

Privacy Policy

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Introduction

This Privacy Policy (hereinafter the “**Policy**”) covers the issues related to the processing of data concerning you (or, “personal data”, “your data”, “information about you/your”) when you browse or use <http://honchburo.io/> (hereinafter the “**Website**”). Please note that by using this Website, you hereby agree to this Policy. If you do not agree to this Policy, please, stop using the Website.

Please note that if you have engaged us as your service provider, the privacy and confidentiality terms are detailed in our service agreement. This Policy specifically addresses how we handle data from visitors to our Website. It does not apply to:

- Offline interactions or data collected through other channels.
- Information gathered by third parties, including applications or content that may link to or be accessible from our Website.

We prioritize protecting your privacy and aim to clarify our online data practices and your options regarding the use of your information on our Website. Keep in mind that all visitors to our Website are subject to our Terms of Use, this Privacy Policy, and the Cookies Policy, and any other relevant documents that may be posted or updated on the Website.

Company Information

The Website is owned, maintained, and operated by HONCH BURO - FZCO, a company incorporated under the laws of the United Arab Emirates, with its registered address at IFZA Business Park, DDP, PO Box 342001, Dubai, United Arab Emirates (hereinafter the “**Company**”, “We”, “Us”, “Our”). Our e-mail address for correspondence: hello@honchburo.io (including complaints, questions, and requests).

Legal Basis for Processing Personal Data

The Company processes personal data only if there is a valid legal basis for doing so. This includes:

- **Consent:** When you provide clear and explicit permission for us to process your personal data for specific purposes.
- **Performance of a Contract:** When processing is necessary to fulfill our contractual obligations to you.
- **Legal Obligation:** When processing is necessary for compliance with a legal obligation to which we are subject.
- **Vital Interests:** When processing is necessary to protect your vital interests or those of another person.

- **Public Interest:** When processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.
- **Legitimate Interests:** When processing is necessary for our legitimate business interests, provided these interests are not overridden by your rights and interests.

Data Protection Principles

We adhere to the following data protection principles to ensure your personal data is:

- **Processed lawfully, fairly, and transparently:**
 - Lawfully:** We process your data only if there is a valid legal basis for doing so. This includes your consent, fulfilling a contract, complying with a legal obligation, protecting your vital interests, performing a task in the public interest, or for our legitimate interests.
 - Fairly:** We handle your data in ways you would reasonably expect and ensure it is not used in ways that have unjustified adverse effects on you.
 - Transparently:** We provide you with clear and concise information about how your data is collected, used, and shared. This includes details about the purposes of data processing, the data controller, data recipients, and your rights as a data subject.
- **Collected for specified, explicit, and legitimate purposes:**
 - We collect your data only for specific, clear, and lawful purposes. We will not use your data for any purpose that is incompatible with the original reason it was collected unless we have obtained your consent or have a legal obligation to do so.
- **Adequate, relevant, and limited to what is necessary:**
 - We only collect data that is relevant and necessary for the purposes for which it is processed. We do not collect or retain excessive data that is not required for these purposes.
- **Accurate and kept up-to-date:**
 - We take reasonable steps to ensure that the data we hold is accurate and up-to-date. If your data is incorrect or outdated, we will correct or update it promptly upon your request.
- **Stored only as long as necessary:**
 - We retain your data only for as long as it is needed to fulfill the purposes for which it was collected. Once these purposes have been met, we securely delete or anonymize your data unless we are legally required to retain it for a longer period. We handle this responsibly, respecting both legal obligations and your privacy rights, as part of our commitment to data management.
- **Processed securely to ensure confidentiality and integrity:**
 - We implement appropriate technical and organizational measures to protect your data against unauthorized or unlawful processing, accidental loss, destruction, or damage. This includes using encryption, access controls, and secure storage solutions.

Processing of Minors' Data

The Company does not knowingly collect the personal data of individuals under the age of 18 years old. If you are a parent or a legal guardian and have found out that your child has provided Us with his/her personal data, please, contact Us via e-mail address hello@honchburo.io and we will apply all necessary measures to solve this issue.

What Data Concerning You is Collected When You Use the Website?

