

# Privacy Policy

This Privacy Policy of JO & RO Consulting LLC, doing business as **quickadminsoftware** is intended to help you understand our privacy practices and how we collect, use, disclose and process your personal information. We also describe your rights and choices regarding how we process your personal information.

This Policy applies to all services of **www.quickadminsoftware.com** and **www.quickadmin.app**, including all subdomains and/or sites, owned and managed by **quickadminsoftware**. The use of any application created by **quickadminsoftware**, each and every one of them, our billing web application, other sites and web pages hosted in the name **quickadminsoftware**, in short all services provided through the web application may be collectively referred to as our "Services".

## ACCEPTANCE:

Any entity that accesses or uses the **Quickadminsoftware** sites and/or services represents and warrants that it accepts the data practices and conditions described in this Policy and as applicable in the **terms of service**.

## CHANGES TO THIS POLICY:

This policy may be revised without prior notice, when required by us. Changes may apply to any personal information we already have about you or to personal information collected after the Policy was modified. Changes will be posted on this page and will be effective from the date of modification. Please visit this page regularly to stay up to date with our latest updates. Your continued access or use of the Sites or Services after any changes become effective indicates your acceptance of the revised Policy.

Additionally, we may provide you with additional notices or information about the data processing practices of specific parts of our Sites or Services. Such notices may supplement this Policy or provide you with additional choices about how we process your personal information.

## OUR RELATIONSHIP TO YOU:

To understand **Quickadminsoftware's** data protection obligations and your rights over your Personal Data under this Policy, it is important that you identify what relationship or relationships you have with **Quickadminsoftware**.

**Customers:** Refers to any person who uses the Services to save or transmit an invoice or estimate, including registered users of the quickadminsoftware Services with any type of account. Since the quickadminsoftware service is designed for business customers, all Customers must interact with us and provide us with their personal and/or business data.

**Quickadminsoftware** has a "data controller" or a direct relationship with Customers who use and access the Sites and Services with respect to their own Personal Data. Authorized users of a Customer's **Quickadminsoftware** account are collectively and individually referred to as "Customers."

**Users:** refers to people or companies that do business with a Client using the **Quickadminsoftware** Services, whether their data has been entered by the Client or entered by you on a form hosted by **Quickadminsoftware** on behalf of a Client. **Quickadminsoftware** has a "data processor" relationship with Users and will collect their Personal Data solely on behalf of a Client. Your agreement with the relevant Customer should explain how Customer shares your Personal Data with **Quickadminsoftware** and other third parties, and if you have questions about this sharing, you should direct them to Customer.

**Visitors:** means any natural person who accesses the Sites, as well as any natural person who submits Personal Data through the Sites for any reason, including, without limitation, entering data into any invoice or estimate or other form hosted on the Sites, sending an online inquiry form, subscribing to a newsletter, completing an online survey or others. **Quickadminsoftware** is a "data controller" related directly and/or indirectly to all Visitors who access or submit Personal Data through the Sites for any reason.

### **THIRD PARTIES:**

This Policy does not apply to information processed by third parties, including, but not limited to, third parties with whom **Quickadminsoftware** integrates to provide payment processing services. When you visit a third-party website or interact with third-party services, including those that you may access by following a link from the Sites or those with which we may share information as set forth in this Policy, you acknowledge that your use and access to any third party services in conjunction with the **Quickadminsoftware** Services are solely at your own risk. Please review the privacy policies of third parties before disclosing information to them.

### **PERSONAL INFORMATION:**

**Personal data:** Means any information about an identified or identifiable natural person and any device information that can be linked to an identifiable natural person. We collect and process the following types of information. Note: The specific elements of Personal Data listed are provided as examples only and are subject to change. We may create anonymous records from Personal Data for certain business purposes of **Quickadminsoftware** and our Affiliates, as defined below. Any anonymized or aggregated information is no longer Personal Data and we may use, share and retain it indefinitely for any reason.

**Contact data:** Personal data about you used to contact you. For example: your name; company name; post; Email address; physical address; telephone number or mobile phone number.

**Profile Data:** Personal Data related to a free or paid Customer account on our Services. For example: company name; phone number; mobile phone number; Email address; website; physical address and basic information about the company and the sector; employer; names of collaborators; Username; password and credit card account information.

