iCompliance Digitalization Solutions (CR# 138453-1) takes your privacy of its clients and user very seriously and is committed to comply with relevant national and international regulations related to personal data protection. This policy is intended to clarify any queries you may have about how we handle your personal data. If you need more information, please contact: compliance@icompliance.online

Our personal data handling policy and procedures have been developed in line with the requirements of Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version of the OJ L 119, 04.05.2016; cor. OJ L 127, 23.5.2018 and the General Data Protection Regulation and applicable national laws like Bahrain’s Personal Data Protection Law (PDPL) (Law No. (30) of 2018).

Privacy Notice - General users and clients

1. What are the personal details that we collect?

When you interact with us, or reach out to us to know more about our services, or and when you purchase our services from us, or register as a member, or when you sign a contract with us, we collect and save the below personal data about you:

- Name;
- Home or work address, email addresses and/or phone number;
- Job title;
- Username and password;
- Company name and details;
- Payment and delivery details, including billing and delivery addresses and credit card details, where you make purchases from us;
- your movement journey on our portal;
- Recordings of calls you make to our customer service team; and
- Any other personal data you provide.

2. How do we use this personal data and what is the legal basis for this use?

We save and process the personal data listed above for the following purposes:

- To adhere with applicable law and regulation including GDPR and PDPL;
- We may use the provided information to share the upcoming events/trainings, or request for feedback on our services
- with your express consent to respond to any comments or complaints we may receive from you, or to investigate any complaints received from you or from others, about our website or our products or services
- To frame and fulfil a contract signed with you. This may include confirming your identity, taking payments, communicating with you, providing customer services, sharing with our affiliate companies for promos and arranging the delivery or other provision of products or services. We require this information in order to draft and enter into a contract with you and are unable to do so without it;
ICOMPLIANCE DIGITALIZATION SOLUTIONS – PERSONAL DATA PROTECTION AND PRIVACY POLICY

- We may use information you provide to personalise (i) our communications to you; (ii) our website; and (iii) services for you, in accordance with our genuine interests;
- we may monitor any customer account to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law and our genuine interests;
- in accordance with our genuine interests in protecting iCompliance’s genuine business interests, role as the digitalization company, as marketplace for ISO related services, as ISO management systems application, and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation);
- If you contact us by telephone, calls may be recorded for quality, training and security purposes, in accordance with our business interests; and

We may also send you direct marketing in relation to iCompliance ‘relevant services or upcoming events. Electronic direct marketing will only be sent where you have given your consent to receive it, or (where this is allowed) you will be given an opportunity to opt-out. We will not send you direct marketing of third party products or services although our own products or services may on occasion include co-operation with third parties. You have the rights to opt-out of electronic direct marketing at any time by following the instructions in the relevant communication.

3. What will be the duration for which your personal data will be retained?

We will not retain your personal data for any purpose longer than required to fulfil the original or an appropriate purpose. At times, we are required to retain certain information by law and for as long as reasonably necessary to meet regulatory or accreditation requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. In such case, your personal data will only be processed for the relevant legitimate purpose only.

If you are a customer of iCompliance application, we will retain your personal data and contents for the contractual period of license you have with us and after that for a period of up to 1 years. If you are a customer purchasing products and/or services in marketplace in which event we will keep your information for up to 1 year in line with our policy.

If you are a prospective customer and you have agreed to contacting you, we will only retain your personal data for this purpose (a) until you unsubscribe from our communications; or, if you have not unsubscribed, (b) while you interact with us and our content; or (c) for 2 years from when you last interacted with us or our content.

If you have reached out to our customer services/operations team with regards to an issue/query, we will retain your details for as long as is necessary to resolve your query and for two weeks after the query is closed.

We may retain your personal data for a time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place. After it is no longer required for us, we dispose of it securely according to our Document & Information Retention Policy.

4. How is your personal data stored?

The personal data that we collect may be retained, and stored outside the European Economic Area (“EEA”) or Gulf Cooperation Council (“GCC”). It may also be processed by staff operating outside the
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EEA who works for us or for one of our suppliers, in such cases the third country's data protection laws will have been applicable as adequate by the European Commission or other applicable safeguards will be in place. Further information may be obtained from our Compliance/Operations Team.

5. Where will your personal data be shared and with whom?

We may share your personal data with our affiliates and sister concerns to process it for the purposes of administrational activities and to deliver products or services which provided by iCompliance Digitalization Solutions via application and marketplace.

