

# LogiONE Document Privacy Policy

**Last Updated: June 21, 2024**

LogiONE Sàrl (“we”, “us”, or “our”) respects your privacy and is committed to protecting your personal data. This privacy policy explains how we collect, use, disclose, and safeguard your information when you use our Software as a Service (SaaS) platform, LogiONE Document (“the Service”), and outlines your rights regarding your personal data.

## 1. Information We Collect

We may collect and process the following data about you:

### a. Information You Provide to Us

- **Registration Data:** When you sign up for an account, we collect personal information such as your name, email address, and organization details.
- **Profile Information:** You may provide additional information such as profile photos, contact details, and other data you choose to include in your profile.
- **Content Data:** Documents, files, and other data you upload to the Service.
- **Communication Data:** Information contained in your communications with us, including customer support inquiries.

### b. Information Collected Automatically

- **Usage Data:** Information about your interactions with the Service, including your access times, browser type, IP address, pages viewed, and actions taken within the Service.
- **Device Data:** Information about the device you use to access the Service, including device type, operating system, and unique device identifiers.

## 2. How We Use Your Information

We use the information we collect for the following purposes:

- **To Provide and Improve the Service:** Including managing your account, processing transactions, and enhancing the Service’s functionality and security.
- **To Communicate with You:** Sending you Service-related communications, updates, and responses to your inquiries.
- **To Customize Your Experience:** Tailoring the Service to your preferences and improving user experience.
- **To Ensure Security:** Monitoring and analyzing usage to detect and prevent fraud, abuse, and security breaches.
- **To Comply with Legal Obligations:** Fulfilling our legal responsibilities and enforcing our terms and conditions.

### 3. How We Share Your Information

We do not sell or rent your personal data. We may share your information with:

- **Service Providers:** Trusted third-party vendors who perform services on our behalf, such as data storage and processing. These providers are contractually obligated to protect your information.
- **Affiliates:** Our affiliated companies, in accordance with this privacy policy.
- **Legal and Regulatory Authorities:** If required by law or to protect the rights, property, or safety of LogiONE Sàrl, our users, or others.
- **Business Transfers:** In connection with a merger, acquisition, or sale of all or part of our assets, your information may be transferred to the new owner.

### 4. Data Storage and Security

- **Data Location:** All data is securely stored on servers located in Switzerland, known for its strong data protection laws.
- **Data Security:** We implement industry-standard security measures to protect your information from unauthorized access, use, or disclosure. This includes encryption and access controls.

### 5. Your Data Rights

You have the following rights regarding your personal data:

- **Access:** You can request a copy of the personal data we hold about you.
- **Rectification:** You can request that we correct any inaccuracies in your personal data.
- **Erasure:** You can request that we delete your personal data under certain conditions.
- **Data Portability:** You can request to receive your personal data in a structured, commonly used, and machine-readable format.
- **Objection:** You can object to our processing of your personal data where we rely on legitimate interests as our legal basis.

To exercise any of these rights, please contact us at [info@logi.one](mailto:info@logi.one).

### 6. Retention of Your Information

We retain your personal data only as long as necessary to fulfill the purposes outlined in this policy, unless a longer retention period is required or permitted by law.

### 7. International Data Transfers

While our primary data storage is in Switzerland, some data processing may occur in other jurisdictions. We ensure that any transfer of your personal data outside of Switzerland complies with applicable data protection laws.

## **8. Cookies and Tracking Technologies**

We use cookies and similar tracking technologies to collect information about your use of the Service and to improve your experience. You can control the use of cookies through your browser settings.

## **9. Changes to This Privacy Policy**

We may update this privacy policy from time to time. We will notify you of any significant changes by posting the new policy on our website and updating the “Last Updated” date.

## **10. Contact Us**

If you have any questions or concerns about this privacy policy or our data practices, please contact us at:

**LogiONE Sàrl**

Email: [info@logi.one](mailto:info@logi.one)

Address: LogiONE Sàrl, Route de Pampigny 4, 1143 Apples, Switzerland

## **11. Governing Law**

This privacy policy is governed by the laws of Switzerland. Any disputes arising under this policy will be resolved in accordance with Swiss law.

By using LogiONE Document, you acknowledge that you have read, understood, and agree to our privacy policy.