**User Data:** Personal Data of a Client's Users used by **Quickadminsoftware** on behalf of Clients to send invoices and/or quotes and provide associated services to a Client's Users.

For example: User Name; User's telephone number; User's postal address and User's email address. User Data may be entered by Customers who use our Services or by Users who use our Services to do business with Customers on web pages and applications that we host on behalf of such Customers.

Note: By entering User Data into our systems through the Sites and/or Services, you understand that **Quickadminsoftware** acts as a data processor providing services to you. You represent and warrant that you have the necessary authority to provide us with such Personal Data, and that disclosure does not violate any applicable law or regulation applicable to the processing and handling of data, including, but not limited to, the Card Industry Data Security Standard. Payment System (PCI DSS), the Health Insurance Portability and Accountability Act (HIPAA), the California Consumer Privacy Act of 2018 (CCPA), the Personal Information Protection and Electronic Documents Act (PIPEDA), the Regulation EU General Data Protection Regulation (GDPR) or the UK General Data Protection Regulation (GDPR), and any other jurisdictionally applicable regulations.

**Invoice and Quote Data:** Any data included in an invoice or quote created, transmitted, stored and/or displayed through the Services, and any data related to the payment status of an invoice or the acceptance status of a quote. Any data entered by Users as part of viewing or paying an invoice or quote is considered Invoice and Quote Data, as is any data entered by a Visitor on any invoice, quote or online customer form accessible from the Sites. This includes any data not classified as "User Data", for example: items purchased; services used; discount rates; amounts due or pending payment; shipping address and contact information, and any data entered in a custom or free form field.

**Billing Data:** When you subscribe to a plan for our Services, we collect information about your or your company's payment methods, such as credit or debit card numbers, bank account numbers, and billing address.

**Support and Inquiry Data:** We collect information that you provide to us, for example, when you create an account; submit a support ticket, participate in an online chat; send an email or call our sales or service team, register your mobile number for SMS messaging campaigns; responds to an offer within the product; when you comment on a blog or when you send an email; calls; writes; send an SMS or initiate any other contact with **Quickadminsoftware** in relation to our Sites and/or Services. We record your contact information and support and inquiry data in our customer relationship management system and our support ticket system.

**Device Data:** When you download and use a mobile application or from our Website, we may collect certain information automatically, such as the type of mobile device you use, your unique device ID, the IP address of your mobile device, your mobile phone number, your mobile operating system, the type of mobile Internet browsers you use, geolocation information and information about how you use the mobile application.

**Performance and Log Data:** Information created by your use of our Sites and Services. For example: your IP address; browser type; OS; command line information; diagnostic information related to the Sites (i.e., crash activity reports); the reference website; the pages visited; the date; your geolocation; your mobile phone operator; your device and app IDs and search terms. Please note that, depending on the laws of your country of residence, your IP address may legally be considered personally identifiable information.

**Cookies:** A cookie is a small amount of data generated by a website and saved by your web browser. Its purpose is to remember information about you, similar to a preferences file created by a software application. In some cases, cookies and other similar automatic data collection technologies may be used to collect personal information, or information that becomes personal information if we combine it with other information.

**Other data:** Any other information that an individual provides to us. For example: survey responses, blog comments, or other communications sent to **Quickadminsoftware**.

#### **COLLECTION AND TREATMENT:**

We collect your Personal Data through our Sites and Services. Our Sites are private, any information that is disclosed on our Sites is properly protected

**Provision of services:** We process your Personal Data when you register and use our Services with an account. For example, we use your Contact Data and Profile Data to set up your account, templates and user credentials, and to communicate with you in connection with your use of the Services. If you provide us with a mobile phone number as part of your Profile Data, you are giving us explicit permission to call or send text messages (which may be sent using an autodialer) related to your use of the Sites and Services to that number, what we can do at our discretion. We use User Data and Billing and Quote Data to allow Customers to use the Services to send invoices and quotes, to manage customer relationships, and to allow Users to view and pay invoices, view and approve quotes, and make business with Customers through the Services.

**Processing invoices and quotes:** We use User Data and Billing and Quote Data to create and transmit invoices and quotes on behalf of Customers through the Services. User Data and Invoice and Quote Data may be used to communicate with a User on behalf of a Customer regarding an invoice or quote.