We may also share your personal data with the below third parties:

• Our professional advisors such as our auditors and external legal and financial advisors;
• Marketing and communications agencies where they have agreed to process your personal data in line with this Privacy Notice;
• Market research companies;
• Our suppliers, business partners, affiliates and sub-contractors; and/or
• search engine and web analytics.

Personal data may be shared with government authorities and/or law enforcement officials if required for the above purposes, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of iCompliance for the same. Such third parties include, but are not limited to, providers of website hosting, maintenance, call centre operation, social media operations and identity checking.

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.


If the details about you are inaccurate or incomplete, you can notify us and ask us to correct or update it.

You have the right to ask us not to include your personal data for marketing purposes. You can exercise your right to prevent such processing by clicking the unsubscribe button on any communication we have sent to you or checking the certain boxes on the forms we use to collect your data.

You can withdraw your consent at any time which refrain us to use your personal data.

You also have the right, with some exceptions and qualifications and legal limitations, to ask us to provide a copy of any personal data we retain about you.

You can request to us that we provide the data to you in a structured, machine readable format if it is processed by automated means.

If you are unhappy the way we have handled your personal data, you have the rights to complain and can request us to restrict the use of your personal data until the complaint is closed.

In some circumstances with exceptions, you may request us to delete your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object the use of your personal data and we don’t have a good reason to continue to use it; or (d) if we haven’t handled your personal data in accordance with our obligations.
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7. Additional information on iCompliance’s privacy policy
Should you have any queries/complaints regarding this Privacy Policy, about iCompliance’s procedure of processing of your personal data please contact iCompliance Team using this email address: compliance@icompliance.online? If you are not happy with our response, you can contact our head office directly on the address and email given in our website.

Privacy Notice - Job applicants

iCompliance Digitalization Solutions (CR# 138453-1) takes your privacy of its job applicants and interim staff very seriously and is committed to comply with relevant national and international regulations related to personal data protection. This policy is intended to clarify any queries you may have about how we handle your personal data. If you need more information, please contact: compliance@icompliance.online

Our personal data handling policy and procedures have been developed in line with the requirements of Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version of the OJ L 119, 04.05.2016; cor. OJ L 127, 23.5.2018 and the General Data Protection Regulation and applicable national laws like Bahrain’s Personal Data Protection Law (PDPL) (Law No. (30) of 2018).
During the recruitment process, iCompliance will be your data controller and will be the company to which you provide your consent for the processing of your personal data unless we inform you otherwise.

1. What are the personal details that we collect?
We collect and process the following personal data about you when you apply for a job with us or any of our sister concerns.
The personal data we process includes:
• Your name, home address, email address and/or phone numbers;
• Your date of birth, marital status, nationality and Passport/Driving License (where you provide this to us);
• Your educational and employment history;
• Other information contained within your CV or other documents or information you submit to us;
• Information from the selection process, if any;
• References and assessments relating to your work for previous employers;
• Medical and financial information (where you provide this to us);
• Information to confirm your identity and right to work, such as a copy of your passport;
• Details of any unspent criminal convictions; and
• Information relating to your feedback on our organisation.
• With your specific consent, we may collect information relating to your ethnicity, gender, nationality, disability, religion, sexual orientation and other diversity-related information.

2. How do we use this personal data and what is the legal basis for this use?
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We save and process your personal data listed above for the following purposes accordance with our genuine business interests:

- To comply with our legal and regulatory obligations;
- To make recruitment decisions;
- To prevent and detect fraud and other wrongdoing;
- To establish, exercise or defend our legal rights; and
- To manage risk
- To develop database and use for our strategic staffing initiative

3. What will be the duration for which your personal data will be retained?

We will not retain your personal data for any purpose longer than required to fulfil the original or an appropriate purpose. At times, we are required to retain certain information by law and for as long as reasonably necessary to meet regulatory or accreditation requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. In such case, your personal data will only be processed for the relevant legitimate purpose only.

We will retain the personal data with regards to your job application (including any interview records) for 1 year from the date of their creation on iCompliance or receipt from you. If your application is successful and you are appointed, then we will treat you as per our protocols and practices for the Staff Privacy. The retention periods referred in the document will be applicable during your employment period.

4. How is your personal data stored?

The personal data that we collect may be retained, and stored outside the European Economic Area (“EEA”) and/or Gulf Cooperation Council (“GCC”). It may also be processed by staff operating outside the EEA and/or GCC who works for us or for one of our suppliers or sister concerns or affiliates, in such cases the third country’s data protection laws will have been applicable as adequate by the European Commission or other applicable safeguards will be in place. Further information may be obtained from our Compliance Team.

