

SHES-Q EXTERNAL PRIVACY NOTICE

This Privacy Notice (this “Notice”) is made available by SHES-Q Ltd. (“SHES-Q”, “we”, “us” or “our”), and is intended to assist you in understanding how we collect, process, secure, and transfer personal data associated with SHES-Q. We also describe how you can contact us to learn more information about our privacy practices. The terms “you”, “your”, “user” or “client” refers, collectively, to the person interacting with SHES-Q and any entity on whose behalf such person may be acting.

“Personal data” refers to any information relating to an identified or identifiable natural person, whether that information can be used alone or in conjunction with other information to identify a natural person.

“Process” (or “Processing”) means any operation or set of operations which is performed on personal data or sets of personal data, whether or not by automated means, such as collection, use, and erasure.

SHES-Q is committed to transparency regarding the security, collection, use and storage of your personal data. If you have any questions about this Notice, the use of your data, or would like to be directed to a Data Protection Officer, please contact info@shes-q.com.

[If you would like to opt-out of future communications from SHES-Q, please contact info@shes-q.com.

This Notice may be continuously assessed against new technologies, business practices and client or user needs. As SHES-Q’s products and services change, including SHES-Q, this Notice may be further updated. We reserve the right, at our discretion, to change, modify, add or remove sections of this Notice at any time. You are encouraged to review this Notice from time to time for updates, or to contact SHES-Q for more information.

CATEGORIES OF PERSONAL DATA THAT SHES-Q MAY PROCESS

SHES-Q will collect and may utilize data for the purposes described in this Notice. This includes any personal data necessary to provide requested services, respond to your inquiries, or other personal data that you voluntarily provide. As you interact with SHES-Q, SHES-Q may also collect, use, transfer and disclose:

Category of Data	Purpose for Data Processing	Legal Basis
First/Last name Work email address Personal email address	Preparing or facilitating communications.	Data will be used to respond to your requests or communications.
Work phone number Work address		Data necessary for the purpose of SHES-Q's legitimate interests.
Employer name or identifier	Tracking the status of service requests.	

SHES-Q MAY SHARE PERSONAL DATA

Where necessary to fulfil the purposes described in this Notice, SHES-Q may disclose your personal data to certain third-parties, vendors and service providers or affiliated employees, contractors and entities as described below.

Vendors and Service Providers:

SHES-Q may share your personal data with companies acting as our authorized agents and service providers. These parties agree to use your personal data only for specified purposes and will agree to implement and maintain reasonable security procedures and practices appropriate to the nature of your information in order to protect your personal data from unauthorized access, destruction, use, modification or disclosure. Because SHES-Q operates globally, we may transfer your information to countries or jurisdictions that do not provide the same level of data protection as the country in which you reside. If we make such a transfer we will, or our service providers and vendors will, as applicable, provide safeguards appropriate to any applicable laws.

Such third parties may include:

Category of Third-Party	Purpose for Disclosure
Service Providers	Offering training or development content, tailoring training material, and related purposes.
Cloud Storage Solutions	Storing data.
Analytics Providers	Performing analytics to help in website or application planning and development.

Vendors or Suppliers	Consulting with a vendor, service provider or other third-party.

Legally Affiliated Entities: In the event that SHES-Q is merged with another organization, or in the event of a transfer of our assets or operations, SHES-Q may disclose or transfer your personal data in connection with such transaction.

HOW SHES-Q WILL SECURE YOUR PERSONAL DATA

SHES-Q will implement appropriate technical and organizational security measures necessary to adequately safeguard your personal data. These safeguards will include, for example:

Access to Personal Data is limited and provided only where necessary

SHES-Q may retain your data. SHES-Q will generally retain data relating to SHES-Q for a period not to exceed the minimum period necessary to fulfil the purposes described in this Notice. However, your data may be deleted or de-identified earlier, for instance where it has been determined that the retention of your personal data is no longer necessary to accomplish the purposes described in this Notice and if such data retention policy is permitted or required by law. Data may be retained for longer periods to comply with legal obligations, or where the data is relevant to the exercise or defence of legal claims.

INTERNATIONAL CROSS-BORDER DATA TRANSFERS

Due to the global nature of SHES-Q's operations, your data may be transferred outside of the country in which you interact with SHES-Q, including to countries whose data protection laws substantially differ from the country in which you work or reside. To accomplish the purposes described in this Privacy Notice, we may also disclose and transfer personal data to personnel and other departments throughout SHES-Q. For example, your personal data may be transferred or accessed by SHES-Q and its affiliate entities in the United States of America.