**Payment Processing:** We use Billing Data to collect monthly subscription and usage fees associated with the Services, as applicable. We use credit numbers stored in vaults to process authorized one-time transactions and to automatically process payments as part of recurring subscription payment schedules, and we may also delegate this action to payment service providers.

**Customer Support:** When you contact us through the Sites or Services, including by submitting a contact form or other online inquiry form, subscribing to the Services, submitting a review, contacting customer service team, using the chat function on our Sites, subscribing to a newsletter or blog, participating in a competition, completing an online survey or by any other means, we may record your Contact Data and your Support and Inquiry Data in our customer relationship management system and use your Personal Data to respond to you. If you provide us with a mobile phone number, you explicitly authorize us to send text messages to that number to respond to your request and to contact you at that number via autodialer, which we may do at our discretion.

**Marketing:** We may use your Personal Data, including Contact Data and Support and Inquiry Data, to keep you informed about our products and services and to send you promotional material about **Quickadminsoftware** and as permitted by applicable law, on behalf of our company parent, affiliates, subsidiaries, joint ventures or other companies under common control with us or collectively, affiliates and associated companies.

Promotional materials may include marketing communications, online surveys, notifications about our events and those of our affiliates and partners. If you provide us with a mobile phone number, you are explicitly granting **Quickadminsoftware** permission to send text messages, recorded messages and/or use an autodialer to contact that number for promotional and marketing purposes, which we may do at our discretion. This consent is not a condition of purchasing **Quickadminsoftware** services. You may opt out of receiving marketing communications from us at any time.

**Site Experience:** We may use Profile Data and Device Data to tailor your experience on the Sites, deliver content that we think may be of interest to you, and display content in accordance with your stated preferences.

**Research and Development:** We may use Cookies and Performance and Log Data, for functional purposes, to improve the performance and usability of our Sites, and to analyze how users interact with the Services and Direct Payment Services.

**Cookies and similar technology:** When you access the Sites or Services or open one of our HTML emails, we may automatically record Performance and Log Data and Device Data, set Cookies or use web beacons, pixel tags, stream tracking, click-through and similar automated data collection technologies. We use this Personal Data for essential and functional purposes, including site administration, to improve the performance and usability of the Sites and Services, and to analyze how users interact with the Sites and Services. On certain parts of our Sites and Services, we may collect Personal Data through these technologies for advertising, remarketing or other similar purposes.

**Security:** We process your Personal Data to improve the security of our Sites and Services and to combat spam, malware or other security risks. This may include monitoring your activities on our Sites and Services. Without processing your Personal Data for such purposes, we may not be able to ensure the security of our Sites and Services. We may also process Personal Data to monitor, investigate, prevent and mitigate any suspected or actual prohibited, unlawful or illegal activities or violations of our services and agreements with you.

**Additional Processing:** If we process Personal Data in connection with your use of the Sites or Services in a manner not described in this Policy, this Policy will continue to apply generally (for example, with respect to Your Rights and Choices) unless indicated otherwise when you provide Personal Data.

## **SHARING:**

The information we collect may be shared with various parties depending on the purpose and context in which such information was provided. In all cases where we share Personal Data with third parties, we will use a "minimum necessary" standard to disclose only the information required to satisfy the purpose or perform the service for which the information is disclosed. We generally transfer Personal Data as follows:

**Consent:** We will share your Personal Data in accordance with your consent for us to do so.

**Customers:** When Users make a purchase from a Customer using our Direct Payment Services, we may share Personal Data with that Customer, except where such disclosure is prohibited by law, regulation or other obligations.

**Service Providers:** In connection with our general business operations, to enable certain features and in connection with our other legitimate business interests, we may share your Personal Data with service providers or subprocessors that provide certain services or process data on our behalf. Our contracts with these service providers dictate that they only use your information in connection with the services they perform for us and you consent to our sharing information with these parties through your use of our Sites, Services or Direct Payment Services subject to this Policy.

**Affiliates:** In order to streamline certain business operations, develop products and services that better meet the interests and needs of our customers, and inform our customers about relevant products and services, we may share a Customer's or Visitor's Personal Data with any of our current or future Affiliates. Customers and Visitors hereby agree to our sharing some or all of their information and Personal Data with our Affiliates. We never share User Data with Affiliates.