5. Where will your personal data be shared and with whom?

We may share your personal data with our affiliates and sister concerns to process it for the purposes of administrative activities. We may also share your personal data with our professional advisors such as our auditors and external legal and financial advisors to make appropriate decisions. Personal data may be shared with government authorities and/or law enforcement officials if required for the above purposes, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of iCompliance for the same. Such third parties include, but are not limited to, providers of website hosting, maintenance, call centre operation, social media operations and identity checking.

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.
6. How do we collect and or receive your personal data?
We obtain your data directly from you, our personnel, through our systems, linkedin, online job portals, as well as from third parties such as recruitment agencies, background checking companies or former employers.

7. Yours Rights.
You can withdraw your consent at any time which refrain us to use your personal data.
If the details about you are inaccurate or incomplete, you can notify us and ask us to correct or update it.
You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we retain about you.
If you are unhappy the way we have handled your personal data, you have the rights to complain and can request us to restrict the use of your personal data until the complaint is closed.
In some circumstances with exceptions you may request us to delete your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object the use of your personal data and we don’t have a good reason to continue to use it; or (d) if we haven’t handled your personal data in accordance with our obligations.

8. Additional information on iCompliance’s privacy policy
Should you have any queries/complaints regarding this Privacy Policy, about iCompliance’s procedure of processing of your personal data please contact iCompliance Team using this email address: compliance@icompliance.online? If you are not happy with our response, you can contact our head office directly on the address and email given in our website.

Privacy Notice –License Holders

iCompliance Digitalization Solutions (CR# 138453-1) takes your privacy of its job applicants and interim staff very seriously and is committed to comply with relevant national and international regulations related to personal data protection. This policy is intended to clarify any queries you may have about how we handle your personal data. If you need more information, please contact: compliance@icompliance.online

Our personal data handling policy and procedures have been developed in line with the requirements of Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version of the OJ L 119, 04.05.2016; cor. OJ L 127, 23.5.2018 and the General Data Protection Regulation and applicable national laws like Bahrain’s Personal Data Protection Law (PDPL) (Law No. (30) of 2018).
Where you are an iCompliance License Holders (for metered licensed applications or on-premises applications or subscription based applications), the controller of your data will be iCompliance Digitalization Solutions

1. What are the personal details that we collect?
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We collect and process personal data about you when you and/or your employer contacts us to add you as a named or concurrent license holder; (b) you register with iCompliance for subscribing paid or free licenses; and (c) you attend onboarding meetings. The personal data we collect includes:
- Your name;
- Your home or work address, email address and/or phone number; and
- Where you are an iCompliance Member, your region and areas of interest.

2. How do we use this personal data and what is the legal basis for this use?

We save and process the personal data listed above for the following purposes:

- To monitor your use of iCompliance various modules, validate your involvement in data entry and enable you to coordinate with other license holders through our communities and helpdesk pages;
- To administer the standards process, including entering data and maintenance and monitoring of data usage in order to ensure compliance with iCompliance;
- In relation to legal claims, compliance, regulatory and investigative purposes;
- To invite you to take part in market research or to send you License Holders newsletters; periodic roundups, and promos;
- To respond to your comments or complaints, including investigating any complaints received from you or from others;
- To generate statistics (which will not identify you) regarding the composition of license holders, their demographics, and their usage
- To monitor use of our websites and online services and use your information to help us check, improve and protect our products, content, services and websites, both online and offline;
- To prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime and unauthorised downloading of pre-built kit documentation all in accordance with applicable law; and
- With your consent where required, to send you direct marketing in relation to our products and services.

We may also send you direct marketing in relation to iCompliance ‘relevant services or upcoming events. Electronic direct marketing will only be sent where you have given your consent to receive it, or (where this is allowed) you will be given an opportunity to opt-out. We will not send you direct marketing of third party products or services although our own products or services may on occasion include co-operation with third parties. You have the rights to opt-out of electronic direct marketing at any time by following the instructions in the relevant communication.

3. What will be the duration for which your personal data will be retained?

We will not retain your personal data for any purpose longer than required to fulfil the original or an appropriate purpose. At times, we are required to retain certain information by law and for as long as reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. In such case, your personal data will only be processed for the relevant legitimate purpose only.
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If you are a License Holders, we will keep your personal data for one year. Beyond that, we will retain your name indefinitely for the purpose of evidencing the users (active or non-active) and the transparency of the information security management process.