We collect the following data:

- **Automatically collected data:** When you use the Website, the following data concerning you are collected by automatic means:
 - i. Your IP address, information about your location.
 - ii. Information about your device – a version of your web-browser, installed operating system, information about the time zone and the language installed on your device and/or browser.
 - iii. Information about your usage of the Website (number of times you have visited the Website, your actions on the Website).
- **Communication data:** When you use the “contact us” or “join our team” forms or contact the Company via available contact details, you hereby provide the Company the following information:
 - i. Your full name,
 - ii. Your e-mail address,
 - iii. Your website’s URL,
 - iv. Your telephone number, Telegram App or WhatsApp contact information.
 - v. The subject of your message,
 - vi. The message itself and all the data contained in it,
 - vii. Data contained in your CV.
- **Cookies data:** In order to find out about the usage of “cookies” by the Website, please, follow our “Cookie Policy”.

How the Data Concerning You is Used?

We use your data in the following ways:

- **To administer, operate, and protect this Website:**
 - i. Provide you with the Website, tailored for your device, language settings, and geography.
 - ii. Protect the Website from cyberattacks and hacking attempts.
 - iii. Diagnose problems with the Website and its server.
 - iv. Conduct research and analysis to improve the Website’s effectiveness.
 - v. Prevent illegal and/or fraudulent activity on the Website.
- **To comply with applicable legislation:** We may use your data to ensure compliance with relevant laws and regulations.
- **To establish business relationships or enter into precontractual negotiations:** If you are interested in our Services, we may use your communication data to establish business relationships or enter into precontractual negotiations with you.

- **To contact you:** We may use your communication data to respond to your messages and requests.

The Recipients of the Data Concerning You

Here you can find the list of entities, to which the Company may disclose the data concerning you:

- **The employees, affiliated entities, and sub-contractors of the Company:** Many persons are engaged in the functionality of the Website and in the functionality of the Company in general. Thus, the data concerning you may be shared with them.
- **Governmental authorities:** In case of the legal obligation to disclose your data to the governmental authorities (for example, pursuant to the request of the court or police), the Company will do this.
- **Google Analytics:** The Website uses Google Analytics, a web analytics service. It is operated by Google LLC., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Google Analytics uses previously mentioned “cookies”. The information generated by the cookie about your use of the Website is usually transmitted to the Google server in the USA and stored there.
- **Google Analytics Opt-out Browser Add-on** provides visitors and users with the ability to prevent their data from being collected and used by Google Analytics. To install Google Analytics Opt-out Browser Add-on, follow this link: <https://tools.google.com/dlpage/gaoptout?hl=en>. To find out more about the processing of the “personal data” by Google Services, please, follow <https://policies.google.com/privacy>.

Your Rights

As the data subject, you have several rights to control the processing of the data concerning you as per the list below:

- **The right to access:** You can request the Company to provide you with the information whether or not We hold the data concerning you, and, if the Company indeed holds the data, to receive a copy of the data concerning you that We hold.
- **The right to correction:** You can request the Company to correct any inaccurate or outdated data concerning you.
- **The right to deletion:** You can request the Company to remove the data concerning you from Our database. Upon your request and in the absence of the legal obligation to keep your data for an additional period, your personal data will be removed.
- **The right to restrict processing:** You have the right to request that we restrict the processing of your data under certain conditions.
- **The right to data portability:** You can request to receive your data in a structured, commonly used, and machine-readable format, and have the right to transmit those data to another controller without hindrance from us.
- **The right to object:** You have the right to object to the processing of your data if we are processing your data based on our legitimate interests, the performance of

a task in the public interest/exercise of official authority, or for direct marketing purposes.

- **The right to withdraw consent:** If we process your data based on your consent, you have the right to withdraw your consent at any time.

You can apply any of these rights by contacting Us via e-mail address hello@honchburo.io.

Please note that we may request additional proof of your identity/entity prior to the implementation of any of the abovementioned rights.

International Data Transfer

Our Company operates globally, and our data processing facilities, including servers and other infrastructure, may be located in the United Arab Emirates and EEA countries. Consequently, your data may be subject to international transfers. We ensure that appropriate safeguards are in place to protect your data during these transfers, such as standard contractual clauses approved by relevant authorities.

By agreeing to this Policy, you consent to these international data transfers and acknowledge the safeguards we have implemented to protect your data.

Changes and Amendments

This Policy is subject to changes, amendments, and modifications. In case of any changes, amendments, or modifications, the new version of this Policy will be published on this page. If We process the data concerning you and the new version of the Privacy Policy imposes significant changes to the processing of your personal data, you will be notified via available contact details (in case We have your communication data). Your continued use of the Website after the Policy changes has come into effect shall be interpreted as your consent to the revised Policy.

Contact Us

If you have any questions or concerns regarding this Policy or wish to exercise your rights, please contact us at hello@honchburo.io. This includes any complaints, questions, and requests.