**Integrated Third Party Services:** **Quickadminsoftware** offers the ability to integrate the Services with certain third party payment processing services and other Integrated Services. When you establish a connection between our Services and an Integrated Service, **Quickadminsoftware** may share all of your account data with the Integrated Service, including data relating to User Data. Although **Quickadminsoftware** provides the Integrated Services, **Quickadminsoftware** does not control the policies or procedures of the third parties that provide the Integrated Service. Third party providers of Integrated Services may collect, use and share data and personal information subject to their own policies and procedures. You should consult the terms and privacy policies of such third parties to understand their use of your information. You acknowledge that use of the Integrated Services is at your sole risk. You are responsible for ensuring that your use of the Integrated Services complies with all applicable laws.

**Commercial transactions:** Your Personal Data may be processed in the case of a commercial transaction, such as a merger, acquisition, liquidation or sale of all or part of our assets. For example, Personal Data may be disclosed (subject to confidentiality restrictions) during the due diligence process for a potential transaction or may form part of the transferred assets, in which case the acquiring company will own any rights granted to us under of this Policy.products and services, we may share a Customer's or Visitor's Personal Data with any of our current or future Affiliates. Customers and Visitors hereby agree to our sharing some or all of their information and Personal Data with our Affiliates. We never share User Data with Affiliates.

**Legal Information:** In limited circumstances, we may, without notice or your consent, access and disclose your Personal Data, any communications sent or received by you, and any other information we may have about you to the extent we believe such disclosure is legally necessary, to prevent or respond to a crime, to investigate violations of our Terms of Service, User Terms, or in the vital interest of us or any person or entity. Please note that these disclosures may be made to governments that do not ensure the same degree of protection of your Personal Data as your home jurisdiction. We may, in our sole discretion (but without obligation), object to the disclosure of your Personal Data to such parties.

## **RETENTION:**

We retain Personal Data for as long as necessary to service the purposes for which your Personal Data was processed and for a reasonable time thereafter, or as necessary to comply with our legal obligations, resolve disputes or enforce compliance. our agreements. Although retention requirements may vary by jurisdiction, we generally apply the following retention periods:

**Services:** We will retain Personal Data for as long as the Customer remains an active user of our Services and for a reasonable period of time thereafter, to serve the purposes for which the Personal Data was processed. We may store any information about your activity on our Services, including Contact Data, Profile Data, Billing and Quote Data, Billing Data, Support and Inquiry Data, and any Other Data created, posted or shared by you while using our Services. Free or paid Services for as long as we deem necessary or until you provide specific instructions to delete them, which may be indefinitely, or where there is a valid business reason for such storage, such as retaining a complete transaction history, maintaining the integrity of our systems and records or for the establishment or defense of legal claims, audit and crime prevention purposes.

**User Data:** We may store on behalf of Clients, for as long as there is a valid business reason, which may be indefinitely, any Personal Information, including but not limited to Invoice and Quote Data, collected about a User or other individual, whether entered directly into our systems by the User or by an Authorized Customer through the Services. Please note that Customers control all consumer data that we collect and process on their behalf, whether such Personal Data is entered by a consumer User through the Services or by a Customer through the Services, and is applicable. It is up to the Client to determine how long it will store the Personal Data of its Users in our systems.

**Site Activity:** We may store any information about your activity on our Sites or any Other Data created, posted or shared by you on our Sites for as long as we deem necessary or until you provide specific instructions to delete it, which may be indefinitely, or where there is a valid business reason for such storage, such as maintaining the integrity of our systems and records or for the establishment or defense of legal claims, auditing and crime prevention purposes.

**Marketing:** We store information used for marketing purposes indefinitely until you unsubscribe or provide specific instructions to delete it. When you unsubscribe from marketing communications, we add your contact information to our suppression list to ensure we honor your unsubscribe request.

**Cookie Data:** We retain any information collected through cookies, clear gifs, flash cookies, web beacons, and other technical or analytical tools until after the cookie expires or the date of collection. Cookies owned by third parties may have other retention periods.