If you are master admin, admin, standard user or lite user, we will retain your data for the period that you hold that role and for the period of the use of iCompliance in your company.

We will retain your data for a short time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place. In some instances, laws may require iCompliance to hold certain information for specific periods other than those listed above.

4. How is your personal data stored?
The personal data that we collect may be retained, and stored outside the European Economic Area (“EEA”) and/or Gulf Cooperation Council (“GCC”). It may also be processed by staff operating outside the EEA and/or GCC who works for us or for one of our suppliers or sister concerns or affiliates, in such cases the third country’s data protection laws will have been applicable as adequate by the European Commission or other applicable safeguards will be in place. Further information may be obtained from our Compliance Team.

5. Where will your personal data be shared and with whom?
We may share your personal data with our affiliates and sister concerns to process it for the purposes of administrational activities and to deliver products or services which provided by iCompliance Digitalization Solutions.

• Your employer or nominating organisation to validate your involvement in iCompliance;
• AWS, Godaddy, Zoho CRM and systems provider of accounting software for the purpose of systems maintenance and development; and/or
• Personal data may be shared with government authorities and/or law enforcement officials if required for the above purposes, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws.
• Personal data may also be shared with third party service providers who will process it on behalf of iCompliance for the same. Such third parties include, but are not limited to, providers of website hosting, maintenance, call centre operation, social media operations and identity checking.
• In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.

If the details about you are inaccurate or incomplete, you can notify us and ask us to correct or update it.

You have the right to ask us not to include your personal data for marketing purposes. You can exercise your right to prevent such processing by clicking the unsubscribe button on any communication we have sent to you or checking the certain boxes on the forms we use to collect your data.

You can withdraw your consent at any time which refrain us to use your personal data.

You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we retain about you.
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You can request to us that we provide the data to you in a structured, machine readable format if it is processed by automated means during the period of license and through formal business email from authorized manager in your company. We hold no responsibility to handover data entered by you in application or contents uploaded on the application to you after the application licenses for one or more licenses are expired for you or your company.

If you are unhappy the way we have handled your personal data, you have the rights to complain and can request us to restrict the use of your personal data until the complaint is closed.

In some circumstances with exceptions you may request us to delete your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object the use of your personal data and we don’t have a good reason to continue to use it; or (d) if we haven’t handled your personal data in accordance with our obligations.

7. Additional information on iCompliance's privacy policy

Should you have any queries/complaints regarding this Privacy Policy, about iCompliance's procedure of processing of your personal data please contact iCompliance Team using this email address: compliance@icompliance.online? If you are not happy with our response, you can contact our head office directly on the address and email given in our website.

Privacy Notice – Consultants, Trainers, Subcontractors & Marketplace Partners

iCompliance Digitalization Solutions (CR# 138453-1) takes your privacy as consultants, trainers, auditors, subcontractor of solutions, marketplace partners and sister concerns staff very seriously and is committed to comply with relevant national and international regulations related to personal data protection. This policy is intended to clarify any queries you may have about how we handle your personal data. If you need more information, please contact: compliance@icompliance.online

Our personal data handling policy and procedures have been developed in line with the requirements of Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version of the OJ L 119, 04.05.2016; cor. OJ L 127, 23.5.2018 and the General Data Protection Regulation and applicable national laws like Bahrain’s Personal Data Protection Law (PDPL) (Law No. (30) of 2018).

During the engagement process, iCompliance will be your data controller and will be the company to which you provide your consent for the processing of your personal data unless we inform you otherwise.

1. What are the personal details that we collect?
We collect and process the following personal data about you when you apply to partner with us or any of our sister concerns.

The personal data we process includes:
• Your name, home address, email address and/or phone numbers;
• Your date of birth, marital status, nationality and Passport/Driving License (where you provide this to us);
• Your educational and employment history;
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• Other information contained within your CV or other documents or information you submit to us;
• Information from the selection process, if any;
• References and assessments relating to your work for previous employers;
• Medical and financial information (where you provide this to us);
• Information to confirm your identity and right to work, such as a copy of your passport and your organization’s commercial registrations, tax registrations, banking information;
• Details of any unspent criminal convictions; and
• Information relating to your feedback on our organisation.
• With your specific consent, we may collect information relating to your ethnicity, gender, nationality, disability, religion, sexual orientation, UN sanction list and other diversity-related information.

