



# Open Data Group - Privacy Policy

Open Data Group is committed to protecting the privacy of your personal data.

Our Privacy Policy is provided to inform you of:

- the type of personal data we collect from you and process,
- how we collect and process your personal data,
- why we collect and process your personal data,
- how and why we share your personal data, and
- what rights you have concerning your personal data we have collected.

## WE COLLECT AND PROCESS YOUR PERSONAL DATA

Consumer Personal Data: Open Data Group offers a variety of product and services, some of which are accessed via our website. When you access our website or services, we collect, process, and at times, store your personal data. This data may include: your name, address, email, phone number, title, and the name of your company. If you are making a purchase of our product or services, we may also collect your credit card information, as well as billing name and billing address. In addition, we may collect, process, and store your Internet Protocol (IP) address, your geo location, and the type of actions you take on our website (pages you've visited, etc.).

## HOW WE COLLECT, PROCESS, AND STORE YOUR PERSONAL DATA

Most of the time we are collecting personal data from you directly, as a result of a filling out a web-based form. But there are other ways in which you are sharing personal data with us that include:

- Visiting our website and accepting cookies
- Signing up online for any of our events
- Purchasing products from us
- Maintaining a support contract with us
- Requesting a quote for product or services
- Downloading material that requires you to submit a form
- Downloading a product or service for use

## WHY WE COLLECT, PROCESS, AND STORE YOUR PERSONAL DATA

Consumer Personal Data: Open Data Group collects and processes your personal data to help us provide you the product and services you request. We use your contact information to provide product support services you may require, to deliver necessary product updates and patches, and administer user accounts. We may also need to process your personal data for billing purposes or to simply implement, finalize, or enforce a services or product agreement with you. We also collect and process your personal data from cookies and Web beacons generated from your website activity to administer our website and service, understand how customers navigate through our website and offerings, and to enhance the experience you have using our website and online tools or services.

## HOW AND WHY WE SHARE YOUR PERSONAL DATA

Your personal data will not be sold, exchanged, transferred, leased, or made available to third parties, except to third party companies (e.g. service providers) who may process your personal data on Open Data Group's behalf in connection with providing Open Data Group product or services that you have requested.

Open Data Group may engage and contract with these third party companies to provide services that help us with our business activities such as software support services, contract management services, sales support services, software training services, benefits administration, and management platform and in-office communications system. These third party service providers are limited to only using information as instructed to provide contracted services to us.



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Open Data Group may also disclose your personal data as required by law such as to comply with a subpoena or similar legal process. To the extent we are legally permitted to do so, we will take commercially reasonable steps to notify you in the event that we are required to provide your personal data to third parties as part of a legal process. Open Data Group may also be required to disclose personal data in response to lawful requests by public authorities, including requests from national security or law enforcement authorities.

## YOUR RIGHTS

You have the following rights to your personal data that we have collected:

- Right to Access – right to know what personal data is collected and how we use it
- Right to Correction – right to request that we correct your personal data
- Right to Deletion – right to request that we delete your personal data
- Right to a Copy – right to request a copy of your personal data

Overall, you have the right to be informed on the use of your personal data and you have the choice to request that we not continue to process or store your personal data for any reason. To review and update your personal data to ensure it is accurate, or request we delete or return your data to you, please contact Open Data Group's Privacy Compliance Group at [privacy@opendatagroup.com](mailto:privacy@opendatagroup.com).

Open Data Group will make commercially reasonable efforts to provide you reasonable access to any of your personal data or other account information we maintain within 30 days of your access request. We provide this access so you may review, make corrections, or request return or deletion of your personal data. If we cannot honor your request within the 30 day period, we will tell you when we will be able to provide access. In the unlikely event that we cannot provide you access to your data, we will also explain why we cannot do so.

Safeguarding the personal data you give us or we receive about you is a priority for Open Data Group. We take appropriate security measures to protect against loss, misuse, and unauthorized access, alteration, disclosure, or destruction of your personal data. Open Data Group has taken steps to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal data, and will restore the availability and access to personal data in a timely manner in the event of a physical or technical incident.

We will retain your personal data only for so long as a legitimate business purpose exists or until you have requested us to delete your personal data.

Please note that this Privacy Policy may change from time to time. If we change this Privacy Policy in ways that affect how we use your personal data, we will advise you of the choices you may have as a result of those changes. We will also post a notice on our website that this Privacy Policy has changed.

This Privacy Policy covers the information practices of [www.opendatagroup.com](http://www.opendatagroup.com).

## CONSENT

By consenting to this Privacy Policy you are giving Open Data Group permission to process your personal data specifically for the purposes identified above. Your consent must be explicitly given. You may withdraw your consent at any time by contacting the Open Data Group Privacy Compliance Group at [privacy@opendatagroup.com](mailto:privacy@opendatagroup.com).



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