## **YOUR RIGHTS AND OPTIONS:**

**Rights:** Customers and Visitors with whom **Quickadminsoftware** maintains a data controller relationship have the following rights in relation to their Personal Data, in each case to the extent required/permitted by applicable law, and subject to our rights to limit or deny access or disclosure under applicable law.

Users and other consumers who do business with Customers using the **Quickadminsoftware** Services must contact Customers using the **Quickadminsoftware** Services to exercise these rights. Users may request that Customer provide them with access to the Personal Data that **Quickadminsoftware** stores about them on their behalf, make changes to such Personal Data, and/or have the Personal Data deleted from **Quickadminsoftware's** systems. **Quickadminsoftware** cannot address such requests directly from Users, but will assist Customers in addressing them.

**Access:** Customers and Visitors with whom **Quickadminsoftware** maintains a data control relationship may request a list of their Personal Data that we process by submitting an official written request via email to [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com).

**Rectification:** Customers and visitors with whom **Quickadminsoftware** maintains a data governance relationship may correct any personal data we hold about them by emailing us at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com) indicating both the inaccurate and corrected information. Customers may also access their **Quickadminsoftware** user account and modify their Personal Data.

**Deletion:** Customers and Visitors with whom **Quickadminsoftware** maintains a data controller relationship may request that we delete their Personal Data from our systems once a year by submitting an official written request via written email to [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com) indicating the specific information you wish to have permanently deleted from our systems. Please note that Customers who request the deletion of their Personal Data and/or account will no longer have access to it, and will not be able to use any **Quickadminsoftware** product or service associated with said deleted account. **Quickadminsoftware** reserves the right to retain certain account information for its record keeping or compliance purposes. Customers can also access their **Quickadminsoftware** user account and delete any Profile Data, Contact Data or Customer Data to which they have access. However, using a system delete function may simply restrict the display of that data from any system interface and prevent the use of that data for any system function rather than permanently deleting it.

**Data Export:** Customers and Visitors may request a copy of their Personal Data in a common portable format of our choosing by submitting an official written request via email [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com) We may ask you to provide additional Personal Data to exercise these rights, for example, the information necessary to prove your identity. We also reserve the right to retain this additional information for our record-keeping or regulatory compliance purposes.

## OPTIONS

You may access and use the Sites without providing Personal Data, but you may not be able to access certain features or view certain content and some parts of the Sites may not function properly. You must provide Personal Data to use the Services. You have the following options in relation to the Personal Data we process:

**Consent:** If you consent to the processing, you may withdraw your consent at any time to the extent required by law.

**Cancellation:** Customers can cancel their **Quickadminsoftware** accounts by contacting us at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com)



**Opt-Out:** You may opt-out of all collection of information from your device. You can use the standard uninstall processes available. You may opt out of receiving marketing communications from us by following the opt-out instructions included in such communications. Any communications from us that are not related to services or transactions will offer you an unsubscribe option. To the extent required by law, you may choose not to share your Personal Data with third parties.

**Cookies:** If you do not want information to be collected through the use of cookies or similar technologies, you can manage/deny cookies and certain technologies.

#### **CALIFORNIA PRIVACY RIGHTS:**

This section only applies to Customer users and Visitors to our Sites and Services with whom we have a data controller relationship and who are residents of the State of California at the time of data collection. The rights in this section are in addition to the rights set forth above. California residents have certain additional rights subject to the **California Consumer Privacy Act of 2018 ("CCPA")**. Any resident of the State of California with whom **Quickadminsoftware** has a data processor relationship (Users) must contact the Customer(s) using the **Quickadminsoftware** Services to exercise these rights. **Quickadminsoftware** cannot honor such requests directly from Users or other consumers, but will help Customers honor them.

Consumer information collected through the Sites and Services is collected for our use and/or the use of the Customer identified at the point of collection and is not transferred to third parties in exchange for any consideration.

**Access:** You may request a list of the personal data we process by sending an official written request by email to the address below: [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com)

**Rectification:** You may correct any Personal Data we hold about you by sending us an email to [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com) indicating both the inaccurate and corrected information. Customers can also make changes to Personal Data by accessing their **Quickadminsoftware** account.

**Deletion:** You may request that we delete from our systems Personal Data that, no longer necessary in relation to the purposes for which it was collected or otherwise processed, was collected in relation to processing to which you previously gave your consent, but you subsequently removed it, or they were collected in connection with processing activities to which you object and there are no compelling legitimate grounds for our processing.