2. How do we use this personal data and what is the legal basis for this use?
We save and process your personal data listed above for the following purposes accordance with our genuine business interests:

• To comply with our legal and regulatory obligations;
• To make recruitment decisions;
• To prevent and detect fraud and other wrongdoing;
• To establish, exercise or defend our legal rights; and
• To manage risk
• To comply with UN sanction listing
• To develop database and use for our strategic staffing initiative

3. What will be the duration for which your personal data will be retained?
We will not retain your personal data for any purpose longer than required to fulfil the original or an appropriate purpose. At times, we are required to retain certain information by law and for as long as reasonably necessary to meet regulatory or accreditation requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. In such case, your personal data will only be processed for the relevant legitimate purpose only.

We will retain the personal data with regards to your partnering application (including any pre-qualification, interview or site visit records) for indefinite number of years from the date of their creation on iCompliance or receipt from you. If your application is successful and you are appointed, then we will treat you as per our protocols and practices for the partners’ privacy. The retention periods referred in the document will be applicable during your partnering period and data will be retained for 1 year after the period of contracts or assignments for purposes explained above.

4. How is your personal data stored?
The personal data that we collect may be retained, and stored outside the European Economic Area (“EEA”) and / or Gulf Cooperation Council (“GCC”). It may also be processed by staff operating outside the EEA and / or GCC who works for us or for one of our suppliers or sister concerns or affiliates, in such cases the third country’s data protection laws will have been applicable as adequate by the
ICOMPLIANCE DIGITALIZATION SOLUTIONS –
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European Commission or other applicable safeguards will be in place. Further information may be obtained from our Compliance Team

5. Where will your personal data be shared and with whom?
We may share your personal data with our affiliates and sister concerns to process it for the purposes of administrative activities. We may also share your personal data with our professional advisors such as our auditors and external legal and financial advisors to make appropriate decisions. Personal data may be shared with government authorities and/or law enforcement officials if required for the above purposes, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of iCompliance for the same. Such third parties include, but are not limited to, providers of website hosting, maintenance, call centre operation, social media operations and identity checking.
In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.

6. How do we collect and or receive your personal data?
We obtain your data directly from you, our personnel, through our systems, LinkedIn, online portals, as well as from third parties, referrals from your previous customers, background checking companies or former employers.

7. Yours Rights.
You can withdraw your consent at any time which refrain us to use your personal data.
If the details about you are inaccurate or incomplete, you can notify us and ask us to correct or update it.
You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we retain about you.
If you are unhappy the way we have handled your personal data, you have the rights to complain and can request us to restrict the use of your personal data until the complaint is closed.
In some circumstances with exceptions you may request us to delete your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object the use of your personal data and we don't have a good reason to continue to use it; or (d) if we haven't handled your personal data in accordance with our obligations.

8. Additional information on iCompliance’s privacy policy
Should you have any queries/complaints regarding this Privacy Policy, about iCompliance’s procedure of processing of your personal data please contact iCompliance Team using this email address: compliance@icompliance.online? If you are not happy with our response, you can contact our head office directly on the address and email given in our website.
1. What are the personal details that we collect?

When you interact with us, or reach out to us to know more about our services, or and when you purchase our services from us, or register as a member, or when you sign a contract with us, we collect and save the below personal data about you:

- Name;
- Home or work address, email addresses and/or phone number;
- Job title;
- Username and password;
- Company name and details;
- Payment and delivery details, including billing and delivery addresses and credit card details, where you make purchases from us;
- your movement journey on our portal;
- Recordings of calls you make to our customer service team; and
- Any other personal data you provide.

2. How do we use this personal data and what is the legal basis for this use?

We save and process the personal data listed above for the following purposes:

- To adhere with applicable law and regulation including GDPR and PDPL or other PDAs;
- We may use the provided information to share the upcoming events/trainings, or request for feedback on our services
- with your express consent to respond to any comments or complaints we may receive from you, or to investigate any complaints received from you or from others, about our website or our products or services
- To frame and fulfil a contract signed with you. This may include confirming your identity, taking payments, communicating with you, providing customer services, sharing with our affiliate companies for promos and arranging the delivery or other provision of products or services. We require this information in order to draft and enter into a contract with you and are unable to do so without it;
- We may use information you provide to personalise (i) our communications to you; (ii) our website; and (iii) services for you, in accordance with our genuine interests;
- we may monitor any customer account to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law and our genuine interests;
- in accordance with our genuine interests in protecting iCompliance’s genuine business interests, role as the digitalization company, as marketplace for ISO and other related services, as ISO management systems application, and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation);
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• If you contact us by telephone, calls may be recorded for quality, training and security purposes, in accordance with our business interests; and

We may also send you direct marketing in relation to iCompliance ‘relevant services or upcoming events. Electronic direct marketing will only be sent where you have given your consent to receive it, or (where this is allowed) you will be given an opportunity to opt-out. We will not send you direct marketing of third party products or services although our own products or services may on occasion include co-operation with third parties. You have the rights to opt-out of electronic direct marketing at any time by following the instructions in the relevant communication.

