

Privacy Policy - POtoolBox

POtoolBox (“we” or “us”) highly value and respect your privacy and your rights to your personal information. This privacy policy (“Policy”) outlines the way POtoolBox collects and processes your Data. We want to make sure that you are aware of the way we operate and the options available to you when accessing or using our website and the Services we provide.

This policy has been drafted in accordance with POtoolBox Pty Ltd obligations under the Australian Privacy Principles (APPs) contained in the Privacy Act 1988, (the Privacy Act) and where applicable, the European Union General Data Protection Regulation 2016/679 (GDPR).

Please read this Privacy Policy carefully. By providing Personal Information to us, you consent to us collecting, holding, using and disclosing your Personal Information in accordance with this Policy. You do not have to provide your Personal Information to us, but if you do not, you may not be able to access or use our Products and Services.

References to “you” in these Terms of Service, as well as in our Terms and Conditions, means you or any entity you may represent in connection with your use of our Services.

Please take a moment to read our Policy, as well as our Terms and Conditions. If you have any questions or concerns, feel free to contact us using “Contact Us” link on www.potoolbox.com. If you do not agree with this Policy do not access or use our Services.

If we make any major changes in this Policy, we will update it on www.potoolbox.com. You should check this page regularly to take notice of any changes we may have made to the Privacy Policy.

1. Definitions

As used in this Policy:

“Services” means the services we provide through our Software, providing agile quotations;

“Website” means this platform, or “www.potoolbox.com”, adopted to operate our Services;

“Data” means any information collected from individuals, generally, apply to any information;

“Personal Data” means any personal information collected from an individual that identifies a natural person concerning an identified or identifiable natural person (i.e. e-mail, name, phone number / mobile).

“Processing” means any operation or set of operations that uses personal data autonomously or not;

“Profiling” means a type of processing that uses personal data to analyse some aspects related to a natural person’s life;

“Controller” means any natural or legal person, whether public or private, in charge of decisions on the processing of personal data;

“Processor” means any natural or legal person, whether public or private, who processes personal data on behalf of the controller;

“Recipient” means any natural or legal person, whether public or private, for whom the personal data collected are reported to;

“Third Party” means any natural or legal person, whether public or private, under the control of the controller or the processor, is authorized to perform the processing of personal data.

“GDPR” refers to the Regulation (EU) 2016/679 (General Data Protection Regulation).

“CCPA” refers to the California Consumer Privacy Act.

2. What Data do we collect and through which technical means?

All the information required and processed by us, as the controllers, are adequate, limited and necessary for our Services. We collect Data in different ways and use different technical means. To explain in a more transparent/easy way we divided the aspect of Data in three ways such as appointed on definitions topic above:

Personal Data: We only collect Personal Data directly from you. When you register and use our Website, you voluntarily give us:

- E-mail address
- Name
- Contact number

All the information above can be changed and/or updated by you any time.

Once you have registered and started using our services, you will be giving us permission to treat your personal data.

Product / Project Data: Any data collected to create an Agile Quotation will not be shared or passed to any other party other than you and your registered Quotation Members.

Data: Indirectly and/or automatically generated or collected information that does not contain any personal information. We use those Data to improve your user experience. For example, your IP address and User Agent, as well as:

- Email Address - our Backend software automatically uses your email address to identify you in our system.
- Cookies - consist of files with a small amount of data that contain no personal information, commonly used as an anonymous unique identifier. When you simply visit our Website, we set them in your browser automatically. We use them to provide basic features of our Services. However, you can set your browser to refuse cookies. Nevertheless, certain features of our Services may not function properly without them.

We emphasize all the content created, in reference to quotations, on your logged area are stored with encrypted technology and cannot be accessed with legal ways by a non-authorized email address. In other words, any person that is not a member of the quotation Team, cannot have access to the quotations that have been created.

You can have access and request the modification or exclusion of your personal data at any time. For that, we request that you send a requirement via the “Contact Us” form on the www.potoolbox.com website.

3. Children Privacy

If you are under eighteen (18) years of age, then please do not use or access our Services. We do not knowingly collect or maintain Personal Information from persons under eighteen (18) years. If we learn that a person under eighteen (18) years has registered in our Website, the Personal Data provided to us without the parents or guardian communication, we will cancel that user’s account and delete their Data.

If it comes to our attention through reliable means that a registered user is a child under 18 years of age, we will attempt to cancel that user's account and/or access to our Services as soon as possible. If you believe that we might have any personal information from a child under 18, please contact us using the “Contact Us” form on www.potoolbox.com.

4. How to verify, modify or delete your Data

You have full control over your Data and personal information in our platform. In other words, you can personally modify, correct, view or delete it. Note that once a Quotation has been completed, it cannot be completely modified as if it was a completely new quotation. However, if you want to verify which Personal Data is stored on your behalf, have it modified, corrected or deleted by us, please contact using the “Contact Us” form on www.potoolbox.com giving a clear description of your request. We will gladly attend to your request.

5. Your rights and our procedures

As highlighted above, you have rights related to Personal Data, as described:

- Access to your Personal Data at any time;
- Edit your account details, making sure your Personal Data is updated;
- Access updated information about your Personal Data held by us and the adopted technical means;
- Request restrictions to your Personal Data processing or deletion;
- Report any infringements to our policy and procedures.

You can demand your rights at any time using the “Contact Us” form on www.potoolbox.com and we will guarantee them.

In compliance with the CCPA, we will not incur the following conducts: Selling personal information; retaining, using, or disclosing personal information for purposes other than as required for the services we provide to you; and Retaining, using, or disclosing the personal information outside of the direct relationship that we have with you; all as set forth and described in the CCPA, as applicable.

Please note that any breach or leak of Data will be reported by email and at our Website in a timely manner.

6. How long do we keep your Data?

For the purpose of you wanting to renew your subscription and have back all the content created through our Services, the Data will be kept for one (1) year following the end of your subscription. After that period, we will permanently delete all your Data from our Database, as compliant to the storage limitation imposed by GDPR.

7. Contact Information

If you have questions regarding our Services, or concerns about any information processed in the context of our Services, or on your rights, feel free to contact us by using the “Contact Us” form on www.potoolbox.com