**Data Export:** You may request a copy of your Personal Data in a common portable format of our choosing by sending an official written request to [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com).

**Third Parties:** California law provides that you have the right to receive the following information the categories of information we disclosed to third parties for the third party's direct marketing purposes during the preceding calendar year, and the names and addresses of the third parties who received such information or, if the nature of their business cannot be determined from the name, examples of the products or services marketed. You have the right to receive a copy of this information in a standardized format

and the information will not be specific to you individually. You can make this request by emailing us at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com). California residents have the right to exercise the privacy rights set forth in this section twice in any twelve (12) month period under the CCPA by contacting **Quickadminsoftware** at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com). California residents may exercise these rights through an authorized agent who meets the agency requirements of the CCPA. Any application subject to the CCPA is subject to an identification and residency verification process. We will not entertain any request under the CCPA unless we have received sufficient information to allow us to verify that the requester is properly authorized to make such request and that the request provides sufficient detail so that we can appropriately understand, evaluate, and respond to it.

We will not discriminate against you for exercising any of your CCPA rights. Except as permitted by the CCPA, we will not deny you goods or services, we will not charge you different prices or rates for goods or services, including by granting discounts or other benefits, or imposing penalties, we will not provide you with a standard or quality of different goods or services, nor will we suggest to you that you may receive a different price or rate for goods or services or a different level or quality of goods or services.

#### **SECURITY:**

We have implemented security measures designed to protect your Personal Data from accidental loss, unauthorized access, use, alteration and disclosure; however, we make no guarantee that your Personal Data will remain secure. We are not responsible for circumvention of any privacy settings or security measures contained on the Sites or Services. All information you provide to us is stored on the servers of our service providers, who use industry standard security controls. However, we have no control over the security processes of third parties and will not be responsible for them. Any transmission of information or Personal Data is done at your own risk. If you believe there has been unauthorized access or use of your account, please contact us immediately

#### **MINORS:**

Our services are not directed at or intended for direct use by persons under the age of 18 or the age of majority in the jurisdiction in which they reside. Furthermore, we do not knowingly collect information about such individuals. If we learn that we have done so inadvertently, we will delete it immediately. Do not access or use the Sites or Services if you are not of legal age in your jurisdiction.

#### **DESIGNATED COUNTRIES PRIVACY RIGHTS**

This section only applies to users of our Service who are located in the European Economic Area, the United Kingdom and/or Switzerland (collectively, the "Designated Countries") at the time of data collection.

**Quickadminsoftware** markets its services in America and Europe. We may ask you to identify the country in which you are located when you use some of the Services, or we

may rely on your IP address to identify the country in which you are located. When we rely on your IP address, we cannot apply the terms of this section to anyone who masks or otherwise conceals your location information so that it does not appear that you are located in the Designated Countries. If any of the terms in this section conflict with other terms contained in this Policy, the terms in this section will apply to users in the Designated Countries.

If you are located in the European Economic Area/UK, European/UK law gives you certain rights in relation to your personal data, such as the right to request access to it, correct it, amend it, delete it, transfer it to another service provider or object to certain uses of your personal data. You can obtain more information about these rights at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org)

If you are a customer using or visiting the sites and/or services and wish to exercise these rights, please contact us at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com). If you are a customer user using the **Quickadminsoftware** platform and wish to exercise these rights, please contact the customer you have interacted with directly, we act as data processors on their behalf and cannot address any requests directly.

If you are not satisfied with the response you receive from us, we hope that you will contact us to resolve the issue, but you also have the right to lodge a complaint with the relevant data protection authority in your jurisdiction at any time.

**Our relationship with you: Quickadminsoftware** is a data controller with respect to any personal information collected directly from users Customers and Visitors to its Sites and Services. A "data controller" is an entity that determines the purposes for which any personal information is processed and the manner in which this is done. Any third parties that handle your personal information in accordance with our instructions are our service providers and are "data processors." **Quickadminsoftware** acts as a service provider to Customers and is a "data processor" with respect to any consumer Personal Information imported by Customers into our systems through our Services, whether such consumer Personal Information is entered directly into our systems by the consumer as a User or entered or imported by a Customer. As a "data processor", **Quickadminsoftware** has no direct control over the purposes and manner in which users' personal information is processed, instead the processing of this personal information is governed by data processing agreements between **Quickadminsoftware** and our clients.