3. What will be the duration for which your personal data will be retained?

We will not retain your personal data for any purpose longer than required to fulfil the original or an appropriate purpose. At times, we are required to retain certain information by law and for as long as reasonably necessary to meet regulatory or accreditation requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. In such case, your personal data will only be processed for the relevant legitimate purpose only.

If you are a customer of iCompliance application, we will retain your personal data and contents for the contractual period of license you have with us and after that for a period of up to 1 years. If you are a customer purchasing products and/or services in marketplace in which event we will keep your information for up to 1 year in line with our policy.

If you are a prospective customer and you have agreed to contacting you, we will only retain your personal data for this purpose (a) until you unsubscribe from our communications; or, if you have not unsubscribed, (b) while you interact with us and our content; or (c) for 2 years from when you last interacted with us or our content.

If you have reached out to our customer services/operations team with regards to an issue/query, we will retain your details for as long as is necessary to resolve your query and for two weeks after the query is closed.

We may retain your personal data for a time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place. After it is no longer required for us, we dispose of it securely according to our Document & Information Retention Policy.

4. How is your personal data stored?

The personal data that we collect may be retained, and stored outside the European Economic Area (“EEA”) or Gulf Cooperation Council (“GCC”). It may also be processed by staff operating outside the EEA who works for us or for one of our suppliers, in such cases the third country’s data protection laws will have been applicable as adequate by the European Commission or other applicable safeguards will be in place. Further information may be obtained from our Compliance/Operations Team.

5. Where will your personal data be shared and with whom?

We may share your personal data with our affiliates and sister concerns to process it for the purposes of administrational activities and to deliver products or services which provided by iCompliance Digitalization Solutions via application and marketplace.

We may also share your personal data with the below third parties:
ICOMPLIANCE DIGITALIZATION SOLUTIONS – PERSONAL DATA PROTECTION AND PRIVACY POLICY

• Our professional advisors such as our auditors and external legal and financial advisors;
• Marketing and communications agencies where they have agreed to process your personal data in line with this Privacy Notice;
• Market research companies;
• Our suppliers, business partners, affiliates and sub-contractors; and/or
• search engine and web analytics.

Personal data may be shared with government authorities and/or law enforcement officials if required for the above purposes, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of iCompliance for the same. Such third parties include, but are not limited to, providers of website hosting, maintenance, call centre operation, social media operations and identity checking.

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.


If the details about you are inaccurate or incomplete, you can notify us and ask us to correct or update it.

You have the right to ask us not to include your personal data for marketing purposes. You can exercise your right to prevent such processing by clicking the unsubscribe button on any communication we have sent to you or checking the certain boxes on the forms we use to collect your data.

You can withdraw your consent at any time which refrain us to use your personal data.

You also have the right, with some exceptions and qualifications and legal limitations, to ask us to provide a copy of any personal data we retain about you.

You can request to us that we provide the data to you in a structured, machine readable format if it is processed by automated means.

If you are unhappy the way we have handled your personal data, you have the rights to complain and can request us to restrict the use of your personal data until the complaint is closed.

In some circumstances with exceptions, you may request us to delete your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object the use of your personal data and we don’t have a good reason to continue to use it; or (d) if we haven’t handled your personal data in accordance with our obligations.

7. Additional information on iCompliance’s privacy policy

Should you have any queries/complaints regarding this Privacy Policy, about iCompliance’s procedure of processing of your personal data please contact iCompliance Team using this email address: compliance@icompliance.online? If you are not happy with our response, you can contact our head office directly on the address and email given in our website.

Personal Data Protection & Privacy Policy authorized by board of directors of iCompliance Digitalization Solutions and is issued on 21-09-2020 through board resolution. It remains effective till revised by board of directors due to change in our protocols, our users’ requirements and changes in international or national regulations.