ADDITIONAL INFORMATION

You may have the right to withdraw your consent. Depending on the jurisdiction in which you are interacting with SHES-Q, you may have the right to withdraw your consent for

SHES-Q to process or transfer your data. All prior data processing and transfer activities will remain lawful.

You may withdraw your consent at any time by contacting Opt-Out Contact and describing your request.

You may have rights relating to your Personal Data. Depending on the applicable data privacy law, you may have the right to direct SHES-Q to take certain actions related to your personal data. You may have the right to request confirmation as to whether SHES-Q is processing your personal data, and if so:

- You may have the right to request information relating to the categories of data involved, purposes of processing, recipients of your data, retention periods/criteria, and your rights as a Data Subject.
- You may have the right to access any of your personal data that SHES-Q is processing.
- You may have the right to rectify any inaccurate or incomplete personal data that SHES-Q is processing.
- You may have the right to request erasure or restriction of any personal data that SHES-Q is processing, subject to certain exceptions.
- You may have the right to obtain a copy of your personal data in a commonly used and machine-readable format.
- You may have the right to request your information not be sold or otherwise disclosed to a third-party.
- You may have the right to lodge a complaint with your local Data Protection Authority or Supervisory Authority.

To exercise the rights described above, please email info@SHES-Q.com with a description of your request.

If you a resident of California, you may submit your request by phone at _____ or use the contact information described above.

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SHES-Q Cookie Notice

By using SHES-Q websites, you agree that we can place cookies on your device as described in our Privacy Statement and this Cookie Notice.

1.1.1 What are Cookies?

A cookie is a piece of information contained in a very small text file that is stored on your computer. Cookies allow a website to identify a user's device whenever that user returns to the website and are commonly used in order to make websites work more efficiently and enrich the user experience, as well as to provide information to the owners of the site.

1.1.2 SHES-Q's Use of Cookies

SHES-Q collects information during your visit to a SHES-Q website using cookies. We use these cookies for a variety of reasons, primarily to help us provide you with a positive experience when you browse our websites, help improve our content, and to personalize your visit. We also use cookies to distinguish you from other users of our websites and to help us compile aggregate statistics about usage of our websites.

1.1.3 Main Cookies SHES-Q Uses

The following Cookies may be placed on your computer or device. Please note that we may from time to time modify or update our cookies. When that happens, we will update this list accordingly. The cookies below are associated with one of four Purpose Classifications developed by The International Chamber of Commerce (ICC):

- **Strictly Necessary Cookies:** These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies, services you have asked for, like shopping baskets or e-billing, cannot be provided.
- **Performance Cookies:** These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.
- **Functionality Cookies:** These cookies allow the website to remember choices you make (such as your username, language or the region you are in) and provide enhanced, more personal features. For instance, a website may be able to provide you with local weather reports or traffic news by storing in a cookie the region in which you are currently located. These cookies can also be used to remember changes you have made to text size, fonts and other parts of webpages that you can customise. They may also be used to provide services you have asked for, such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

- **Targeting / Advertising Cookies:** These cookies are used to deliver advertisements more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaign. They are usually placed by advertising networks with the website operator's permission. They remember that you have visited a website and this information is shared with other organisations such as advertisers. Quite often targeting or advertising cookies will be linked to site functionality provided by the other organisation.

1.1.4 How do I Change My Cookie Settings?

You can change your cookie preferences at any time by clicking on the different category headings in the “Cookie Settings” [or “Cookie Preferences”] page, which is accessible via the “Cookie Settings” or “Cookie Preferences” link at the bottom of the Website. You can then adjust the available sliders to ‘On’ or ‘Off’, then click ‘Confirm my Choices’. You may need to refresh your page for your settings to take effect.

Alternatively, most web browsers allow some control of most cookies through the browser settings. To find out how to manage cookies on popular browsers, visit:

- [Google Chrome](#)
- [Microsoft Edge](#)
- [Mozilla Firefox](#)
- [Microsoft Internet Explorer](#)
- [Opera](#)
- [Apple Safari](#)

To find information relating to other browsers, visit the browser developer's website.

To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>.

1.1.5 How to Control Cookies

You can control and/or delete cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer, and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site, and some services and functionalities may not work.