**Legal bases for the processing of personal data:** As data controllers to process the personal information of Users and Visitors, our legal basis includes our contractual obligations, our legitimate interest in understanding you better, maintaining and improving the accuracy of the information we store about you and better promote or optimize our Services. As well as, everything necessary to comply with our legal obligations, the public interest or your vital interest.

**Marketing:** We will only contact natural persons located in the Designated Countries by electronic means (including email or SMS) based on our legitimate interests, as permitted by applicable law, or on the consent of the natural person. Where we rely on legitimate interest, we will only send you information about our Services that are similar to those that were the subject of a previous sale or negotiations of a sale to you or as permitted by applicable law.

If you do not want us to use your personal information in this way, or disclose it to third parties for marketing purposes, you can unsubscribe at any time or contact us at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com). You can object to direct marketing at any time and free of charge.

**Individual Rights:** We provide you with the rights described below when you use our Services. We may limit your requests for individual rights (a) where denial of access is mandatory or authorized by law; (b) where granting access has a negative impact on the privacy of others; (c) to protect our rights and property; or (d) when the request is frivolous or burdensome.

If you wish to exercise your rights under applicable law, please contact us by email at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com). We may attempt to verify your identity when we receive an individual rights request from you to ensure the security of your personal information.

**Right to withdraw consent:** For any processing of your personal data based on consent, you have the right to withdraw your consent at any time. The withdrawal of consent will not affect the legality of our processing or the processing of third parties based on consent prior to its withdrawal.

**Right of access:** Upon request, we will provide you with a copy of your personal information in our files without undue delay and free of charge, unless the law permits us to charge a fee. Your access may be limited to the extent that it negatively affects the rights and freedoms of other people.

**Right to rectification or correction:** You can request the rectification or update of any of your personal data contained in our files. We may offer you the ability to update some or all of your personal data directly through the Services.

**Right to erasure or right to be forgotten:** At your request, we will delete any personal data about you that is in our files and is no longer necessary in relation to the purposes for which it was collected or otherwise processed, if collected in relation to with treatment to which you previously consented, but subsequently withdrew that consent; or if it was collected in connection with processing activities to which you object, and there are no compelling legitimate grounds for our processing.

**Right of restriction:** You have the right to restrict the processing of your personal data when one of the following circumstances occurs:

- When you dispute the accuracy of the personal information we have processed. If you restrict processing based on this condition, you may experience an interruption of some or all of the Services for the period necessary for us to verify the accuracy of your personal information.
- The processing is unlawful and you oppose the deletion of your personal data and request the restriction of its use instead.
- We no longer need your personal data for the purposes of the processing, but you need it to establish, exercise or defend legal claims; or well
- You have objected to the processing, pending verification whether the legitimate reasons for our processing prevail over your rights.

During the time in which the restriction of processing applies, we will only process your restricted personal information with your consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest. We will inform you when the restriction is lifted.

**Right to object to processing:** You can object to our processing at any time and as permitted by applicable law if we process your personal information on the legal bases of consent, contract or legitimate interests. We may continue to process your personal information if necessary for the defense of legal claims, or for any other exception permitted by applicable law.

**Right to data portability:** If we process your personal information based on a contract with you or your consent, or the processing is carried out by automated means, you can request to receive your personal information in a structured, commonly used and machine reading, and/or transfer your personal information directly to another controller, where technically feasible, unless the exercise of this right adversely affects the rights and freedoms of others. Your right to data portability only applies to personal information that you have provided to us.

**Notification to third parties:** When we respond to your requests for individual rights of correction or rectification, deletion or restriction of processing, we will notify third parties who also process the relevant personal information, unless this proves impossible or involves a disproportionate effort. At your request, we will identify such third parties.

**Right to make complaints:** We are committed to resolving complaints about our collection or use of your personal information. Persons with questions or complaints about our Policy should contact us at [support@quickadminsoftware.com](mailto:support@quickadminsoftware.com). You also have the right to file a complaint with a competent supervisory authority located in the applicable jurisdiction.