop accepting cookies or to prompt you before accepting a cookie from websites you visit, by changing your browser options. Please note, however, that by blocking or deleting cookies used with our Website, you may not be able to use all aspects of the Website. You can learn more about cookies by visiting [www.allaboutcookies.org](http://www.allaboutcookies.org), which includes useful information on cookies and how to block cookies on different types of browsers and mobile devices.

## Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

By accessing other third party websites or applications through our Website, you are consenting to the terms and privacy policies of those websites. It is possible that other parties may collect information about your online activities over time and across different online destinations when you use the Website. Accordingly, you should exercise caution and look at the privacy statement applicable to the website in question.

## California Privacy Rights

California law allows California residents to ask a company with whom they have an established business relationship to provide certain information about the company's sharing of personal information with third parties for direct marketing purposes.

California customers who wish to request further information about our compliance with this law or have questions or concerns about our privacy practices may contact us using the contact information available on the Website.

## Children's Privacy

The Website is not designed for or targeted to children under the age of 13, and Openspark will never knowingly solicit or collect the personal information of a child under the age of 13. If we discover that personal information of a child under the age of 13 has been submitted without verifiable parental consent, we will immediately delete such personal information.

## Contacting Us

If you have any questions about this Privacy Policy or your dealings with Openspark, please feel free to contact us using the contact information available on the Website.