

## Privacy policy

### Basic concepts

Website – a collection of electronic data available for viewing on the Internet at:  
<https://relictum.academy>

### How this policy is applied

This Policy describes the information we receive from you, how we use this information and our legal basis for doing so. It also covers whether and how this information can be shared, as well as your rights and choices regarding the information you provide to us. We use cookies as described below. By using the Site, you confirm that you have read and understood this Privacy Policy and unconditionally accept all its terms.

### What we collect and receive

In order for you to create an account on the Site and use its functionality, we need to collect and process certain information. Depending on how you use the Site, this may include:

- o Information that you provide when filling out forms on the Site: first name, last name, gender, email address, contact contacts (phone, Skype, VK, Instagram, Telegram, YouTube, Twitter), login and password.
- o Information about your activities when using the Site (for example, your IP address, the type of device or browser you use);
- o Messages that you send to us (for example, when you ask for support, send us questions or report a problem).

The collection and processing of special categories of data concerning race, nationality, political views, religious or philosophical beliefs, health status, intimate life is not carried out.

Information that characterizes the physiological and biological characteristics of a person, on the basis of which it is possible to establish his identity (biometric personal data) and which is used to establish the identity of the subject, is not collected and is not processed.

You can refuse to provide us with the data that is collected by filling out forms on the Site. However, this may limit your ability to register an account and use the Site in accordance with the services offered on it. You can view, change, or delete your information in your account profile settings.

You also bear the risks of providing false or incomplete information.

### How we use this information

We use the information we collect for the following purposes:

- o To ensure the security of your account and to protect the Site;
- o So that we can provide you with the opportunity to use the Site in accordance with the options and services offered on it;
- o So that you can use the services offered on the Website;
- o To create and administer your account, contact you.

### How is this information transmitted

All information received from the Site user is not publicly available, its transfer to third parties is controlled by the Site administrators.

- o Information that is transmitted to trusted third-party services.

We may share your information with certain trusted third-party services to help us provide or protect the services provided through the Site, as well as to comply with legal requirements.

When we share data with third-party services that support the provision of our services, we require that they use your information only for the purposes authorized by us, and that they protect your personal information at least in accordance with the same standards as we do. We may also share information that is aggregated and anonymous, so that it does not identify you directly.

o Information that is provided for the protection of the Site, as well as compliance with the law. We reserve the right to disclose personal information if we believe it is reasonable and necessary to comply with the law or we are required to do so by authorized law enforcement agencies, as well as to prevent fraud or abuse, or to protect the legitimate rights, property or safety of employees, the Site, other users or in other cases requiring it.

### **Storage of information**

We will store your information as long as your account is active, if necessary to provide you with the services provided by the Site, or otherwise as specified in this Policy. We will also store and use this information as necessary for the purposes set out in this Policy and to the extent necessary to comply with our legal obligations, resolve disputes, enforce our agreements and protect legal rights.

We also collect and store aggregated, anonymous or pseudonymized information that we may store indefinitely to protect and secure our Site or comply with legal obligations.

### **Your rights**

Users are given the opportunity to access, correct and request the deletion of your personal information. All users of the Site can manage their personal information as described below in their account profile settings.

You can request a downloadable copy of your personal data on the Website on the profile settings page of your account. To change or delete the personal information you have provided to us, log in and update your profile. You can also delete your account on your account profile settings page. We may store certain information in accordance with legal requirements or in accordance with our legitimate business purposes.

### **Notifications**

We only want to communicate with you if that's what you want. We try to minimize the number of emails and give you the opportunity to subscribe to any marketing messages sent by us and/or opt out of such mailing. We will also send you service related announcements when needed.

### **Safety**

We take security seriously and the security of your personal data is important to us. We follow industry standard methods of protecting the data we collect and store, including using the TLS protocol to encrypt information when it is transmitted over the Internet. No method of transmission via the Internet or electronic storage is completely secure, so the Company cannot guarantee its absolute security. Your account information is protected by a password, which you must choose carefully and keep safe.

### **Cookies**

o Cookie, what is it

Cookies are small data files that are sent to your device when you visit a website and store information about your use of the service.

#### o How they work

When you visit the Site, our web server sends a cookie to your device, which allows us to recognize your device (but not the specific person using it). By linking the identification numbers in cookies with other account information, when, for example, you are already an authorized user and have logged into your personal account from this device, we know that the cookie information relates to your account.

#### o You can control certain cookies

Your browser may give you the ability to manage cookies. How you do this depends on the type of cookie. Some browsers may be configured to reject browser cookies.

#### o Our Tracking ban policy

Some browsers have "do not track" features that allow you to prevent a website from tracking you. Not all of these functions are the same. If you block or reject cookies, not all tracking described here may stop. The specific options you choose depend on your browser and device.

### **Children**

Persons under the age of 18 are not allowed to use the Site on their own. We do not knowingly collect personal information from minors and does not allow you to register an account or use our Site services.

### **Approval and revision of the Policy**

This Policy comes into force from the moment it is published on the Website and is valid indefinitely until it is replaced by a new policy. Providing unrestricted access to the Policy is implemented by publishing it on the Website.

### **Contact us**

You can contact us in writing at: [support@relictum.academy](mailto:support@relictum.academy)

### **Note**

In case of discrepancies between the texts of this legal document presented on the Website in different languages, the English text shall prevail.

The current version of the Privacy Policy dated 01.02.2023